

PRINCIPAL BUDGET ANALYST

Definition

Under general direction, supervises and directs subordinate staff engaged in professional analytical, budgetary, and fiscal administration duties.

Distinguishing Characteristics

Principal Budget Analyst is the first-line supervisory class in the Budget Analyst series. Incumbents supervise subordinate staff performing analytical, budgetary, and fiscal administration duties and completing special projects on a City-wide basis. An incumbent may act in the absence of the Budget Manager. This class is distinguished from Senior Budget Analyst in that incumbents of the latter are not responsible for providing direction to other employees on an on-going basis. It is distinguished from Management Analyst III in that incumbents of the latter perform a broad range of supervisory and administrative support duties in an operating department. These are unclassified positions in which incumbents serve at the will of the City Manager.

Typical Tasks

(May include but are not limited to the following)

Supervises and participates in the work involved in the review, research, analysis and preparation of the annual budget for one or more departments or budget units for inclusion in the final City budget.

Coordinates budget preparation processes with staff of assigned departments and budget units; develops recommendations for review.

Researches, analyzes and makes recommendations on requests from assigned departments or budget units for reallocation of positions and changes in funding appropriations.

Evaluates existing and proposed organizations, policies, procedures, programs and functions of assigned departments and budget units; consults with and advises department staff; makes recommendations as needed.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Represents the Budget and Management Studies Division on committees and task forces to develop, schedule, implement and monitor programs which have City-wide impact or require coordination between several departments.

Serves as liaison between the City or Finance Department and other governmental agencies, boards, commissions, offices and private entities.

Reviews existing and proposed legislation for impact on the city; consults with affected departments; makes recommendations as needed.

Performs administrative and/or liaison duties for projects and programs.

Performs related duties as required.

Knowledge, Skills and Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class)

Knowledge of the principles and practices of public administration and organization.

Knowledge of the principles and procedures of accounting and budget preparation and control.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the methods and techniques involved in conducting analytical studies of administrative and management practices and procedures.

Knowledge of the general relationships between local, state and federal governments, public interest groups and private enterprise as they affect the City.

Ability to plan, organize and direct the work of subordinate staff.

Ability to supervise, train and evaluate subordinate staff.

Ability to research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems.

Ability to research, compile, analyze and draw sound conclusions from statistical and other complex data.

Ability to prepare clear and concise reports, records, correspondence and other written materials.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Economics, or closely related field; and three years of experience in professional budget development and administration.

Special Requirement(s)

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____

APG:JC:CW;jl:9/08/03