

BUDGET ANALYST

Class Definition

Under supervision, performs professional analytical, budgetary, and fiscal administration duties.

Distinguishing Characteristics

Budget Analyst is a journey level class assigned to the Budget and Management Studies Division of the City Manager's Office. Incumbents perform analytical, budgetary, and fiscal administration duties for an assigned budget unit or group of departments, and complete special projects on a City-wide basis. This class is distinguished from Senior Budget Analyst in that the latter is the first-line supervisory class in the Budget Analyst series. It is distinguished from Management Analyst II in that incumbents of the latter perform specialized duties for a specific non-budget function or perform a broad range of administrative support duties in an operating department or division.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Reviews, researches, analyzes and prepares 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.

Represents the City Manager's Office 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 City Manager's Office 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, Abilities, and Skills

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 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 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, or closely related field; and one year of experience in budget development or fiscal administration.

Necessary Special Requirement

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

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APPROVED: (Signature on File)
Director

DATE: 05/30/2002

JC/TM/jl/05/30/02