

SENIOR BUDGET ANALYST

Definition

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

Distinguishing Characteristics

Senior Budget Analyst is the lead level in the Budget Analyst series. Incumbents perform advanced and complex analytical, budgetary, and fiscal administration duties and complete special projects on a City-wide basis with minimum supervision. This class is distinguished from Budget Analyst in that the latter is the journey level class and is not assigned lead responsibilities. It is distinguished from Principal Budget Analyst in that incumbents of the latter perform the most difficult and complex assignments and have on-going supervisory responsibility. These are unclassified positions in which the incumbents serve at the will of the City Manager.

Typical Tasks

(May include but are not limited to the following)

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.

Assists the Principal Budget Analyst in the evaluation of subordinate staff and may prepare employee performance evaluations.

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 Ability

(The following are a representative sample of the KSAs 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 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 train 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 two 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: (Signature on file)
Director of Personnel Services

DATE: 09/08/2003