

JUNIOR BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class assists in budget analysis and learns to investigate, analyze, and make recommendations concerning the preparation, and control of assigned sections of the budget. This is the entry level of the Budget Analyst series; final recommendations or decisions are subject to approval and review, although independent judgment is expected within established procedures. Within limits of general assignments a staff relationship exists with administrative officers and employees in assigned County departments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Learns to gather information on the functions of assigned departments to determine purpose, applicable laws and directives, programs, organization, and type of funds involved;

Studies organization and operations of County departments or divisions for reports concerning office layout, space utilization, and staffing requirements;

Studies operations for the improvement of administrative procedures and for recommendations for the solution of other management problems throughout the County Service;

Develops skills to analyze assigned departments' annual, supplemental and deficiency budget requests and develops recommendations for review by higher level budget officials;

Reviews departmental budget request submissions for conformance with established guidelines and format;

Drafts and discusses with supervisor, a summary of the requests' main fiscal and program issues and the strengths of the department's approach in each area;

Learns to monitor assigned departmental program and fiscal operations to ensure that assigned budget are executed in accordance with approved plans, applicable statutes and administrative guidelines;

Meets with Budget Director, Deputy Budget Director and Associate Budget director to discuss potential recommendations;

With assistance, drafts periodic written reports of anticipated recommendations per established format as budget analysis continues. ;

Attends departmental budget meetings as an observer, to obtain knowledge of countywide operations and issues;

Provides staff support in the budget preparation cycle;

Assists in analysis of revenues and expenditures, and preparation of forecasts thereof;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Assists in the analysis of the personnel service section of the departmental budget requests, interpreting Budget Office policies, practices, and procedures and raising specific questions, where necessary for further consideration;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of public administration; familiarity with the general principles and methods in budgeting and administrative management; skill in self-expression, both orally and in writing; ability to comprehend and prepare data, including statistical, for presentation to others; ability to evaluate financial data; ability to develop and maintain effective working relationships; integrity; initiative; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) a Master's Degree* in Business or Public Administration, Political Science, Accounting, Economics or closely related field; (b) one year of professional experience in administrative management, governmental budgeting, or financial control; or (c) a satisfactory equivalent combination of training and experience.

NOTE: Experience obtained in an approved one year internship in public administration may be substituted for an equal amount of the above required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.