

JUNIOR BUDGET ANALYST

GENERAL STATEMENT OF DUTIES: Assists in budget analysis; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class investigates, analyzes, and makes 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.

EXAMPLES OF WORK: (Illustrative Only)

Examines, records and analyzes requests for additional appropriations, allocation changes, appropriation changes, transfers, overtime approvals, promotions, and special rates; confers with administrative personnel or department heads and makes recommendations concerning these requests;

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

Reviews requests for new equipment and staff as part of the annual budget submission of assigned departments;

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

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

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;

Prepares a variety of analyses, reports, and comparisons, as required.

REQUIRED 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 or Economics; (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 internship in public administration may be substituted for an equal amount of the above experience on a month for month basis, provided the experience was on a full-time basis.

*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-grating institution.