

BUDGET ANALYST

227-F

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of Management and Budget and involves research for the review, analysis and preparation of the County Budget and participation in the study of methods and procedures of operating departments. Responsibilities also include working closely with various County departments and making recommendations on the various aspects of budget and office administration. The duties are two fold, involving both budget examination and organizational methods and procedures study. This work is performed under general supervision of the Commissioner of Management and Budget.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains records with respect to use of appropriations, allotments, transfers of funds and other budgetary transactions;

Confers with departmental officials and employees to assist in the preparation of their budgets;

Monitors organizational spending to ensure that it is within budget;

Reports on financial implications of proposed changes in work programs or administrative methods;

Reviews departmental budget submissions for completeness, accuracy and compliance with laws and other regulations;

May attend formal hearings related to departmental budget submissions;

Analyzes, reports and explains recommendations regarding funding requests for capital projects;

Aides in conducting surveys and advises on organizational problems of operating agencies;

Prepares initial work sheets for operating departments;

May attend budget discussions;

Prepares forecasts of revenues and expenditures for specific periods of time according to accepted methods of calculations;

May assign work and provide direction to subordinate personnel;

Interprets Budget Department policies, procedures and requirements;

Assists Clerk to the Legislature in preparing County Tax Levy;

Performs other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles of public administration and municipal budgeting; thorough knowledge of accounting and auditing principles; thorough knowledge of County's organization and operation relating to its budgetary procedures and practices; good knowledge of the basic principles of public finance; good knowledge of personal computer-based office management programs for word processing, spreadsheets and data base management; ability to prepare and analyze financial statements and annual reports; ability to secure and develop cooperative working relationships with operating agency heads and personnel; sound judgment in solving complex administrative and management problems; excellent math skills; ability to present oral and written comments and recommendations clearly and concisely; detail oriented; integrity; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Public Administration, Business Administration, Accounting or Finance and two (2) years of experience in performing accounting activities,

including budget preparation, and/or forecasting and analysis of financial reports; or

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Public Administration, Business Administration, Accounting or Finance and four (4) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class:Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in "Z" Draft Spec on 12/28/06
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Removed from "Z" Draft and Placed in Classplan on 1/29/07
Revised in Classplan on 2/13/08
Revised on 2/15/08
Revised in "Draft" on 9/12/08
Revised and placed in Classplan on 9/26/08
Revised in SC Personnel Classplan on 5/10/19
Revised and Replaced in Classplan: 12/28/2022
Revised and Replaced in Classplan: 9/13/2024
Revised and Replaced in Classplan: 10-28-2024 (Edu)