

Specification for Class of

BUDGET PROGRAM SPECIALIST 3

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Performs senior level budget and program planning analysis for an agency or a major program of an agency. May supervise or lead other Budget Program Specialist, accounting and/or clerical staff involved in budget and/or program analysis.

Distinguishing Characteristics: Positions in this class perform independent budget and program planning analysis. Incumbents must perform five of the listed functions.

Program Size: Biennium budget of more than \$100 million but less than \$300 million.

Contact: Works directly with program fiscal staff and/or management staff. May provide data directly to OFM or legislative staff or may respond to non-state agency request for data.

Legal Context: Requires frequent interpretation of legislative intent and the impact on service delivery.

Funding Sources: Responsibility is for two or more Federal, local or State fund sources. One of which could require matching State funds. May have two or more State dedicated funds.

Budget and Allotments: Prepares biennium budget and subsequent allotments for two or more Federal, Local or State fund sources.

Fiscal Notes: Prepares fiscal impact and status reports. Reviews fiscal notes for policy and fiscal implications. May prepare past and present cost rate proposals.

Cost, Caseload or Workload Forecasts: Prepares caseload, or expenditure and/or workload forecasts and impact estimates.

Fee Analysis: Analyze existing fees and proposed revisions against projected transaction levels and program costs. Implement new approved fee schedules and directed.

Revenue and Expenditure Analysis and Reporting: Reviews financial reports and compares data with budget assumptions. Prepares independent estimates and recommends appropriate action. Monitors budget execution to assure compliance with legislative and executive intent. May develop revenue forecasts on monthly revenue, transaction totals, historical data and fund analysis.

Typical Work

Accomplishes detailed analysis for all assigned or proposed programs and provides consultative planning and analysis services to division management and staff;

Coordinates directly with the lead worker, Budget Director, and the Division Director of assigned programs providing them with specific information and knowledge to achieve coordinated program and budget planning;

Prepares and presents complex caseload and/or expenditure forecasts for budget or other management purposes;

Coordinates the fiscal note process including responsibility for operation of the system, review of fiscal notes and coordination with OFM staff;

Develops periodic publications reflecting status and implementations of federal budget and federal legislation affecting the department;

Guides lower level Budget Program Specialists, accounting and accounting staff in the development of caseload and cost estimates and forecasts in one or more major programs;

Prepares reports, including finding, conclusions, and recommendations for improvement of agency operations, ensures that follow-up service is provided to divisional management to ensure compliance with indicated program changes;

Conducts analysis of proposed legislation which affects assigned and proposed programs and recommends specific modification or change of such legislation based on agency's plans and fiscal policies; recommends or reviews proposed legislation to improve statutory basis for assigned programs; prepares and reviews fiscal notes;

Directs the review of program allotment requests and position actions and recommends approval, modification, or disapproval of allotment request and positions based on established program plans, fiscal or policy considerations;

Provides department consultative and budget services on complex interagency programs;

Prepares and/or presents required program budget information for use in hearings and executive level meetings;

Performs other work as required.

Knowledge and Abilities

Knowledge of: State budgeting and accounting policies and procedures; principles of governmental accounting and budgeting; State fiscal organization and operations; modern office management analysis and planning techniques.

Ability to: create and maintain effective working relations with agency and inter-agency management and staff; plan, schedule and conduct complex program analysis; communicate effectively, both orally and in writing.

Minimum Qualifications

A Bachelor's degree in business or public administration or closely allied field and four years of professional experience in budgeting, management analysis, or allied field.

OR

Three years of experience as a Budget Program Specialist within State service.

A Master's degree in business, public administration, economics, statistics or allied field will substitute for one year of the required four years of experience.

Additional qualifying experience will substitute, year for year, for education.

New class

Effective September 24, 1974

Revised February 28, 1975

Revises definition, distinguishing characteristics and minimum qualifications
Revised September 15, 1978
Revises definition and distinguishing characteristics
Revised April 13, 1979
Revises definition and distinguishing characteristics
Revised February 15, 1980
Revises definition and distinguishing characteristics
Revised March 13, 1981
Revises definition and distinguishing characteristics
Revised May 14, 1982
Revises definition and distinguishing characteristics
Revised September 13, 1983
Revises distinguishing characteristics
Revised January 13, 1984
Revises distinguishing characteristics
Revised April 13, 1990
Revises definition, distinguishing characteristics and minimum qualifications