

Specification for Class of

BUDGET PROGRAM SPECIALIST 5

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Directs and manages a section providing either budget and program planning analysis for one or more programs or system and analytic support for all agency programs. Supervises or leads at least three budget professionals or at least one Budget Program Specialist 3 involved in budget and/or program analysis.

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

Contact: Works directly with program management, OFM and legislative staff and agency executive management. Responds to non-state agency requests for justification and data.

Legal Context: Recommends agency position on proposed legislative changes. Suggests alternative action as appropriate.

Funding Sources: Directs the development of budget and allotments and recommends approval or modification to agency executive management.

Budget and Allotments: Directs the preparation of the Agency's biennium budget and subsequent allotments.

Fiscal Notes: Reviews all assigned programs' fiscal notes for technical accuracy and clarity. Prepares major multiprogram fiscal notes.

Cost, Caseload or Workload Forecasts: Provides direction for forecast and estimate preparation and reviews for technical accuracy and reasonableness.

Fee Analysis: Review fees for technical accuracy. Present proposed fee changes as appropriate.

Revenue and Expenditure Analysis and Reporting: Reviews for technical accuracy and clarity. Provides direction for resolution of program fiscal problems. May initiate

corrective action as appropriate. Presents policy and/or program changes as needed.

Typical Work

Conducts analysis of proposed legislation which affect 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;

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

Provides Department consultative and budget services on complex inter-agency programs so that the division can achieve a uniformly high level of effective programs and efficient organizations;

Prepares or supervises the preparation of required program budget information for use in appropriate hearings;

Performs other work as required.

Knowledge and Abilities

Knowledge of: State budgeting and accounting policies and procedures; principles of governmental accounting and budgeting; principles of management and public administration; departmental programs and funding; management analysis and planning techniques.

Ability to: plan, schedule, and supervise work of professional analysis in highly complex budget analysis; create and maintain effective working relations with inter- intra-department management and staff; communicate clearly and concisely both orally and in writing.

Minimum Qualifications

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

OR

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Three years of experience as a Budget Program Specialist 2 or higher within State service.

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

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

New class

Effective September 24, 1974

Revised September 15, 1978

Revises definition and distinguishing characteristics

Revised February 15, 1980

Revises definition and minimum qualifications

Revised March 13, 1981

Revises definition

Revised March 3, 1986 (special Board meeting)

Revises definition and distinguishing characteristics

Revised November 14, 1986

Revises definition

Revised April 13, 1990

Revises definition, distinguishing characteristics and minimum qualifications (formerly titled Budget Program Specialist 4)