

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3036

BUDGET ANALYST II

Abolished Effective February 10, 2006

BASIC FUNCTION

Perform operating or capital budget analyses and prepare and analyze fiscal and narrative reports for use in developing institutional budgets, allotments, and redistribution and fund requests. Advise institution administration regarding budget policies and procedures.

DISTINGUISHING CHARACTERISTICS

Journey level class of series. Under general direction, perform complex operating or capital budget analyses such as project expenditure/revenue patterns; reconcile data between different sources or accounting systems for an institutional budget; analyze proposed legislation and project fiscal impacts; and prepare analysis and narrative in support of program plans and budget requests. Develop and modify computer budget models, formulas and procedures.

TYPICAL WORK

Participate in the preparation of the institution biennial budget request including reviewing, analyzing and summarizing fiscal data and writing narrative justification;

Analyze fund requests, trends and historical data relating to operating or capital budgets using statistical and computerized models;

Analyze proposed legislation and project fiscal impact;

Produce fiscal and narrative reports on institutional and state budget policies, departmental budget plans and requests, and technical matters such as tuition and fee model forecasts/reconciliations and accounting/computing procedures;

Advise and assist institution and/or department administration regarding budgetary policies and procedures, account status;

Develop computer budget models, formulas, and procedures to be used in allocating and tracking special appropriations;

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Prepare and track operating and capital allotments for the institution;

Track and project revenue and expenditures by specific funding category;

May direct the work of others;

May interact with other state agency staff to exchange information or confer on technical questions;

Perform duties of the Budget Analyst I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree with major study in accounting, business administration, or related field AND two years of work experience as a Budget Analyst I or equivalent

OR

equivalent education/experience.

New Class: 1-3-73

Revised Class: 6/5/92