

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3037

BUDGET ANALYST - LEAD

Abolished Effective February 10, 2006

BASIC FUNCTION

Lead budget analysts and/or others. Independently perform budget analysis for an institution requiring broad knowledge of institutional and state accounting and/or budget procedures.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others. Under administrative direction, independently establish procedures and methods for developing and monitoring budgets and for collecting, analyzing, interpreting and disseminating budget information for an institution. Responsible for a major budget function, such as position control or allocation control. Advise and recommend alternative courses of action to institution administration in relation to budgets.

TYPICAL WORK

Direct major budget functions such as position control or allocation control;

Direct the preparation of summary financial reports for the institution budget request; direct the preparation of expenditure and revenue allotment requests;

Participate in the design, development, implementation, maintenance and modification of budgetary procedures such as the planning process and proper allocation of funding and revenue to institution departments; ensure compliance with standards established by the State Office of Financial Management;

Maintain computerized systems to support budget functions;

Direct the preparation of cost studies and managerial reports required by both internal activities and external sources;

Provide guidance to others in the design, development and/or implementation of computer analytical models for projection or analysis of fiscal data or in area of major budget function;

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Analyze legislation, project costs, and prepare fiscal notes;

Participate on interagency and interinstitutional committees; consult with representatives from other state agencies regarding fiscal matters;

Perform duties of Budget Analyst II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

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

OR

equivalent education/experience.

New Class: 1-3-73

Revised Class/Title: 6/5/92