

BUDGET ANALYST

Code No.: 4-01-015
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for researching and compiling data for inclusion in a department or agency budget. Duties involve assisting a Department Head or other managerial staff members in analyzing budget information to keep expenditures in line with appropriations. This position differs from Senior Budget Analyst by virtue of assisting with the development of a budget but not independently preparing an entire budget for a department or agency. The employee reports directly to, and works under the general supervision of a Senior Budget Analyst or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Researches and compiles data regarding operating and capital expenditures for inclusion in the annual budget;

Assists department head in keeping expenditures in line with appropriations;

Performs analysis of the operating agency's or department's activities to improve efficiency and reporting capabilities;

Reviews revenue estimates and Capital Project requests;

Administrates capital contracts as they relate to budget matters;

Assists in preparation of claims to the State and Federal governments;

Continually reviews and develops criteria for the preparation of all budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and techniques of budget preparation; good knowledge of local government or agency organization and function; good knowledge of office practices and procedures; good knowledge of mathematics and English usage; working knowledge of basic research procedures; ability to assist with the preparation and control budgets; ability to compile records and reports; ability to maintain complete files; ability to establish and maintain effective working relationships; ability to write narrative reports and create statistical reports; ability to communicate orally and in writing; ability to organize work; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Economics, Finance or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above plus one (1) year paid full-time or its part-time equivalent professional experience in budget preparation, budget analysis, financial planning, or financial analysis for a public or private agency; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: February 27, 1986
Reviewed: 10/28/86
REVISED: November 9, 1989
REVISED: November 6, 1997
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