

BUDGET & MANAGEMENT ANALYST SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is highly complex and supervisory professional work involved in the formulation and administration of the budgets of executive departments and agencies and research and analysis of governmental administrative and operational programs.

Employees in this class perform the full range of budget administration duties and research and management studies.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises and conducts complex research and management studies to evaluate cost impact and effectiveness of executive programs and other special projects.

Supervises the compilation and analyzes expenditures, revenue trends and estimates the status of funds; recommends budgetary controls and other appropriate actions.

Performs short and long range fiscal planning and makes policy recommendations to the BBMR Administrator.

Supervises the review of proposed legislation having an impact on the financial conditions of the government and the executive's policies and program priorities.

Develops a system of forms control.

Supervises analysts in the guidance and assistance provided to assigned department/agencies on budget preparation, fiscal control, interpretation of executive policy and legislative intent pertaining to the use of appropriations, expenditure funding, and transfer of funds.

Supervises the monitoring of all capital improvement projects and updating of cash advances and disbursements of all CIP's; the reviews of grant applications, state plans, and programs for adequate program justification, cost impact, conformance to established guidelines and conformance to territorial state plans and priorities.

Collaborates with data processing specialists in the design and implementation of data processing and management information systems.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of governmental budget administration and management.

Knowledge of modern business and public administration.

Ability to supervise the work of others.

Ability to learn the operations of the executive departments/agencies and determine financial needs.

Ability to prepare a comprehensive analysis of program budgets, revenue trends, and management studies.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to make work decisions in accordance with laws, rules and other program guidelines and requirements.

Ability to learn and apply the principles and techniques of automatic data processing.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of experience as a Budget and Management Analyst, including two (2) years as a Budget and Management Analyst IV, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science or closely related field; or
- B. Any equivalent combination of experience in the field of Budget and Management work and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: SEPTEMBER 1995

PAY GRADE: 0

HAY EVALUATION:

KNOW HOW:	E13	264
PROBLEM SOLVING:	E3 (38%)	100
<u>ACCOUNTABILITY:</u>	<u>E1S</u>	<u>115</u>
TOTAL POINTS:		479



ELOY P. HARA
Executive Director
Civil Service Commission