

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**BUDGET ANALYST I**

**Position Code: K1181**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, performs beginning-level professional budgetary control, planning and analysis work in the Office of Budget and Fiscal Management; assists in preparing budget documents; analyzes departmental budget proposals relative to program and operational needs for limited portions of budgetary requests; performs progressively responsible tasks designed to increase proficiency in the total budget process.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Reviews, analyzes and evaluates limited portions of departmental budget proposals under close guidance of an experienced analyst; makes recommendations as to the acceptability of budget requests as they relate to program needs; assists in finalizing budget proposals for submittal to the General Assembly including the preparation of budget documents and forms; works with legislative staff to complete required documents.
2. Prepares routine administrative reports for management use on budget proposals, budgetary status, expenditure projections or other matters relative to budgetary control and planning.
3. Maintains and monitors budgetary control and planning accounts of limited complexity in order to identify potential problems and/or trends.
4. Becomes familiar with program and structural changes throughout the Office of the Secretary of State in order to make recommendations on budgetary needs; participates in continuous research in the review of operations, programs, procedures and organizational structure.
5. Works with departmental fiscal staff to resolve budget problems, transfer funds, or provide information on budget preparation.
6. Performs other duties as required or assigned.

## **BUDGET ANALYST I (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with coursework in social science fields, political science, public or business administration, accounting, economics or related liberal arts and sciences coursework and either two years of professional governmental budgetary control and planning experience or two years of managerial experience which included extensive budgetary planning from an operations standpoint.

#### **Knowledge, Skills and Abilities**

Requires working knowledge of budgetary planning methods, procedures and techniques.

Requires working knowledge of laws, regulations and policies and governing the State accounting procedures.

Requires working knowledge of accounting procedures, methods and techniques.

Requires working knowledge of government and governmental budgeting systems.

Requires working knowledge of office practices and procedures.

Requires ability to become familiar with policies, programs and procedures of the organization serviced as they relate to budgetary analysis and planning.

Requires ability to make routine analytical judgments on budgetary matters as relate to program needs.

Requires ability to recommend alternative solutions to routine budgetary problems.

Requires ability to accomplish quality work in a limited time or under stress situations.

Requires ability to express concepts and factual data clearly and concisely both orally and in writing.

Approved by the Secretary of State Merit Commission – December 10, 2003

Effective – December 16, 2003

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year