

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

**BUDGET ANALYST II**

**Position Code: K1182**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, performs complex professional budgetary control, planning and analysis work in the Office of Budget and Fiscal Management; prepares budget documents; analyzes departmental budget proposals relative to program and operational needs.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Reviews, analyzes and evaluates departmental budget proposals; makes decisions and recommendations as to the acceptability of budget proposals for submittal to the General Assembly including the preparation of budget documents; monitors appropriations bill through the entire legislative process.
2. Prepares complex administrative reports for management use on budget proposals, budgetary status, expenditure projections or other matters relative to budgetary control and planning for past, present and future years.
3. Establishes, maintains and monitors a wide variety of budgetary control and planning accounts in order to identify potential problems and/or trends; assures that operating accounts are established in accordance with legislative authorization.
4. Keeps abreast of program and structural changes throughout the Office of the Secretary of State in order to make decisions 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 and assistance on budget preparation.
6. Performs other duties as required or assigned.

## **BUDGET ANALYST II (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 four years of professional government budgetary control and planning experience or four years of managerial experience which included extensive budgetary planning from an operations standpoint.

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

Requires thorough knowledge of budgetary planning methods, procedures and techniques.  
Requires extensive knowledge of government and governmental budgeting systems.  
Requires extensive knowledge of laws, regulations and policies governing the State accounting procedures.  
Requires extensive knowledge of accounting procedures, methods and techniques.  
Requires working knowledge of office practices and procedures.  
Requires ability to interpret and evaluate public policy and to understand its relationship to the organization served.  
Requires ability to evaluate programs and procedures of the organization served as they relate to budgetary analysis.  
Requires ability to make analytical judgments on budgetary matters as related to program needs to evaluate the impact of varied funding levels on operations.  
Requires ability to recommend alternative solutions to complex budgetary problems.  
Requires ability to accomplish quality work in a limited time or under stress situations.  
Requires ability to identify non-compliance with laws, regulations and established budgetary and/or accounting policies and procedures.  
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