



DHS-BUDGET ANALYST SENIOR

Characteristics of Work

This is advanced professional work in the field of budget administration involving the review, development, and evaluation of Department of Human Services intra-agency budget requests. Employees are responsible for compiling and analyzing budgetary information for various departments within the agency and/or for comparable segments of different operating programs. Work includes monitoring budget expenditures; evaluating requests for budget revisions; assisting in preparation of budgetary impact reports; and recommending proposed changes to budgets. Supervision is exercised over subordinate clerical and technical personnel, and received from an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Examines the operations and budgets of departments and divisions within the agency to obtain details for utilization in budget preparation and administration.

Analyzes monthly and quarterly budgeting and accounting reports for the purpose of maintaining expenditure controls.

Prepares studies on revenue projection estimates and cash management to determine impact on agency programs and operations.

Examines requests and/or requests budget revisions for completeness, accuracy, and conformance with procedures, regulations, and policies.

Recommends approval or disapproval for budget revisions; writes report explaining why budget provisions are being altered or denied.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares budget and administrative financial studies by examining and analyzing the budget and departmental operations.
2. Oversees budget revisions and ensures compliance with agency rules and regulations.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she

may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in accounting, business administration, finance, or a related field;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in accounting, business administration, finance, or a related field,

AND

Experience:

One (1) year of experience in work related to the above-described duties.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.