

PROGRAM AND BUDGET ANALYST

DEFINITION

Under general supervision of the Budget Manager, performs responsible budget, financial and policy analysis for the County Executive and the Board of Supervisors; work includes reviewing and researching programs and policies and budget requests and making recommendations; developing and monitoring of the county's annual budget and capital improvement plan; reviewing proposed state legislation and budgets for impacts on the county; provide assistance to county departments in the analysis of budgetary preparation and control issues; performs related work as required.

EXAMPLES OF DUTIES

Performs substantive department-wide program studies and completes related reports (e.g., determines research methodology, gathers and analyzes data, contacts and communicates with stakeholders, determines alternative solutions including financial and programmatic impact, independently prepares and communicates recommendation(s) to decision-makers including the County Executive and Board of Supervisors); coordinates and assists county departments in the preparation of their budget requests; compiles agency budget requests; monitors the county budget throughout the year and reports variances to the County Executive and Board of Supervisors; reviews and analyzes proposed state legislation and budgets for impacts on the county and makes appropriate recommendations; assists in the development of legislative proposals that relate to the county's budget.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience equivalent to a bachelor's degree in business administration, public administration or related field and three or more years professional level budget analysis.

Knowledge, Skills and Abilities

Considerable knowledge of budget analysis and preparation; considerable knowledge of financial and program analysis; considerable knowledge and skill in personal computer usage including spreadsheet and word processing applications; knowledge of generally accepted accounting principles and laws, ordinances, and regulations relating to public sector budgeting and finances; ability to maintain records and prepare reports; ability to compile, verify, and analyze complex financial and program records and reports; ability to work independently and exercise judgment in the application of budgeting principles and procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with other employees, government officials, and the general public.