

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Budget Analyst 2

Definition

Performs trainee- to journey-level professional governmental budget analysis work; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Collects and analyzes budgetary and fiscal data; advises in the preparation of budget requests; makes recommendations for revision or adoption of budget requests.

Maintains historical cost data; prepares charts, graphs and reports for budget administration and fiscal analysis.

Provides guidance on budget formulation, program operations and appropriations control; advises and assists assigned agency with adherence to executive policies and legislative intent.

Conducts or assists in studies and surveys of organization, methods and procedures; prepares comprehensive reports of findings and recommendations.

Assists higher level Analysts in developing standards and procedures for more efficient budget administration.

Reviews and evaluates requests for operating and capital improvement funds for budget period; recommends approval, modification, or disallowance of requests.

Gives guidance and direction to others engaged in budget control and program activities.

Independently designs and prepares comprehensive analytic reports of expenditures, data, and trends.

Reviews program allocation requests and recommends approval, modification, or denial of request.

Identifies financial issues, variances, and inter-relational program operation impact and recommends corrective budgetary actions to management.

Provides guidance and expertise in compiling data and interpreting rules and regulations for management and program staff, accounting staff, and auditors.

Prepares all financial reports including but not limited to: monthly financial report requests for information (RFI), daily account balance, per diem, and year end reports.

Prepares estimates used by management for planning, organizing, and scheduling work.

Works with program managers to prepare contracts, budgets, amendments, and correspondence for competitive and non-competitive contracts.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Estimating the Quantifiable Characteristics of Products, Events, or Information – Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, finance, or business administration.
- 2) A total of four years of education (as described in number one) and/or full-time experience, where one year of full-time experience in professional level budget analysis or fiscal management work equals thirty semester hours of education.

Effective date: 02/2018 KJ