

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

Budget Analyst 5

Definition

Serves as a senior budget analyst within a cabinet-level agency with overall responsibility for budgets and financial processes that impact all areas of the agency, and directs the work of teams of analysts involved throughout the agency; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Leads and administers consultative budget/fiscal analysis service to agency directors and other officials regarding budget preparation, program operations, calculation of billable rates, appropriations control and advises them concerning adherence to executive policies and legislative intent.

Maintains a detailed understanding of funding streams and reporting requirements across the entire agency; directs the work of other budget analysts to accomplish the agency's financial goals.

Develops and maintains cost allocation plans and rate methodologies by which the agency is entitled to claim federal matching and grant monies for administering programs.

Monitors and manages a large number and variety of funding sources applicable throughout the entire agency.

Leads and administers all information technology budgeting processes for the agency; performs cost analysis work for major projects requiring information technology investment; tracks related funding.

Represents the head fiscal or administrative office in a variety of interagency contacts, particularly in budgeting and fiscal reporting; confers with and advises agency management on fiscal issues and interprets financial and accounting system policies and regulations.

Analyzes proposed legislation/policy revisions to assess budgetary impact upon new or existing programs and attends legislative budget hearings.

Conducts studies and surveys of organization methods/procedures and prepares comprehensive reports of findings and recommendations.

Coordinates the development of standards and procedures for more efficient budget administration, maintains historical cost data and prepares charts, graphs, and reports for agency budget development, presentations, and administration/fiscal analysis.

Reviews agency requests for products/services based on the authorized biennial budget and recommends adoption or modification.

Competencies Required

Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- 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.
- Customer Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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.
- Number Facility – Add, subtract, multiply, or divide quickly and correctly.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- 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.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- 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:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Mathematics – Using mathematics to solve problems.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- 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, and experience equal to six years of full-time work in professional budget analysis or fiscal management.
- 2) Ten years of full-time work experience in professional budget analysis or fiscal management.
- 3) A total of ten years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in accounting, finance, or business administration equals one year of full-time experience.
- 4) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Budget Analyst 3 or six months of full-time work as a Budget Analyst 4.

Effective date: 10/23 SA