

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

Enterprise Fiscal Analyst

Definition

Within the Department of Management, performs advanced-level enterprise-wide financial analysis, planning and program evaluation, management analysis, and budgeting 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

Provides guidance and technical assistance to assigned agencies including financial and management analysis relating to budget formulation, program operations, and control of appropriations.

Analyzes agency budget requests for necessary inclusions and ensures that budget preparation is in conformance with both mandated and Department of Management budget policies. Gathers and analyzes supplemental budget data as an aid to effective decision making.

Calculates salary adjustment distributions for assigned agencies and analyzes the accuracy of projections.

Monitors spending of assigned agencies to ensure compliance with the enacted budget. Advises and assists agencies in the implementation of budget and policy legislation and establishes tracking procedures to ensure fiscal and operational objectives are met.

Analyzes proposed legislation and policy revisions and prepares statistical reports, financial estimates, and fiscal notes to assess impact and effect; recommends support modification or withdrawal based upon the Governor's adopted program plans and financial policies.

Inventories projects and approved allocations, records transfers, and maintains transfer schedules related to federal grants managed by the Department of Management. Verifies required data for federal reporting is complete and accurate. Prepares and submits federal reports associated with the federal grants by established timeframes.

Conducts planning, budget, and management studies to recommend alternative courses of action based upon reports, grant requests, budget requests, and conferences with affected state or local officials.

Advises and assists assigned department(s) or local entities to ensure adherence to executive policies and legislative intent.

Reviews and evaluates requests for operating and capital program funds or allotment requests to recommend approval, modification, or disallowance of the agency's or local entity's request.

Participates in legislative hearings to explain general or specific aspects of budget and legislative proposals and ensure that the Governor's policies are made known to concerned parties.

Communicates with department or local entity heads and fiscal officers to gather current information about the organization's activities and problems.

Competencies Required

Knowledge:

- 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.
- 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.
- 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.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

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.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.
- Mathematics – Using mathematics to solve problems.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- 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.
- 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) Seven years of full-time professional-level work experience in budget analysis, financial management, accounting, law, or management analysis work.
- 2) All of the following (a, b, and c):
 - a. One year of full-time professional-level work experience in budget analysis, financial management, accounting, law, or management analysis work; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and
 - c. A total of two years of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in public or business administration, law, economics, finance, or accounting equals one year of full-time experience.

Effective date: 03/24 SA