

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

Budget Analyst 1

Definition

Performs trainee-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

Learns to perform budget analysis work; studies principles, laws, and other requirements of State fiscal activities.

Learns agency programs, policies, and operating procedures.

Assembles fiscal and accounting data for use in budgetary evaluations and cost analysis; maintains worksheets and records on projections and costs.

Examines reports on status of obligations; notes any trends or deviations. Provide technical assistance with cost analysis, fiscal allocation, and budget preparation.

Reviews portions of requests for funds; checks for internal consistency with original estimates and established allowances. Confers and corresponds with departmental officials relative to budget requests and revisions.

Assists a higher level budget analyst or administrator in special research and cost projects or studies.

Summarizes budgets and submit recommendations for the approval or disapproval of funds requests.

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

Analyzes monthly department budgeting and accounting reports to maintain expenditure controls.

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