

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

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 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 consultative budget and management analysis service to agency staff regarding 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 subordinate employees engaged in budget control and program activities.

COMPETENCIES REQUIRED

Knowledge of State budget and accounting procedures and policies.

Knowledge of the operating programs, functions and objectives of the agency for which budget services are rendered.

Ability to analyze program and accounting details in order to identify and apply significant data, in preparing budget projections, estimates and reports and to make appropriate recommendations.

Ability to establish and maintain effective working relationships with agency representatives.

Ability to make mathematical computations involving percentages, ratios, averages, quickly and accurately.

Ability to present facts and recommendations in a clear, concise, and logical manner, orally and in writing.

Ability to apply budget activity circulars, instructions, memorandums and regulatory guides.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree in accounting, finance, or business administration;

OR

an equivalent combination of education and experience, substituting one year of full-time experience in responsible professional level budget analysis or fiscal management work for each year of the required education with a maximum substitution of four years.

Effective Date: 12/13 SA