

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

Budget Analyst 3

Definition

Performs advanced-journey-level 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

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.

Reviews agency allotment requests based on authorized budget; recommends adoption or modification of requests.

Performs advanced level financial analysis, planning, and management of the agency's annual budget.

Analyzes current budget, programs, and staffing changes to determine proper allocations to multiple units.

Provides analysis and input to division management team concerning budget shortfalls and recommendations on most effective use of resources in event of budget reduction.

Monitors yearly expenditures against budget, identifies potential budgetary discrepancies, and submits corrective budgetary actions to management.

Designs and implements financial structures which are responsive to multiple agency financial requirements.

Maintains historical cost data and 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 with adherence to executive policies and legislative intent.

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

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

Assists in the development of standards and procedures for more efficient budget administration.

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

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, and experience equal to three years of full-time work in professional level budget analysis or fiscal management.
- 2) All of the following (a and b):
 - a. Three years of full-time work experience in professional level budget analysis or fiscal management; and
 - b. A total of four 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.
- 3) All of the following (a, b, and c):
 - a. Graduation from an accredited college or university with a master's degree in business administration or public administration; and
 - b. Two years of full-time work experience in professional level budget analysis or fiscal management; and
 - c. A total of four 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 one year of full-time work as a Budget Analyst 2.

Effective date: 02/2018 KJ