

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**FISCAL & POLICY ANALYST, SENIOR**

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**DEFINITION**

Performs advanced level financial analysis, planning and program evaluation, management analysis, and budgeting 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**

Provides financial analysis, management analysis, and operational evaluation relating to budget formulation, program operations, control of appropriations and state tax policy.

Confers with departmental administrators and financial programs managers on fiscal problems to interpret and enforce statewide accounting and financial policies and regulations; provides input on the coordination and processing of fiscal claims against the state.

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, disallowance or the agency's or local entity's request.

Analyzes proposed legislation and policy revisions or prepares revenue estimates, 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.

Conducts studies and surveys of methods and procedures; prepares comprehensive reports of such activity including recommendations for indicated action.

Participates in legislative hearings to explain general or specific aspects of budget and legislative proposals and assure 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.

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.

**COMPETENCIES REQUIRED**

Knowledge of contemporary principles, techniques and methods of management analysis, administration, and program evaluation.

Knowledge of state or local budget and accounting policies and procedures.

Knowledge of the operating programs, functions and objectives of the department(s) or local entities for which services are rendered.

Knowledge of electronic data processing applications related to financial reporting systems.

Knowledge of the state legislative system particularly as it applies to the budgetary process.

Ability to interact with department representatives, legislators, local government representatives, the public, and other office staff.

Ability to read, understand and interpret the Code of Iowa, legislative bills and actions.

Ability to prepare, evaluate and explain diverse financial data.

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 and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and 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**

Experience equal to seven years of full-time professional level budget analysis, financial management, accounting, or management analysis work;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited post high school education for each year of the required experience to a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting a master's degree or higher in Business Administration, Public Administration, Law, Economics, Finance or Accounting for two years of the required experience;

OR

an equivalent combination of education and experience, substituting thirty semester hours of accredited post graduate education in Business Administration, Public Administration, Law, Economics, Finance or Accounting for each year of the required experience.

Effective Date: 07/11BR