



Career Service Authority

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Associate Agency Budget Analyst

GENERAL STATEMENT OF CLASS DUTIES

Provides standard level professional analysis of revenues generated and forecasted, rates, charges, and expenditures, and assists in the preparation and monitoring of an agency budget.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Staff Agency Budget Analyst, which performs entry level duties, by its performance of professional duties at the standard or intermediate performance level. Agency Budget Analyst is distinguished from Senior Agency Budget Analyst by the latter class's performance of full performance or journey level duties. The Agency Budget Analyst series is also distinguished from the Financial Management Analyst series. Budget related positions within the Financial Management Analyst series have management consulting responsibilities which include analysis of the efficiency and effectiveness of operations and programs in assigned agencies.

This class is also distinguished by the following factors:

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Assists in preparing operating and capital expenditures budgets, quarterly forecasts, and maintaining physical asset inventory.

Monitors, analyzes, researches and explains significant revenue and budget variances, including actual costs versus budgeted costs.

Analyzes internal financial statements and prepares a reconciliation of equipment purchases, capital improvement projects and costs to the general ledger.

Prepares budget requests, recommendations and reports for management.

Prepares various statistical reports including revenue and cash flow projections, expense analysis, present value and lease/buy comparison analysis.

Performs analysis of current revenues generated, assists in establishing rates and charges and updates revenue forecasts.

Some positions analyze airport-generated revenue from such sources as airline landing fees, cargo business, aviation fuel taxes and passenger facility charges.

Some positions perform market surveys on rates and charges at comparable facilities to assist in determining correct billing practices.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment toward completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Knowledge of budgeting techniques sufficient to be able to assist in the development of a budget.

Knowledge of accounting and financial practices sufficient to be able to prepare various types of financial reports.

Knowledge of statistics sufficient to be able to interpret and analyze information and perform statistical calculations.

Knowledge of mathematics sufficient to be able to perform a variety of calculations

Skill in analyzing complex problems and determining justification in accordance with budgetary theories and practices.

Skill in exercising initiative, judgment and decision making in solving problems and meeting organizational objectives.

Skill in preparing professional written documentation, utilizing correct grammatical form and clearly expressing ideas.

Skill in researching and analyzing information relative to the work assignment.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with the fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Baccalaureate degree in finance, accounting, business or a directly related field.

Experience Requirement:

Two years of professional level experience analyzing budgets and financial statements, preparing and justifying budget requests and allocating funds according to spending priorities.

Education/Experience Equivalency:

A master's degree and one year of experience may substitute for the minimum education and experience requirements. Appropriate experience in addition to the required experience may be substituted for the required education on the basis of one year of experience for one year of education.

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Exempt.

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/16/2003

REVISED BY: Paul Wiberg

CLASS HISTORY 02/06/03 "Associate" added to class title and specification adapted to a new format.
02/18/03, minimum education and education/experience requirements modified to agree with customary Career Service practice.