



Career Service Authority
Staff Agency Budget Analyst

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry level professional work assisting in the analysis of revenues generated and forecasted, rates, charges and expenditures and assists in the preparation and monitoring of an agency budget.

DISTINGUISHING CHARACTERISTICS

This level is the first level in a four part series. Staff Agency Budget Analyst performs entry level professional duties and is distinguished from the second level, Agency Budget Analyst, which performs standard or intermediate level duties.

This class is also distinguished by the following factors:

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Performs entry level professional work assisting in the preparation of operating and capital expenditure budgets, quarterly forecasts and maintaining physical asset inventory.

Performs training assignments which are primarily routine and restricted in intricacy using well established and well defined procedures, methods and techniques.

Gathers and exchanges factual information and data with colleagues to assist in monitoring, analyzing, researching and explaining significant revenue and budget variances, including actual versus budgeted costs.

Assists in the analysis of internal financial statements and preparation of a reconciliation of equipment purchases, capital improvement projects and costs to the general ledger.

Assists in preparing budget requests and recommendations and reports for management.

Assists in analyzing current revenues generated, establishing rates and charts and updating revenue forecasts.

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

Under close supervision, some positions assist and advise agencies in the development of budget requests and monitoring the expenditure of budgeted funds.

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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.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback or other opportunities for self-learning and development.

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

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

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.

Knowledge and analysis of research techniques sufficient to be able to determine what information is needed, secure and analyze desired information and formulate logical recommendations.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in researching and analyzing information.

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 related field.

Experience Requirement:

None.

Education/Experience Equivalency:

A master's degree in the prescribed major fields may be substituted for the prescribed baccalaureate degree. A baccalaureate degree in any major field may be substituted for two years of the required education in a prescribed major field. Appropriate 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: Non-exempt

ESTABLISHED DATE: 02/16/2003

REVISED DATE: 08/01/2005

REVISED BY: Nicole Lucero-Holub

CLASS HISTORY 8/05 – Corrected typos in essential duty statements.