



Office of Human Resources
Budget Analyst Supervisor - CV2911
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General Statement of Duties

Supervises professional and paraprofessional budgeting staff engaged in overseeing and monitoring agency or department budget functions.

Distinguishing Characteristics

The Budget Analyst Supervisor may work within an agency or department supervising various budget related functions or work within an organization that services multiple agencies and departments with regard to a specific area of budgeting.

The Budget Analyst Supervisor is distinguished from the Budget Analyst Specialist, which performs specialized budget functions within the Office of Budget and Management that impact the Citywide annual budget; and, is distinguished from the Senior Budget Analyst, which performs full performance professional level budget management and analysis work that is complex and specialized in day-to-day activities and budget functions.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

Level of Supervision Exercised

Supervises two or more professional budget analysts; and, may supervise additional support staff.

Essential Duties

Supervises professional and paraprofessional budgeting staff engaged in budget functions and activities and oversees the financial administration and operations of an agency or department, which includes: budgeting, payroll, purchasing, contracts administration, financial planning, authorizing agent for financial transactions, ensures efficient use of financial resources, determines budget priorities and objectives, and represents organization at budget hearings.

Ensures financial transactions are performed, reconciled, recorded, and reported within established policies, procedures, and fiscal rules.

Reviews and interprets new legislation and statutes, determines impacts to business operations, and implements changes to ensure fiscal compliance.

Manages and coordinates budgeting activities to improve processes, performance, and facilitates studies and projects.

Subject matter expert in the area of budgeting functions and activities in guiding management in decision making and acts as a liaison in guiding other agencies and departments in fiscal matters.

Reviews, develops, or modifies work plans, methods and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidates for job openings.

Resolves problems and mediates conflicts encountered during daily operations, and determines appropriate solutions, while promoting teamwork. Encourages regular communication and informs staff of relevant business issues.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements training plans and programs.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned or requested.

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.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Influencing - Collaborates with, persuades and influences others.

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

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data; includes data modeling, earned value management, and evaluating key financial indicators, trends, and historical data.

Knowledge of various types of contracts, techniques, or requirements (for example, Federal Acquisitions Regulations) for contracting or procurement, and contract negotiation and administration.

Knowledge of the principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.

Education Requirement

Bachelor's Degree in Finance, Accounting, Business Administration, or a related field.

Experience Requirement

Five (5) years of full performance level professional experience analyzing budgets, financial statements, preparing budget justification requests, and allocating funds according to spending priorities.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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 hand(s).

Fingering: picking, pinching, or otherwise working with 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.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Walking: transporting body and objects from place-to-place.

Bending: bending at the waist to move an object from one level to another.

Kneeling: to access documents at a lower level.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Verification

Employment Verification

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-814

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: