

Specification for Class of

BUDGET PROGRAM SPECIALIST 1

Abolished Effective February 10, 2006

Definition: Performs budget and program analysis under supervision of a higher level budget specialist or officer.

Distinguishing Characteristics: Positions in this class are assigned responsibility for assisting in ongoing budget administration and program analysis. Incumbents are expected to perform a wide range of responsibilities within the budget division or office, in program planning, management methods and budget analysis under supervision or lead of a higher level budget specialist or officer.

Typical Work

Provides consultative services to division managers on budget formulation, program operations, budget policies and budget application and control;

Conducts planning and budget studies; conducts proposed program analysis and provides continuing program maintenance;

Recommends changes in existing procedures to provide better program budget management and application; assists in the development of procedures and instructions by agency divisions and program managers in presenting operating and budget requests;

Reviews program allotment requests and position actions; recommends program approval, modifications, or disallowance based on established program plans, fiscal or policy considerations;

Monitors budget control procedures for compliance with established policies; ensures effectiveness through judicious budget application and management;

Analyzes proposed legislation which affects present and proposed programs; makes recommendations based on agency's plans and fiscal policies;

Provides detailed budget data and statistics and assists in preparing material for budget proposals and hearings;

Assists higher level Budget Program Specialists in the review and analysis of annual hospital budgets, hospital rates, amendment requests and year-end conformance;

Performs other work as required.

Knowledge and Abilities

Knowledge of: State budgeting and accounting policies and procedures; principles of governmental accounting and budgeting; principles of management and public administration; departmental programs and funding; management analysis and planning techniques.

Ability to: analyze and evaluate complex department operations which affect budget operations; communicate effectively, orally and in writing; conduct management surveys and studies; prepare complex information on assigned programs on schedule.

Minimum Qualifications

A Bachelor's degree in business or public administration or allied field.

AND

One year of professional experience in budgeting, management analysis or allied field.

A Master's degree in business, public administration, economics, statistics or allied field may be substituted for the required experience.

Additional qualifying experience will substitute, year for year, for education.

New class

Effective September 24, 1974

Revised May 12, 1977

Revises definition

Revised February 15, 1980

Revises minimum qualifications and definition

Revised March 13, 1981

Revises definition and minimum qualifications

Revised January 13, 1984

Revises definition

Revised October 11, 1985

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Revises definition and distinguishing characteristics

Revised April 13, 1990

Revises definition, distinguishing characteristics and minimum qualifications