

Specification for Class of

BUDGET PROGRAM SPECIALIST 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs budget and program analysis for one or more assigned programs. May assist in projections and forecasts where this is an integral part of the budget and program planning process.

Distinguishing Characteristics: Positions in this class perform independent budget and program planning analysis. Incumbents must perform five of the listed functions.

Program Size: Biennium budget of less than \$100 million.

Contact: Works directly with staff, contact with OFM or legislative staff will be at the request of higher level Budget Specialist or officer.

Legal Context: The law controlling the program's budget rarely changes.

Funding Sources: The responsibility for a single Federal, State, local or general fund source.

Budget and Allotments: Prepares biennium budget and subsequent allotments for a single fund source budget.

Fiscal Notes: Prepares fiscal notes for ongoing programs, will be a consultant to management on the budget item.

Cost, Caseload, or Workload Forecasts: Provides technical support for higher level budget specialist or officer.

Fee Analysis: Reviews financial requirements of program to projected revenue.

Revenue and Expenditure Analysis and Reporting: Reviews financial reports and compares data with budget assumptions. May use information to monitor expenditure plans. Notifies higher level budget specialist or officer of variances.

Typical Work

Conducts complex planning and budget studies of ongoing and proposed programs and areas; recommends alternate courses of action to higher level budget officers and division managers; provides data and background to coordinate program and budget planning;

Provides consultative budget and management analysis service to assigned units, advises them on departmental policy on budget and management issues; recommends changes in existing procedures for better management and more effective procedures;

Develops procedures and instructions for assigned units in preparing and presenting operating budgets; coordinates with assigned units on budget request instructions;

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

Recommends changes in existing procedures to improve program budget management and application; develops and recommends procedures and instruction for division and program managers to use in presenting their operating requests;

Reviews and evaluates requests for funds submitted by assigned units for operating programs; recommends adoption, specific modification or disallowance of requests;

Analyzes proposed legislation and fiscal notes which affects assigned program; recommends specific modification, or opposition, based on Department plans and fiscal policies;

Prepares or assists in preparation of project budget information and data for use in appropriation hearings;

Reviews and analyzes annual budgets, rates, amendment requests and year-end conformance of hospitals with average service mix and moderately complex capital structure;

Prepares legal documents containing findings of fact, conclusions of law, and order of Commission actions based on informal hearings; attends State Hospital Commission hearings;

Performs other work as required.

#### Knowledge and Abilities

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

Ability to: analyze and evaluate complex department operations which affect budget operations; explain clearly, both orally and in writing, planning and budget data; prepare all complex information on assigned programs on schedule; establish and maintain effective working relationships with department management and staff.

#### Minimum Qualifications

A Bachelor's degree in business or public administration or allied field and three years of professional experience in budgeting, management analysis or allied field.

#### OR

Two years of experience as a Budget Program Specialist within State service.

A Master's degree in business, public administration, economics, statistics or allied field will substitute for one year of the required three years of experience.

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

New class

Effective September 24, 1974

Revised May 12, 1977

Revises definition and distinguishing characteristics

Revised February 15, 1980

Revises definition, distinguishing characteristics and minimum qualifications

Revised March 13, 1981

Revises definition and distinguishing characteristics

Revised May 14, 1982

Revises definition and distinguishing characteristics

Revised April 11, 1986

Revises definition

Revised April 13, 1990

Revised definition, distinguishing characteristics and minimum qualifications