

Specification for Class of

BUDGET PROGRAM SPECIALIST 4

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs senior-level budget and program planning analysis for an agency or major program of an agency, or systems and analytical support for one or more assigned programs. May supervise or lead other Budget Program Specialists, accounting and/or clerical staff involved in budget and/or program analysis.

Distinguishing Characteristics: Positions in this class differ from BPS 3 in that they perform independent budget and program planning analysis for programs with a biennium budget of more than \$300 million. All other elements of the BPS 3 are included at this level.

Typical Work

Accomplishes detailed analysis for all assigned or proposed programs and provides consultative planning and analysis services to division management and staff;

Coordinates directly with the leadworker, Budget Director, and the Division Director of assigned programs providing them with specific information and knowledge to achieve coordinated program and budget planning;

prepares and presents complex caseload and/or expenditure forecasts for budget or other management purposes;

Coordinates the fiscal note process including responsibility for operation of the system, review of fiscal notes and coordination with OFM staff;

Develops periodic publications reflecting status and implications of federal budget and federal legislation affecting the department;

Guides lower level Budget Program Specialists accountants and clerical staff in the development of caseload and cost estimates and forecasts in one or more major programs;

Prepares reports, including findings, conclusions, and recommendations for improvement of agency operations, ensures that

follow-up service is provided to divisional management to ensure compliance with indicated program changes;

Conducts analysis of proposed legislation which affects assigned and proposed programs and recommends specific modification or change of such legislation based on agency's plans and fiscal policies; recommends or review proposed legislation to improve statutory basis for assigned programs; prepares and reviews fiscal notes;

Directs the review of program allotment requests and position actions and recommends approval, modification, or disapproval of allotment requests and positions based on established program plans, fiscal or policy considerations;

Provides department consultative and budget services on complex interagency programs;

Prepares and/or presents required program budget information for use in hearing and executive level meetings;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: State budgeting and accounting policies and procedures; principles of governmental accounting and budgeting; State fiscal organization and operations; modern office management analysis and planning techniques.

Ability to: create and maintain effective working relations with agency and inter-agency management and staff; plan, schedule and conduct complex program analysis; communicate effectively, both orally and in writing.

#### Minimum Qualifications

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

OR

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

BUDGET PROGRAM SPECIALIST 4

12390

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

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

New class

Effective April 13, 1990