

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3024

BUDGET PROGRAM SPECIALIST I

Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Conduct operating or capital budget development and administration for a large multiple-campus institution or system of institutions.

This series is distinguished from the Budget Analyst series by using and modifying complex computer budget models to make budget projections and allotments for multiple-campus organizations having such variables as numerous individually-negotiated salary schedules, diverse organizational units and programs, numerous major capital improvement projects, and a variety of state and federal funding sources.

BASIC FUNCTION

Conduct operating or capital budget analyses to prepare budgets, allotments, and redistributions for a large and complex institution or system of institutions.

DISTINGUISHING CHARACTERISTICS

Under general direction, conduct operating or capital budget analysis and development for multiple-campus institutions or systems of institutions. Perform operating or capital budget development and administrative tasks such as using and modifying computer budget models to make budget projections and allotments; conducting budget analyses using statistical formulas to consider numerous factors that vary among organizations; analyzing proposed legislation and preparing fiscal notes; preparing analyses in support of program plans and budget requests; recommending alternative budget and allocation formulas.

TYPICAL WORK

Conduct operating or capital budget analyses using statistical formulas to consider factors that vary among the organizations such as individually-negotiated salary schedules, widely different campus infrastructures, numerous major capital improvement projects, and varying student enrollments;

Analyze proposed legislation, project costs, and prepare fiscal notes on behalf of a multiple-campus institution or system of institutions;

Prepare analyses in support of program plans and operating or capital budget requests submitted by the community college districts, major organizational units of a university, or other organizations of similar complexity;

Recommend alternative budget and allocation formulas which consider revenue and expenditure projections, cash flow, and multiple other variables; draft budget instructions for implementation of the chosen budget procedures by multiple institutions;

Prepare operating or capital budget allotments for the community college system or similar, large, multiple-campus organization;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in mathematics, business administration, or computer science AND two years of experience as a budget analyst, OR equivalent education/experience.

New Class: 2-2-90