

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3025

### BUDGET PROGRAM SPECIALIST II

**Abolished Effective February 10, 2006**

#### BASIC FUNCTION

Independently develop and modify budget models, formulas, and procedures for a large multiple-campus institution or system of institutions. Act as principal assistant to the operating or capital budget director of an institution or board.

#### DISTINGUISHING CHARACTERISTICS

Under general direction, perform specialized operating or capital budget development and administrative tasks such as representing the institution or board on budget matters to external budget or regulatory agencies such as the Office of Financial Management or the legislative budget staff; developing budget formulas and processes to further policy goals; independently developing and modifying complex computer models to analyze budget requests and allocate appropriated funds; conducting budget planning studies; interpreting the budget, allotment formulas, and procedures for executives and budget staff. Act as principal assistant to the operating or capital budget director of an institution or related board.

#### TYPICAL WORK

Represent the institution or related board to external budget or regulatory agencies such as the Office of Financial Management, the Department of General Administration, legislative budget staff, and multiple-institution budget committees;

Develop budget formulas and processes to further policy goals such as the development of energy conservation programs through the utility budget allocation model;

Following general specifications prepared in consultation with institution budget representatives, develop and modify complex computer models for use in analyzing budget requests from multiple institutions and for allocating appropriated funds to multiple institutions or complex organizational units;

Orient Budget Program Specialists, Budget Analysts and others on the operation of existing budget models, formulas, and procedures;

Conduct budget planning studies, recommend courses of action, and develop computer models, formulas, procedures, and instructions necessary for implementation by multiple institutions;

Interpret the budget and allotment formulas and procedures for executives and budget staff outside the institution or related board;

Perform the duties of Budget Program Specialist I;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

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

New Class: 2-2-90