

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 3040

Specification for Class

BUDGET ANALYST III

Abolished Effective February 10, 2006

BASIC FUNCTION

Independently perform budget analyses for an institution requiring broad knowledge of institutional and state accounting and/or budget procedures.

DISTINGUISHING CHARACTERISTICS

Under administrative direction, independently establish procedures and methods for developing and monitoring budgets and for collecting, analyzing, interpreting and disseminating budget information for an institution. Responsible for a major budget function, such as position control or allocation control. Advise and recommend alternative courses of action to institution administration in relation to budgets.

TYPICAL WORK

Responsible for major budget functions such as position control or allocation control;

Maintain computerized systems to support budget functions;

Participate in the design, development, implementation, maintenance and modification of budgetary procedures such as the planning process and proper allocation of funding and revenue to institution departments; ensure compliance with standards established by the State Office of Financial Management;

Prepare cost studies and managerial reports required by internal activities and external sources;

Provide guidance to others in the design, development and/or implementation of computer analytical models for projection or analysis of fiscal data, or in area of major budget function;

Analyze legislation, project costs, and prepare fiscal notes;

Participate on interagency and interinstitutional committees; consult with representatives from other state agencies regarding fiscal matters;

Direct the work of others;

Perform duties of Budget Analyst II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree with major study in accounting, business administration, or related field
AND two years of experience as a Budget Analyst II or equivalent

OR

equivalent education/experience.

New Class: 6-5-92