

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73261</b>
<b>Job Class Code:</b>	<b>110</b>	<b>Salary Schedule:</b>	<b>ASRRBUDGT</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>08/11/81</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Budget Control Development Series

**JOB CODE TITLE:** BUDGET CONTROL DEVELOPMENT SPECIALIST I

**HRIS TITLE:** BUDG CTRL DVMT SPCT I

**WORK DESCRIPTION:** Under close supervision of a budget control/development officer or supervisor, acquires knowledge and skills of a budget specialist; monitors expenditures and obligations and participates in development of the annual agency budget.

**WORK ACTIVITIES:** gathers data from manuals, statutes, rule books, codes, and regulations in order to make determinations and decisions. Compares data from several sources to assure accuracy of technical specifications, rules, or other technical documents, using judgment and relying upon considerable knowledge of the subject material. Periodically checks level of expenditures from budget in accordance with established procedures. Codes and submits budget information for an automated budget system. Reads and analyzes agency budget requests; gathers data, confers with agency personnel; makes recommendations. Writes budget instructions for preparation of the state budget document. Writes budget revisions, in accordance with policy; routes to accounting section. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Reads and studies instructional/informational material in order to increase and expand knowledge base at level of specialist in the work system; such material often deals with a body of theory or conceptions underlying a field of practice. Confers with agency officials, program directors and unit administrators in order to make determinations for budget development and planning.

Gathers information by interviewing various personnel concerning agency programs and activities; plans interviews, determines questions; copies and analyzes responses. Reads and interprets State, Federal and local codes, laws and regulations in order to prepare reports or utilize in work activities. Reviews and analyzes fund transfer requests; confers with agency officials, reviews legislation, makes recommendation. Writes detailed reports summarizing activities, transactions or production covering a specified period of time or marking the completion of a project or activity. Develops budgets for projects; analyzes cost, variables, timetables, personnel and material costs; makes determinations. Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**WORK RESULTS/PRODUCTS:** Concepts of assignments in budget control and development; periodic reports; special reports

**RESPONSIBILITY:** Timely completion of budget assignments with quality of product.

**AUTHORITY:** Makes recommendations, as assigned; for budget item inclusions, alterations, transfers and addenda.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** the organization, funding structure, leadership, programs, plans, policies and operations of State agency in which work is performed; the principles, concepts, and current practices in government organization, budgeting and fiscal control; State laws, rules, regulations, policies and practices relating to budget development, appropriations legislation, and policies of the current State administration; the processes of State government, including legislative and administrative processes, and their underlying principles and concepts.

**Skill/Ability to:** analyze and evaluate of budget requests, and of factors and items therein; interpersonal relations, as applied to interaction with legislators, representatives of the Governor's Office, State agencies, and other organizations; oral and written communication.

**SPECIAL SELECTION FACTORS:**

Completion of a baccalaureate degree in accounting, business administration, public administration, finance or a closely related field; OR two years of private or public sector budgeting or accounting work experience.