

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73262
Job Class Code:	110	Salary Schedule:	ASRRBUDGT
EEO Category:	02	Grade:	19
Workers Comp Code:	9015		

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

JOB CODE SERIES: Budget and Management Analysis Series

JOB CODE TITLE: BUDGET CONTROL DEVELOPMENT SPECIALIST II

HRIS TITLE: BUDG CTRL DVMT SPCT II

CHARACTERISTICS OF THE CLASS: Recommends budget item inclusions, alterations, transfers and addenda for assigned program area. Under supervision of a budget control/development officer or supervisor, monitors expenditures and obligations and participates in development of the annual budget request of a large agency, taking responsibility for assigned program areas. Work product consists of completed annual budget request (draft) for assigned program areas; monthly or other periodic budget reports with projections; special reports. Responsible for timely completion of budget assignments with quality of product.

EXAMPLES OF DUTIES: 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. Reviews and analyzes fund transfer requests; confers with agency officials, reviews legislation, makes recommendations. Codes and submits budget information for an automated budget system. Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions. 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 expenditures figures, estimating future costs and making determinations of new budget figures. Confers with agency officials, program directors and unit administrators in order to make determinations for budget development and planning. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Develops budgets for projects; analyzes costs, variables, timetables, personnel and material costs; makes determinations. Gathers information by interviewing various personnel concerning agency programs and activities; plans interview, 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. Writes detailed reports summarizing activities, transactions or production covering a specified period of time or marking the completion of a project or activity. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

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.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of work experience equivalent to Budget Control/Development Specialist I.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.