

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73263
Job Class Code:	110	Salary Schedule:	ASRRBUDGT
EEO Category:	02	Grade:	21
Workers Comp Code:	9015		

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

JOB CODE SERIES: Budget and Management Analysis Series
JOB CODE TITLE: BUDGET CONTROL DEVELOPMENT SPECIALIST III

HRIS TITLE: BUDG CTRL DVMT SPCT III

CHARACTERISTICS OF THE CLASS: Recommends budget item inclusions, alterations, transfers and addenda for assigned program area. Under supervision of a budget control/development supervisor, monitors expenditures and obligations and develops annual budget requests for large or complex divisions or programs of a large State agency; leads and counsels subordinate level budget specialists. 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: Participates in the development of the annual budget request for own agency or work system and takes responsibility for budget of major division or program; reviews drafts, makes adjustment and decisions. Devises a schedule of work, itinerary, agenda or timetable, or establishes priorities for self and coworkers or team leaders on a daily, weekly, or other periodic basis. Resolves technical or work procedures problems and questions presented by subordinate level workers. Instructs, guides, and counsels subordinate level workers in carrying out a variety of tasks. Reviews, verifies, or inspects work of subordinate level workers, for quality control. 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. Reads incoming correspondence, memoranda, or reports; plans and formulates response, subsequent action, or routes to files or other destination. Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions. Writes detailed reports based on research, investigation, or inquiry in prescribed format or on established forms provided. Confers with governor and governor's staff regarding agency budget requests. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Confers with legislators and answers questions regarding agency budgets and budget requests. Reviews and analyzes fund transfer requests; confers with agency officials, reviews legislation, makes recommendations. 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. Develops budgets for new programs; agencies or units, taking into account all cost aspects of capitalization and 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: work management and work leadership; analysis and evaluation 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:

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