

## CLASSIFICATION SPECIFICATION

|                              |                 |                         |                  |
|------------------------------|-----------------|-------------------------|------------------|
| <b>FLSA:</b>                 | <b>EXP</b>      | <b>Job Code:</b>        | <b>ACV73265</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>22</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 and Management Analysis Series

**JOB CODE TITLE:** BUDGET CONTROL DEVELOPMENT SUPERVISOR

**HRIS TITLE:** BUDG CTRL DVMT SPV

**WORK DESCRIPTION:** Supervises budget control/development specialists in a variety of activities relating to development and control of the annual budget of a State agency having broad scope and complexity.

**WORK ACTIVITIES:** supervises the development of the annual budget request for own agency; reviews draft, makes adjustments and decisions.

Devises a schedule of work, itinerary, agenda or timetable for subordinates on a daily or weekly basis, within a work unit.

Resolves problems and questions presented by subordinate workers in regarding work methods and processes.

Directs, instructs, explains and counsels subordinate level workers in carrying out a variety of tasks.

Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.

Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Reads, examines and reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves.

Gathers data from manuals, statutes, rule books, codes, and regulations in order to make determinations and decisions.

Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.

Confers with Governor and Governor's staff regarding agency budget requests.

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.

Confers with superior, who is at level of division manager or field office manager, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decisions.

Attends supervisory or work systems management staff meetings; gives and receives information, participates in problem-solving and decision-making.

Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making.

Performs related work as required.

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

**SUPERVISION:** Works under administrative direction, exercising considerable discretion and independent judgment within established policies and procedures.

**WORK RESULTS/PRODUCTS:** Developed budget for the agency on an annual basis; control over budget adjustments, funding transfers and addenda; completed budget reports.

**RESPONSIBILITY:**

Timely completion of various phases of budget cycle on behalf of agency; effective supervision of work unit; quality and integrity of budget products.

**AUTHORITY:** Decisions on schedules, procedures, assignments, work methods and priorities of work unit.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** 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; currently observed principles, concepts and practices of government management.

**Skill in:** 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 communications.