

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73267
Job Class Code:	110	Salary Schedule:	ASRRBUDGT
EEO Category:	02	Grade:	20
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 Series

JOB CODE TITLE: BUDGET CONTROL DEVELOPMENT OFFICER I

HRIS TITLE: BUDG CTRL DVMT OFFICER I

ORGANIZATION/WORK SETTINGS: Department of Education Department of Game and Fish

WORK DESCRIPTION: Conducts a variety of activities relating to budget development and control in a State agency; may supervise clerical assistant(s).

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

Gathers information by interviewing various personnel concerning agency programs and activities; plans interviews, determines questions; copies and analyzes responses.

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

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.

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 legislators and answers questions regarding agency budgets and budget requests.

Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty.

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 agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions.

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

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

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.

Develops budgets for new programs, agencies or units, taking into account all cost aspects of capitalization and operations.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: In charge of budget development and control for State agency with at least 200 employees.

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 internal schedules, work methods and procedures to meet budget cycle commitments.

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; the organization, funding structure, leadership, programs, plans, policies and operations of State agency in which work is performed.

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