

CLASSIFICATION SPECIFICATION

FLSA:		Job Code:	ACV73268
Job Class Code:	110	Salary Schedule:	ASRRBUDGT
EEO Category:	02	Grade:	21
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 II

HRIS TITLE: BUDG CTRL DVMT OFFICER II

WORK DESCRIPTION: Conducts a variety of activities relating to budget development and control in a State agency; may supervise budget specialists and clerical staff.

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

Devises a schedule of work itinerary, agenda or timetable, or establishes priorities for self and coworkers, or team members, on a daily, weekly or other periodic basis.

Resolves technical or work procedure 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 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.

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

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

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

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