



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUDGET ANALYST III	38	B	7.620
BUDGET ANALYST II	36	B	7.621
BUDGET ANALYST I	34	B	7.627

SERIES CONCEPT

Budget Analysts prepare and implement budgets including the development of expenditure projections, narrative justification of programs, and detailed biennial spending plans and expenditure projections; review and analyze budget requests and adjustments; and ensure compliance with budgetary directives, policies, regulations and limitations.

Assist agencies in developing budget requests by explaining statutory requirements and providing fiscal guidance; analyze budget requests; make recommendations regarding additions, deletions and/or reductions; prepare written justification and summary statements for budget requests.

Control and oversee budgets to ensure compliance with authorized spending limitations and determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.

Assist assigned agencies and/or programs by analyzing, organizing and balancing agency/program requests; review and make recommendations on work program changes; and analyze the impact on existing and future agency budgets.

Present budgets at agency meetings and to administrators; may present budgets before the legislature as required; attend various budget hearings to make presentations and respond to questions; may provide testimony and consult with legislative fiscal staff; prepare and analyze legislative bill drafts and comments to fiscal notes; and estimate revenue impact of legislative proposals.

Design, develop, maintain and enhance automated budgetary systems to track expenditures and revenue, monitor performance indicators, and conduct statistical analysis; develop and maintain spreadsheets, data bases and tables; design and generate standard and ad hoc reports, charts, graphs and related materials.

Assist agencies with the strategic planning process including development of long and short range objectives; allocate agency and/or program budget resources; prepare periodic budget analyses for management.

Project revenue and expenditures using trend analysis and statistical models and tools.

Analyze expenditures and monitor fiscal transactions for each approved budget account to ensure compliance with budget limits, internal procedures, applicable laws and regulations, and legislative intent.

Research and develop policy recommendations related to accounting practices, internal control procedures, allocation of personnel resources, and fiscal practices; review payroll allocations, work programs and cash balances; analyze funding availability for proposed expenditures and staffing.

Perform related duties as assigned.

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CLASS CONCEPTS

Budget Analyst III: Under general direction, incumbents are responsible for agency budgets of moderate size and complexity as measured by the number and diversity of funding sources. Positions at this level may be assigned to a large department such as Administration, Transportation, Corrections and Health and Human Services. Budget Analyst III positions are distinguished from Budget Analyst II by the lesser degree of supervision received and by greater complexity and variety of duties assigned to Budget Analyst III positions. Incumbents in a large department may train, supervise and evaluate the performance of lower level Budget Analysts, professional staff, or technical/administrative positions. This is the advanced journey level in the series.

Budget Analyst II: Under direction, Budget Analyst II's perform the full range of duties described in the series concept. This level is distinguished from Budget Analyst I by responsibility for more complex budgets which are larger in size and have more funding sources and legislatively mandated expenditure restrictions. This is the journey level in the series.

Budget Analyst I: Under general supervision, Budget Analyst I's perform professional duties related to the preparation and control of budgets for assigned agencies or major programs. Positions allocated to this series spend the majority of their time on budget review and analysis. Levels within this series are distinguished from each other by the complexity of budgets assigned, supervision received, and the scope and complexity of budget related duties and responsibilities. This is the entry level in the series; however, progression to the next level is not automatic and positions may be permanently allocated at the sub-journey level.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Certain positions may be required to obtain and maintain certification as a Certified Contract Manager as a condition of continuing employment. This requirement will be identified at the time of recruitment.
- * Some positions may require specialized and/or agency specific experience which will be identified at the time of recruitment.

SPECIAL REQUIREMENT:

- * Appointment to any level in this series requires successful completion of a written examination.

BUDGET ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and four years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: governmental accounting and budgeting, and applicable statistical methods; State of Nevada laws, rules, and regulations pertaining to the development and implementation of agency budgets including State Controller's policies and procedures; organization and operation of State departments and related statutes; and program budgeting and cost/benefit analysis. **General knowledge of:** supervisory principles and practices. **Ability to:** prepare comprehensive written justifications and recommendations related to expenditure requests, work program adjustments and fiscal transactions;

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MINIMUM QUALIFICATIONS (cont'd)

BUDGET ANALYST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

develop, monitor and analyze budgets of a large and complex department with a variety of funding sources and expenditure restrictions; analyze requested changes to budgets and determine appropriateness of request; communicate the importance of adhering to policies, regulations and legal requirements; develop budget recommendations for inclusion in the Executive Budget; prepare and analyze fiscal notes; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: NRS 353.150 (the State Budget Act); State Administrative Manual; internal control procedure development and implementation; the strategic planning process; and management concepts and practices of public administration. **General knowledge of:** NRS 353; 218.825; the Rules for State Personnel Administration; and the Nevada Administrative Code. **Ability to:** make oral presentations to the legislature in defense and justification of the Governor's recommended budget.

BUDGET ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and three years of professional budgeting, accounting, economic or management analysis and projection, staff analyst or auditing experience, one year of which was equivalent to a Budget Analyst I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management concepts and practices as applied to public administration. **General knowledge of:** program budgeting and cost/benefit analysis; principles and practices of governmental accounting; and principles and techniques of data collection, analysis and evaluation. **Ability to:** identify, analyze and resolve complex budget issues and problems; prepare and monitor complex budgets with multiple funding sources and mandated expenditure restrictions; prepare and present budget reports and recommendations to management; analyze programs for duplication and overlapping services; project agency revenues and expenditures; work with large amounts of detailed information; present and defend budgets at agency meetings and to the Governor's Finance Office; create organized and meaningful spreadsheets and databases; independently organize, plan, implement and oversee multiple tasks; and analyze requested changes to budgets and determine appropriateness of request; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Budget Analyst III.)

BUDGET ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and two years of professional budgeting, economic or management analysis and projection, accounting, staff analyst, or auditing experience which included the identification of organizational problems and solutions, making recommendations regarding solutions and writing reports; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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MINIMUM QUALIFICATIONS (cont'd)

BUDGET ANALYST I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic principles of organization and management; modern methods and principles of planning; and principles and techniques of data collection, analysis and evaluation. **Ability to:** summarize complex data and present recommendations clearly; collect, analyze and organize information and develop sound and concise recommendations; write logical, grammatically correct reports and business correspondence; make oral presentations and answer questions regarding budget issues and expenditures; operate a computer to enter, retrieve, manipulate, format and present budget and position information; and establish and maintain cooperative working relationships.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Budget Analyst II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.620</u> 7/1/89R 3/13/90PC	<u>7.621</u> 7/1/89R 3/13/90PC	<u>7.627</u> 7/1/89R 3/13/90PC
REVISED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	7/1/05LG		
REVISED:	9/30/16PC	9/30/16PC	9/30/16PC