



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>
EXECUTIVE BRANCH BUDGET OFFICER II	43	B	7.634
EXECUTIVE BRANCH BUDGET OFFICER I	41	B	7.632

SERIES CONCEPT

Within the Budget Division of the Governor's Finance Office, Executive Branch Budget Officers develop, analyze and make recommendations on biennial budgets and expenditures for all executive budgets; analyze agency staffing ratios and historical data in relation to population growth, economic conditions, national trends and standards and other pertinent information; make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent; 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; approve, reject or request further documentation concerning requests for additional staff and other resources; 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; work closely with agencies following LCB and internal audits in developing corrective action plans to address identified deficiencies; identify appropriate strategies and solutions; review and plan for fiscal impact by determining the need for fee increases and regulation changes; and follow-up with agency management to ensure implementation.

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 to management, the Governor's Office and may present before the legislature; attend various budget hearings to make presentations and respond to questions; 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 budget analyses for management.

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

Analyze expenditures for each assigned 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,

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SERIES CONCEPT (cont'd)

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.

CLASS CONCEPTS

Executive Branch Budget Officer II: Under administrative direction in the Budget Division of the Governor's Finance Office incumbents, in addition to performing the full range of duties described in the series concept, train, supervise and evaluate the performance of a team of Executive Branch Budget Officer I's and review and manage all budgets within an assigned group of agencies. Incumbents provide leadership and guidance to subordinate analysts; present and defend the Governor's budget before legislative money committees; and critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency. Problem solving and decision making at this level requires extensive knowledge of the executive branch of State government, the legislative process, and fiscal and organizational management principles and practices. This is the supervisory level in the series.

Other typical duties include preparing the initial Executive budget document, reviewing agency budget requests, preparing initial and final Governor's recommendations, reviewing and preparing bill draft requests, and preparing the final legislative approved biennial budget. Additionally, incumbents review all modifications to the approved work program as controlled by NRS Chapter 353; review, analyze and prepare agenda items for the Board of Examiners and the Interim Finance Committee; reconcile budgets at the end of each fiscal year; develop and maintain position control; and review contracts per regulations described in the State Administrative Manual.

Executive Branch Budget Officer I: Under administrative direction, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

EXECUTIVE BRANCH BUDGET OFFICER 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 six years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which was equivalent to an Executive Branch Budget Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: NRS 353, 218.8225, 284, State Administrative Manual, and Legislative process; internal control procedure development and implementation; fiscal and organizational management principles and practices; oral and written communication skills; functions and scope of departments and major divisions within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques; accounting, budgeting, contractual and inter-local requirements; management of federal grants and the federal payment management system; and strategic planning process. **Working knowledge of:** potential funding sources and alternate revenue streams; Governor's overall administrative plan and fiscal priorities for State government. **Ability to:** review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, policies, regulations and limitations; analyze data and make short and long range fiscal projections; control and oversee budgets to ensure compliance with authorized spending limitations; determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of

MINIMUM QUALIFICATIONS (cont'd)

EXECUTIVE BRANCH BUDGET OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
agency internal controls and performance levels; present and defend budgets at agency meetings, before the legislature, and to administrators; make presentations and respond to budget related questions; prepare and analyze legislative bill drafts and comments to fiscal notes; estimate revenue impact of legislative proposals; and analyze expenditures and monitor fiscal transactions for assigned budget accounts; *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: supervisory techniques and practices. **Ability to:** assign, review and evaluate the work of lower level Executive Branch Budget Officer I positions; coordinate various budget related projects; interpret and apply rules and regulations.

EXECUTIVE BRANCH BUDGET OFFICER 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 five years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which was equivalent to a Budget Analyst III in Nevada State service; **OR** one year of experience as an Executive Branch Auditor I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: governmental accounting and budgeting and applicable statistical methods. **Working knowledge of:** government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving and management analysis; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements and legislative directives; accounting, budgeting, contractual and inter-local requirements; management of federal grants and the federal payment management system; and strategic planning process. **Ability to:** perform financial administration, analysis, budget preparation and fiscal resource development for a large department with multiple funding sources; provide technical expertise and guidance to agency fiscal staff regarding the appropriateness and legal restrictions applicable to expenditures; negotiate with agency management to arrive at solutions to complex funding issues and problems; prepare, analyze and monitor complex budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data and approve or reject budgets and requested changes to work programs of the most complex agencies; analyze and project State revenues; provide input in the determination of priorities for the expenditure of tax dollars as applied to the strategic planning process; and establish and maintain positive working relationships with legislative staff, department heads, and departmental fiscal staff; *and all knowledge, skills, and abilities required at the lower levels.*

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

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REVISED:	2/9/04UC	2/9/04UC
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