

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Budget Analyst

Class Code: 10214
Pay Grade: GH

A. Purpose:

Compiles and analyzes budget information to prepare, modify, and justify Board of Regents and/or university budgets.

B. Distinguishing Feature:

The Budget Analyst is responsible for performing a periodic analysis and review of operating budgets. This position recommends approval of funding alternatives and other appropriate revisions. This position is not responsible for formulating policies and procedures to administer a budget.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Recommends approval of funding alternatives, program modifications, and other appropriate revisions to ensure funds are expended appropriately.
 - a. Compiles and analyzes expenditure data.
 - b. Meets with university staff to discuss budget alternatives.
 - c. Prepares appropriation transfers.
2. Performs periodic analysis and review of university budgets by analyzing program expenditures and developing budget projections to monitor expenditures or deal with problem areas.
3. Conducts a variety of routine and complex financial and management studies related to budget preparation, program analyses, systems and procedures, capital equipment requirements, space utilization, and staffing needs to ensure funding needs are met.
 - a. Researches and gathers budget data.
 - b. Provides technical assistance to staff in preparation of annual budget requests and operating requests.
4. Approves transfers, adjustments, and other changes to the budget to ensure funds are expended appropriately.
5. Monitors the status of appropriation expenditures to prepare appropriation transfers, complete necessary corrective actions, and maintain the budget.
6. Projects expenditures for budget preparation such as inflation factors, areas of expansion or capital asset needs by analyzing expenditures and recommending adjustments in the allocation of funds to provide financial data used for establishing budget priorities.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent may provide supervision or work direction to clerical and accounting assistant staff.

E. Challenges and Problems:

Challenges include estimating budget impacts for unexpected expenditures and developing realistic budget projections within strict guidelines, restraints, and time frames.

Typical problems include providing alternatives for budget changes, providing corrective actions for requisition problems such as delayed or defective orders, locating and correcting expenditure and revenue errors, determining why a cost projection changed dramatically from one month to the next, establishing why the university is short of funds in a particular area, and finding budget authority within the university to transfer to programs having budgetary trouble.

F. Decision-making Authority:

Decisions include determining costs to be billed for various services, what information to document for internal budget reviews, expenditure corrections to be made, format and type of information to be provided to division personnel, setting work schedules and priorities, the procedure and the amount used to determine the effect of fiscal impact statements, methods to use in analyzing special projects, whether projections are realistic or if further analysis is needed, and which programs have extra appropriations that could be transferred to another area.

Decisions referred include authorization for appropriated transfers or carry-overs, final review and approval of monthly budget analysis, and final approval of the university budget.

G. Contact with Others:

Daily contact with staff to provide technical assistance and information regarding their budget; weekly or monthly contact with staff to resolve problems such as coding errors, expenditure errors or inventory problems, and purchase order changes, problems, or cancellations.

H. Working Conditions:

The incumbent works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- principles and practices of fiscal administration and budget techniques;
- governmental accounting, statistics, and management analysis;
- data processing.

Ability to:

- communicate information clearly and concisely;
- analyze information;
- establish and maintain effective working relationships with others.