

BUDGET ANALYST I



Description:

Under direction, conducts research and analytical studies involving budgetary procedures and expenditures of the District served; analyzes and makes recommendations in the development of various budgets and fiscal procedures.

Distinguishing Characteristics:

This is the entry level class in the Budget Analyst series. Positions at this level are characterized by their responsibility to provide data, information or prepared analytical reports for management decisions and may recommend action based on an analysis of data. Incumbents may be required to implement and coordinate specific procedures on a District level.

Positions in this class are distinguished from the Budget Analyst II level in that the latter is given more responsible and difficult assignments, has more independence in completing tasks, performs the most complex work assigned the division, provides training and may be present at department management budget meetings.

Positions in this class report to the Budget Officer.

Duties may include, but are not limited to:

1. Evaluates fiscal and budgetary procedures and prepares reports on such matters as overtime analysis and salary savings; reviews budget expenditures throughout the year; recommends and coordinates necessary actions.
2. Analyzes and makes recommendations in the development of various budgets and fiscal procedures; justifies and presents less complex budgets; monitors and reports District purchases and expenditures; reviews financial data on an ongoing basis to ensure conformance with established guidelines; recommends and establishes fiscal procedures to improve District operations based on cost.
3. Develops and recommends various policies and procedures upon request; develops written procedures to implement adopted policy or to clarify and describe standard practices.
4. Compiles, submits and monitors annual rates and fees preparation and approval processes.
5. Performs administrative cost allocations; budgets and processes transfer of administrative cost allocation.
6. Provides year-end accrual support for districts and administration funds.
7. May assist in the preparation of contract forms, monitor contracts for compliance to financial terms, interprets contract terms, recommend solutions to contractual problems, and monitor grant funding for projects.
8. Performs special research projects and analysis as requested.

9. May be required to present financial reports in division meetings.
10. May supervise the work of others.
11. Provides vacation or temporary relief as required.
12. Provides other duties as required.

Typical Qualifications:

A Bachelors Degree in Business, Accounting, Public Administration or closely related field.

Two years professional level administrative experience reporting, analyzing, evaluating revenue and expenditures, and formulating budgets/financial statements.

Proficient at word processing documents/templates, spreadsheets, PowerPoint© presentations, and databases; and possess excellent communication skills.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 40213

Salary Range: N34

Representation Unit: Non-Represented

Last Updated: 5/20/10