

CSC Adopted: October 2001, CSC Revised: June, 2015

**Class Title: Budget & Policy Analyst, Senior**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responsible for supporting the preparation and administration of the City’s annual operating and/or capital improvement program budgets for departments and agencies. Implements a managed competition program, and other organizational effectiveness programs. Responsible for coordinating operating budgets for numerous large, complex City departments with complicated funding sources. May also be responsible for coordinating the capital improvement program for the City. In addition, manages and monitors position control in partnership with staff from the Human Resources Department.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Evaluates budget reductions and enhancement requests for funding from large, complex city departments. Evaluates departmental expenditure estimates and makes necessary adjustments. Assists with and participates in problem solving of complex budget issues for large City departments. Assists departments with the preparation of their detail budget documents. Prepares comprehensive reports for numerous departments detailing the financial condition. Reviews all changes to a department’s budget and staffing level and prepares a written recommendation for the Director.
2	S	Prepares and administers the Capital Improvement Program (CIP) budget development by coordinating the preparation of budget documents, evaluating budget requests, analyzing expenditure and revenue budgets, and developing detailed explanations of changes. Reviews and approves requests for payment for CIP projects. Responsible for the coordination of community based budget programs. Researches and/or recommends changes in budget policy, procedures and development.
3	S	Prepares and administers the operating budget development by coordinating the preparation of budget documents, evaluating budget requests, analyzing expenditure and revenue budgets, and developing detailed explanations of changes. Performs comprehensive analysis of special projects and prepares reports as requested by the Director. Plans, conducts, and leads complex analytical studies and research projects to assist executive management with long term policy development and problem solving. Monitors, reconciles and assists the Human Resources staff with position control.
4	S	Serves on internal and external task forces and committees to study program management issues and makes recommendations as appropriate. Serves as lead analyst in developing performance indicators with department budget staff. Makes presentations to civic leagues and residents in the community.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years of experience developing and analyzing complex budgets.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read city and state codes, city ordinances, contracts, agreements, studies, reports, grants and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as statistical analyses.
Writing	Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.
Managerial	Managerial responsibilities include managing multiple tasks and coordinating inter-departmental task forces and activities.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	O	To/from office equipment, to/from meetings, to/from distribution of materials
Lifting	O	Office supplies, files, folders, copy paper, books
Carrying	O	Office supplies, files, folders, copy paper, books
Pushing/Pulling	O	File cabinet drawers
Reaching	O	Materials located on shelves
Handling	O	Office supplies, files, folders, copy paper, books
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	F	Filing in file cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, operation of office equipment
Hearing	C	Telephone, co-workers, supervisors, personnel in Public Works, City Attorneys' office, Executive, Utilities, NRHA, NPS, budget team, technical committee, meetings, budget activities
Talking	C	Telephone, co-workers, supervisors, personnel in Public Works, City Attorneys' office, Executive, Utilities, NRHA, NPS, budget team, technical committee, meetings, budget activities
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, printing tape, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN), DBRS, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)