



Classification: Staff Services Analyst	Position #: 202-5157-xxx
CBID: R01	Office/Branch: Budget Office/Financial Services
Date Prepared: September 5, 2017	Division: Administrative Services
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the direction of the Budget Officer, a Staff Services Manager II (Supervisor), the incumbent performs a wide variety of duties involving complex technical budget processes and sensitive policy issues. Works directly with division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

DUTIES AND RESPONSIBILITIES:

While performing the duties described below, the incumbent will be required to work alone and/or in a team environment. The incumbent will:

- 25% Assist with the development and preparation of supplemental schedules, baseline budget adjustments, budget drills, and the budget galley or submittal to the Department of Finance for incorporation into the annual Governor's Budget. (E)
- 25% Perform technical and complex budget analysis relating to all Commission budget and financial operations. Assist the Budget Officer in the preparation of Budget Change Proposals and all corresponding fiscal spreadsheets and templates, and assist with the preparation of the Commission's annual work plans. (E)
- 20% Analyze budget requests and perform continuous budgetary control of appropriations, including monitoring category and line item expenditures, and making detailed projections of revenues, expenditures, reimbursements, and special and reserve account balances. Maintain and update personal services projections, overtime expenditures, and student

funding projections. Review, approve and track Requests for Personnel Action and Change in Established Position transactions. (E)

- 20% Monitor and interpret all financial reports and advise management of their impact upon budgetary and program aspects of the Commission. Provide input into resource allocation, midyear review, third quarter review, and other ongoing budget maintenance processes. (E)
- 5% Manage or assist in the management of budget-related contracts, such as the student contract, or other fiscal contracts. (M)
- 5% Analyze and make recommendations on the fiscal impacts of proposed legislation. Other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr/> <i>Employee</i> Staff Services Analyst	<hr/> <i>Melanie Vail</i> Staff Services Manager II
Date	Date