

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1215

TITLE: BUDGET ANALYST IV

GRADE: S-31

DEFINITION:

Under limited supervision, manages and oversees a variety of technical work in the preparation, review and presentation of the County budget by analyzing varied and complex data in order to formulate budget recommendations; serves as team lead supervising subordinate Budget Analysts and performs advanced level, highly specialized professional budget analysis duties such as fiscal legislative analysis or analysis and formulation of County-wide performance measures; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Budget Analyst IV differs from the Budget Analyst III in that the Budget Analyst III performs advanced specialized technical work or supervises subordinate budget analysts or assists with advanced and highly specialized budget duties and supervises a small group of Budget Analysts while the Budget Analyst IV serves as team lead over a group of Budget Analysts and performs advanced and highly specialized professional budgeting duties.

The Budget Analyst IV differs from the Management and Budget Coordinator in that the Management and Budget Coordinator oversees one of four critical areas within the Department of Management and Budget.

ILLUSTRATIVE DUTIES:

Serves as a County budget subject matter expert in areas such as capital projects, grants, performance measures, pay for performance, and revenues;
Consults and advises with the County Executive and department heads on budgetary problems;
Advises and assists departments and component units in the preparation of budget estimates and supporting data;
Prepares and reviews responses to information requests from the Board of Supervisors, the County Executive, agency management or the public;
Develops policies, procedures, and practices governing the development, formulation and maintenance of the budget;
Analyzes complex problems and advises other Budget Analysts of methods of handling them or procedures to be followed;
Confers with department and component unit representatives to secure information regarding workloads, programs and needs;
Speaks before interested groups on County fiscal matters;
Attends and participates in public hearings and meetings;
Participates in the development and oversees the implementation of strategic and management initiatives;

Coordinates and prepares summaries, analyses and recommendations on budgetary requests and programs;
Coordinates and prepares charts, graphs and statistical tables to aid in the presentation and consideration of the budget and programs;
Coordinates and conducts studies and prepares reports on financial and administrative problems;
Coordinates and develops budget presentations and analyzes information relating to capital project funding;
Coordinates or assists in the coordination of various budget processes;
Provides training and consultation related to the budget;
Supervises daily budget activities assigned to subordinate Budget Analysts;
Manages special projects and conducts research associated with the analyst functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration;
Extensive knowledge of the policies, procedures, and practices to develop and monitor budgets;
Extensive knowledge of the laws and regulations governing the budgetary activities of Fairfax County, or the ability to rapidly acquire such knowledge;
Extensive knowledge of the budget cycle and requirements of preparing the county's annual budget document;
Knowledge of the assigned department's mission, goals, objectives and organizational structure;
Knowledge of project/program management life cycle and ways to evaluate project/program effectiveness;
Ability to identify and recommend solutions to solve business issues;
Ability to evaluate the benefits, costs, and overall impact to the budget of various proposals and solutions;
Ability to identify needs in the areas of training, technology, process improvement and to lead studies in search of findings and recommendations;
Ability to analyze and evaluate complex financial statements;
Ability to conduct complex financial studies;
Ability to make an informed range of recommendations when evaluating proposals and alternatives;
Ability to prepare reports and to present financial and statistical data in clear and concise form;
Ability to communicate both orally and in writing at an advanced level, in a manner that is clear, organized and appropriate for the audience;
Ability to deal tactfully and effectively with people;
Ability to manage competing priorities and shifting requirements for self and others;
Ability to exercise a high degree of initiative and judgment in analyzing organizational and procedural problems of a highly difficult and complex nature, and in making recommendations thereon;
Ability to supervise and train subordinate Budget Analysts;

Ability to demonstrate and apply knowledge of principles and methods of organizational development and management systems.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following: Graduation from an accredited four-year college or university with either a bachelor's degree in public administration, business administration, economics, public policy, or a directly related field of study; OR Graduation from an accredited four-year college or university with course work in public administration, public policy, economics or quantitative analysis; PLUS

Five years of technical budget preparation or closely-related analysis work such as revenue analysis, organizational performance measurement analysis, or fiscal legislative analysis.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class with fiscal responsibility may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: May 3, 2007
REVISED: July 13, 2005
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