

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1217

TITLE: BUDGET ANALYST II

GRADE: S-24

DEFINITION:

Under supervision, performs journey level technical work in the preparation, review and presentation of the County budget by analyzing budgetary requests and programs and conducting research to assist in budget preparation and presentation; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Budget Analyst II differs from the Budget Analyst I in that the Budget Analyst II performs journey-level technical work of preparing, reviewing, and presenting the County budget whereas the Budget Analyst I serves at the entry level in a training capacity.

The Budget Analyst II differs from the Budget Analyst III in that the Budget Analyst II works at the journey level under greater autonomy to prepare, review and present the County budget whereas 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.

ILLUSTRATIVE DUTIES:

Participates in the development and implementation of strategic and management initiatives;

Conducts studies and prepares reports on financial and administrative problems;

Develops budget presentations and analyzes information relating to capital project funding;

Attends and participates in public hearings and meetings;

Prepares responses to information requests from the Board of Supervisors, the County Executive, agency management or the public;

Confers with department and component unit representatives to secure information regarding workloads, programs and needs;

Prepares summaries, analyses and recommendations on budgetary requests and programs;

Provides training and consultation related to the budget;

Processes various purchasing and personnel forms in an appropriate manner as defined in budget procedures;

Performs coding functions necessary for proper data input into the computerized budgetary/accounting system;

Assists in implementation of policies, procedures, and practices governing the development, formulation and maintenance of the budget;

Develops forms and instructions for the preparation of department and component unit budget requests and work programs;

Prepares charts, graphs and statistical tables to aid in the presentation and consideration of the budget and programs;

Coordinates or assists in the coordination of various budget processes;
Monitors assigned budgets;
Conducts miscellaneous research associated with the analyst functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration;
Knowledge of the policies, procedures, and practices to develop and monitor budgets;
Knowledge of the mission, goals, objectives and organizational structure of the assigned budget's unit or program;
Knowledge of the budget cycle and requirements of preparing the county's annual budget document;
Ability to analyze and evaluate financial statements;
Ability to make informed recommendations when evaluating budget proposals and programs;
Ability to prepare reports and to present financial and statistical data in clear and concise form;
Ability to identify and recommend solutions to solve business issues;
Ability to communicate oral and written information 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.

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
Two 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: July 13, 2005

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