

BUDGET ANALYST II



Description:

Under general 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 journey level class in the Budget Analyst series. Positions at this level are characterized by their responsibility to analyze data and compare results to budget, present results in report form with recommendations for action, based on an analysis of data and then present to management for decision making.

Positions in this class are distinguished from the Budget Analyst I level in that the latter is given less responsible and difficult assignments, and has less independence in completing tasks.

Positions in this class report to the Budget Officer.

Duties may include, but are not limited to:

1. Evaluates and monitors fiscal and budgetary procedures and prepares reports on such matters as budget to actual analysis of departments and divisions, 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; responds to requests for information from employees, management, outside agencies and the public.
3. Develops and recommends various policies and procedures upon request; develops written procedures to implement adopted policy or to clarify and describe standard practices; designs or improves forms or reports to expedite procedures and coordinates the publication and dissemination of same.
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. Required to present financial reports in department meetings.
10. Develops departmental training plans; coordinates organizational staff development needs and county requirements; administers budget training.
11. May coordinate and review a variety of fiscal related assignments submitted by staff analysts.
12. Develops, prepares and implements various applications needed to process, maintain and track fiscal related assignments; monitors and provides technical support for applications.
13. May interpret and provide labor negotiations analytic support as it relates to salary and benefit costs to the organization.
14. May supervise the work of others.
15. Provides vacation or temporary relief as required.
16. Provides other duties as required.

Typical Qualifications:

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

Three (3) years professional level administrative experience reporting, analyzing, evaluating revenue and expenditures, formulating budgets/financial statements, working with financial data from multiple sources and compiling reports and analysis.

Extensive experience creating word processing documents/templates, spreadsheets, PowerPoint© presentations, and databases; and possess excellent verbal and written communication skills. Advanced level of MS Excel and Intermediate experience of the rest of the MS Office Suite. Understanding of how various different databases inter-relate

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.

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: 40214

Salary Range: N41

Representation Unit: Non-Represented

Last Updated: 9/28/09