

Class Concept

This is management analysis work in the development and administration of the state budget. Positions are responsible for the budget analysis work of several groups of state agencies and institutions having similar functions and related types of budget problems or for the budget analysis work of one of the largest agencies. Positions consult and advise agency and institutional officials on fiscal organization, management policies, and procedures. Work is performed independently under the general supervision of the state budget administrator, and budgetary recommendations are subject to review by the administrator and the assistant state budget officer and final approval of the state budget officer. Positions advise and assist agencies and institutions in preparing budget estimates involving explaining use of budget forms, assisting in establishing unit costs for equipment and isolating and determining program costs for new, expanded, or reorganized programs. They recognize needs for making surveys and investigations on budgetary problems resulting from changes in programs and deviations from approved budgets as well as evaluate proposed new or revised programs and recommends appropriate action based on knowledge of agency operations. They also assist agency and institution fiscal personnel in determining location of funds transferable within its budget. Positions may review agency and institution monthly financial reports in order to assist in planning future budgetary needs and prepare a digest of the final budget as enacted by the General Assembly for distribution to agencies and institutions. They also conduct pre-audits and assist in approving requests for revisions in capital improvement budgets and allotments of capital improvement funds. They may appear before legislative committees to explain budgetary matters.

Recruitment Standards

Knowledges, Skills, and Abilities

- Intermediate knowledge of the principles and practices of public administration and governmental budgeting and accounting.
- Intermediate knowledge of fiscal and operational policy of state government.
- Basic knowledge of the financial structure, accounting system, and financial procedures of the State of North Carolina.
- Ability to organize and present clearly oral and written reports of findings and recommendations.
- Ability to establish and maintain effective working relationships with subordinate personnel, agency officials, legislators, and the general public.

Minimum Education and Experience

Bachelor's degree from an accredited institution in business administration, public administration, accounting, or related field; or an equivalent combination of education and experience.