

### Class Concept

This is independent and highly specialized management analysis work in developing and administering the State Budget for the most complex, large, and costly State agencies. Positions apply advanced analytical techniques and approaches in carrying out their responsibilities for budget development, including policy and financial analysis, and for budget execution, including program evaluation and fiscal control. Work at this level is distinguished from the II level by the scope and complexity of the assignment, depth of analysis required, the high degree of independence in planning and executing work assignments, and the level and extent of contact public officials. Work includes interpreting broad policy directions and making major program and financial decisions requiring thorough knowledge of the history, organization and programs of the agency and the political and public issues surrounding their programs and services. Budgetary actions taken and recommendations made require continuous contact with top agency officials, the Advisory Budget Commission, gubernatorial staff, and legislators. Confidence and creditability must be developed and maintained when working with these groups. While general work objectives are indicated by a Budget Supervisor or higher official, employees work with considerable independence in developing their own work priorities in making and communicating major budget decisions and recommendations.

Positions analyze receipt and expenditure data and advise State Budget Officer in developing various fiscal policies and in projecting availability of unspent funds for the next fiscal year. They advise and assist agency in preparing budget requests for five and two-year program plans; analyze proposed budgets; research historical expenditures to plot unit cost trends; compare agency cost projections with central records; reconcile and realign cost projections. Positions also analyze and make assessments of public need for current, new, or expanded programs; analyze the different agency approaches or other approaches used or proposed elsewhere; compare the cost of alternative policies and program approaches including present and long-range, direct and indirect, the quality and quantity of the program products or outputs. They analyze information and make recommendations to the State Budget Officer, the Governor, the Advisory Budget Commission, legislators, and agency officials; monitor legislative committee meetings, answer questions and provide information; monitor and reconcile appropriations bill, write or edit legislative committee reports and portions of appropriations bills. They also allot funds appropriated to the agency, examine expenditure trends, advise agency on potential budgetary problems; analyze agency requests to revise or realign budgets, and interpret and apply legislative intent and current budgetary policies and procedures. They determine and evaluate the objectives of on-going agency programs; determine the methods of measuring their effectiveness; and work with the agency personnel to determine way to collect data to make measurements.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration of governmental budgeting and accounting; and of the organization, financial structure, accounting and budgeting system and financial policies and procedures of the State of North Carolina.
- Considerable knowledge of the executive, legislative, and political structures of North Carolina.
- Considerable ability in establishing and maintaining effective working relationships with high level agency officials, gubernatorial staff, legislators, and the general public.
- Considerable, analytical and communicative skills and abilities involving program and financial analysis and evaluation.

#### Minimum Education and Experience

Bachelor's degree in business administration, public administration, accounting or related field from an accredited institution and five years of experience preferably in governmental accounting on budgeting, including one year in advanced and responsible analyst or administrative capacity or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.