

Class Concept

Positions in this classification function as part of the senior management team who utilizes technical, specialized skills to analyze/set budget parameters and strategic planning, organizing business functions, and quality assurance. Position is a principal budget/fiscal adviser for a complex and large State division or State agency. Positions use analytic techniques to identify policy issues and recommend changes based on the agency mission and objectives. Positions analyze budget needs or resources in concert with short and long-term business plans and recommend fiscal policy adjustments. They adapt budgetary guidelines and program standards to fit the needs of specific programs based on regulatory or other requirements. They also establish and maintain long range budget and policy plans. Positions use professional standards, theory and principles, available resources, and program objectives to develop fiscal processes and operations and are called upon by the Executive Team, Legislators and the Secretary to answer fiscal/budgetary issues and inquiries. Positions must individualize the existing administrative system. This individualization requires analysis of fiscal and program data that is complex. Positions also adapt existing policy and guidelines to meet changing program requirements or goals. Oversee fiscal activities and evaluate fiscal systems and maintain procedures relating to expenditure and revenue practices. Manage the budget planning and execution process. Develop or coordinate preparation of budget decision packages, reduction options, workload measures, and program narratives. Analyze revenue projections of ending balances and evaluate compliance with legislative intent. Assist managers in developing and justifying budget proposals.

These positions review fiscal impact statements for legislative concepts and proposed legislation; identify needed changes and develop recommendations. Testify on fiscal aspects of proposed legislation. Achieve compliance with administrative rules through modifying budget and fiscal operations. Participate in meetings as a principal advisor to decide long-range revenue projections. Conceptualize and recommend legislation to correct or enhance current systems. Evaluate fiscal performance with planned objectives, decide causative factors and recommend corrective action or policy changes. Decide feasibility of program proposals. Evaluate and then explain possible policy and operational issues that could affect program revenue and cost. Monitor policy and operational changes. Develop processes to evaluate the impact of policy changes. Lead teams to identify gaps and needed system enhancements. Work with Information System professionals to design and implement budget and fiscal system improvements that integrate individual processes. Use computer software to model resource scenarios. Organize and develop automated fiscal systems.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices and theories of accounting, auditing, budgeting or financial management and knowledge of trends and merging technologies/automation.
- Thorough knowledge of governmental finances, programs and institutional fund accounting.
- Thorough knowledge of state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of state governmental fiscal and budgetary processes.
- Thorough knowledge of office management and organizational concepts.
- Ability to manage and direct complex financial management systems.
- Ability to interpret and analyze financial data and reports.
- Ability to interpret complicated federal and state statutes, rules and regulations pertaining to applicable programs.
- Ability to manage professional Accountants, Budget Managers/Analysts and administrative staff.
- Ability to communicate effectively and disseminate information to senior management.

Minimum Education and Experience

Bachelor's degree in business administration, public administration, accounting or related business area from appropriately accredited institution and five years of administrative experience involving participation in the planning and management of a business or governmental program; or equivalent combination of training and experience.

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