

### Class Concept

This position has responsibility for budget development and administration within the Office of State Budget and Management (OSBM). This position serves as the liaison between OSBM and assigned agencies as well as the various subject matter-related legislative committees and other governmental and non-governmental entities. Work is performed under the supervision of a State Budget Manager.

Serves as the primary analyst responsible for research and analysis related to programs and policies involving the assigned agency's budget. Performs program and fiscal analysis, identifies fiscal and/or administrative issues and problems, and develops recommended solutions for OSBM management. Develops issue papers in a clear and concise fashion for OSBM management, review of past budget performance and program needs. Acquires and maintains knowledge of policies and laws related to assigned program areas through research, site visits, and attending state oversight or program related bodies and legislative committee meetings. Utilizes that knowledge in policy recommendations to OSBM management in the areas of budget development and execution.

Responsible for certifying budgets of assigned agencies, reviewing and taking action on budget revisions (ensuring compliance with the State Budget Act) through the Integrated Budget Information System (IBIS), reviewing and approving allotment requests, administering statewide management directives, and analyzing current budget performance, using monthly expenditure reports. Performs duties of Assistant State Budget Officer in their absence. Recommends Base and Change Budget funding levels for biennial and supplemental budgets and supports these recommendations with pertinent data and analysis. Analyzes proposed changes to the budgets of assigned agencies and incorporates recommended changes into the preparation of materials for presentation to the Governor. Prepares the Governor's Recommended Budget for assigned agencies for publication and presentation to the General Assembly.

Provides technical assistance to assigned agencies in solving budget problems consistent with state law and OSBM policies. Responds to questions concerning the budget and interprets the State Budget Manual, State Budget Act, and other OSBM policies for agency personnel, General Assembly staff, and the public. Provides training and guidance to other budget analysts within OSBM. Represents the Governor and OSBM before the General Assembly and other elected officials, representatives of industry and government agencies, boards, commissions, professional organizations, advocacy groups, and the public. Regularly attends, and when appropriate, participates in appropriation subcommittee meetings, standing committees, and study commissions by making formal and impromptu oral presentations and being prepared to respond to questions on various issues related to the area of assignment and budget policy and procedure in general and with minimal preparations.

This class distinguished from the State Budget Management Analyst II by the level of accountability and/or complexity of budgets being managed.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public administration, financial and program analysis, and state government budgeting and accounting, especially budget preparation and budget execution. Considerable knowledge of the executive, legislative, and political structures of North Carolina.
- Considerable analytical and communicative skills and abilities involving program and financial analysis and evaluation.

Working knowledge of the assigned agency programs is preferred.

- Ability and skill in establishing and maintaining effective working relationships with a variety of associates, high level agency officials, legislators, public officials, and/or the general public.
- Ability to work independently and to exercise discretion.
- Ability to exercise creative and independent thinking in problem resolution.
- Ability to display a professional demeanor in pressure situations. Expertise with Microsoft Word and Excel.
- Proficiency in organizing and presenting clear oral and written reports of findings and recommendations.

Minimum Education and Experience

Bachelor's degree in business administration, public administration, public policy or related field from an accredited institution and two (2) years of experience preferably in governmental accounting or budgeting, 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.