

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUDGET ANALYST

Civil Service Status: Open/Competitive
Probationary Period: One Year
Classification Series: Finance Series
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision of the Director of Finance, the individual in this position provides leadership, oversight and support with regard to all City budgetary activities. Key responsibilities include consultation, technical assistance, coordination, preparation, delivery, process improvements and execution of the City's operating and capital budgets. General responsibilities are likely to consist of data compilation, preparation of tables, charts and summaries to be used in the City's budget documents and presentations. This position requires timely (monthly) provision of expenditure information to each department head. Performs other duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares the City's annual budget in proficient manner demonstrating full understanding of the City's revenue sources and its expenditures. Delivers on a timeline that facilitates timely adoption by the City Council;
- Prepares confidential costs analyses for labor negotiations and related matters;
- In tandem with department directors, develops and reviews budget proposals for assigned departments and make recommendations to upper level management staff;
- Consults with managers across the organization to ensure that budget adjustments are made in accordance with program changes;
- Participate in the development and publishing of budget documents; develop, prepare, and disseminate the City's proposed and adopted budget documents;
- Participates in the production of financial reports and budget reports for Citywide and department use;
- Assists Finance Director in preparing various budget related resolutions and agenda staff reports;
- Monitor assigned Department's operating budgets to ensure expenditures are appropriately accounted for and activity does not exceed authorized spending limits; ensure expenditures comply with all appropriate financial guidelines as well as department and City policies and procedures; notify department heads of potential issues, recommend remedies, and prepare appropriate documentation for budget adjustments as necessary;
- Analyzes revenues and expenditures in comparison to budget estimates, reviews allocations and makes related recommendations;
- Ensures that approved appropriations and estimated revenues are correctly recorded in the accounting system;
- Maintain assigned budget and financial databases and systems; problem solve and troubleshoot technical and functional issues related to the City's budget and financial systems;

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(Continued)

- Generates a wide variety of budget and Capital Improvement Program data and provides specialized data to management as needed;
- Assists in developing improved budgetary controls and procedures;
- Provide training and technical support to assigned departments regarding operational policies and procedures;
- Recommends changes in budget procedures and processes;
- Performs cost/benefit and program cost analyses;
- May provide technical guidance to lower level personnel;
- May be assisted by seasonal part-time personnel during budget season;
- May explain and interpret accounting and budgetary policies and procedures to City staff, auditors and outside agencies;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;
- Operates a computer and uses applicable software;
- May be asked to assist in the accounting area, as necessary.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Competencies:

1. **Analytical Thinking** – Ability to retrieve, organize and interpret data, assess situations and provide recommendations Client/Customer Service Sensitivity. Ability to develop and maintain strong relationships across the organization by listening and understanding, and being responsive to the needs that are identified.
2. **Communication.** Ability to present information to managers and directors both verbally and in writing, identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
3. **Consultative Approach.** Ability to provide advice and counsel to departments. Ability to understand departments' respective programs, their organization and needs.
4. **Decision Making.** Knowledge of and the ability to use effective approaches for choosing a course of action or developing appropriate solutions, and/or reaching conclusions. Ability to take action consistent with available facts, constraints and expected outcomes.
5. **Problem Solving.** Ability to identify issues, to determine possible solutions, and actively work to resolve issues timely and effectively.

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6. **Professional Knowledge and Technological Skills.** Possession of professional skill and/or knowledge in specific area(s) and staying abreast with developments and trends in area(s) of expertise, usually acquired through post-secondary education. Possess a high degree of comfort in using technology to manage risk, eliminate redundancies, and provide information to manager both timely and effectively.

Ability to:

- Use computerized technology to implement budget;
- Adapt and apply established methods to a variety of financial transactions and accounting problems;
- Prepare complete accounting statements and reports;
- Instruct and lead other clerical and accounting employees;
- Establish and maintain an effective working relationship with other employees and the public;
- Be proficient in making arithmetical calculations;
- Handle confidential information with discretion;
- Communicate effectively orally and in writing;
- Ability to handle stressful situations;
- Accountability to the task as opposed to time;
- Assume responsibility for maintaining a safe working environment;
- Maintain and reconcile various short and long term receivable accounts;
- Develop necessary skills from on-the-job training and meet standards or performance or higher by the end of the probationary period.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduated from an accredited college or university with a Bachelor's degree in finance, accounting, public administration, or other closely related field.

Experience:

Two (2) years of experience in the preparation and monitoring of budgets and/or in the areas of financial, administrative, and management analysis including the conduct of budget analyses, and operational audits.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.