

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3041

BUDGET ANALYST SUPERVISOR

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise personnel who perform analysis, development, and monitoring of institutional budgets. Perform analysis for budget development at an institution.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend the selection of applicants and conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations, and recommend disciplinary action. Under administrative direction, independently oversee total budgeting function, such as capital and/or operating budgets, position control, or allocation control.

TYPICAL WORK

Oversee major budget functions such as total capital budget, operating budget, position control, or allocation control;

Manage computerized systems to support budget functions;

Provide guidance to others in the design, development and/or implementation of computer analytical models for projection or analysis of fiscal data;

Interpret existing budget policies to staff and other administrative personnel; coordinate the design, development, implementation, maintenance and modification of budgetary procedures;

Communicate with representatives from other state agencies, institutional departments and various committees regarding the implementation of state legislation and regulations and institutional policies and procedures.

Review proposals for changes to existing computerized budget systems submitted by users, administrators and computing staff; recommend modifications and/or replacements;

Participate in professional budgeting functions, in addition to performing supervisory responsibility;

May develop and implement training programs for department personnel;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree with major study in accounting, business administration, or related field AND three years experience as a Budget Analyst II or equivalent

OR

equivalent education/experience.

New Class: 6-5-92