

ORANGE COUNTY CLASS SPECIFICATION

TITLE: BUDGET EXAMINER **GRADE:** 13

TITLE ABBREVIATION: BUDGET EXAMINER **TITLE NO.:** 6122

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: EXECUTIVE **DIVISION:** BUDGET

SUPERVISOR'S TITLE: BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in all phases of the examination, preparation, and control of the Orange County Budget and in the review of county administration, management, organization and methods. Work is performed in accordance with established policies and procedures and involves investigation and making recommendations within the entire sphere of budget office operations. An employee in this class serves in a staff type relationship with administrative officers and employees of various county departments. Work is performed under the general supervision of the Budget Director with latitude for independent judgment in carrying out the details of the work. Supervision may be exercised over the work of a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Studies departmental budget requests and interprets Budget Office policies, practices and procedures, as required, making recommendations on same to Budget Director or other superior;
2. Performs examination of personal service section of departmental budget request, raising specific questions for Budget Director's consideration;
3. Prepares detailed examination of departmental budget requests and prepares the final recommendations for the Budget Director;
4. Utilizes appropriate computer applications in the preparation of a variety of reports;
5. Prepares a variety of other reports and comparisons, and assists in the assembling of the annual budget, as required;
6. Confers with department heads and administrative personnel and investigates records and requests regarding additional appropriations, allocation changes, appropriation changes, transfers of funds, overtime approvals, promotions and special rates and reports findings to the Budget Director;
7. Assists in the establishment of quarterly projection of revenue and expenditures;

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8. Prepares reports based on studies of the organization and operation of county departments which include office layout, space utilization, allocation of telephone equipment, personnel requirements;
9. Confers with representatives of private concerns on procedures, equipment, personnel requirements and makes reports on new machine installations in the county departments;
10. Undertakes research and studies for the improvement of administrative procedures and for the solution of other management problems throughout the county service;
11. Forecasts revenues and expenditures for specific periods of time according to accepted methods of calculation;
12. Occasionally represents the Budget Director, or more frequently, another superior at conferences and meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of public administration, budgeting and accounting systems; good knowledge of governmental organization and operation; working knowledge of personal computer fiscal software; ability to comprehend and prepare statistical and other data for presentation to others; ability to evaluate situations and people and to adopt an effective course of action; ability to get along with others and maintain effective working relationships; good judgment; integrity; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Economics, Accounting or Political Science and one (1) year experience related to fiscal management in a business or governmental agency which shall have involved the use of spreadsheet software; OR
- (B) Completion of a minimum of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by eighteen (18) semester credit hours in Accounting, Business Administration or Economics and three (3) years experience as described in (A) above; OR
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

REVISED: 3/5/86
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REVISED: 6/22/00 lc

Last Reviewed: 07/06/01 mf