

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CHIEF BUDGET ANALYST **GRADE:** 17

TITLE ABBREVIATION: CH BUDG AN **TITLE NO.:** 6145

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: BUDGET **DIVISION:**

SUPERVISOR'S TITLE: BUDGET DIRECTOR OR DEPUTY BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Budget Director in planning, analysis and control of the County budget and for providing technical expertise to County departments in budget preparation and maintenance. This involves directing a staff of professional Budget Analysts, working closely with department heads and their representatives in the approval of their operating budgets and expenditures, and securing Executive and Legislative approvals. Work is performed with a good deal of independence of action and where the exercise of independent judgment within established policy is a prime factor subject to final approval by the Budget Director. General supervision is exercised over the work of the professional and support staff in the Budget Office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and provides technical assistance to Budget Analysts and support personnel in Budgeting operation;

Supervises and personally performs more complex analyses of personal service section of departmental budget requests, bringing specific questions to the attention of the Budget Director;

Designs and assists in the design of special budgeting schedules, forms, or reports or recommends changes in existing forms, schedules and reports;

Confers with department heads and administrative personnel and investigates records and requests regarding allocations, additional appropriations, allocation changes, appropriation changes, transfer of funds, special rates and makes recommendations in regard to same;

Undertakes research and studies for the improvement of administrative procedures and for the solution of problems;

Reviews approved recommendations made by internal auditors, state auditors and independent auditors and assists in implementing findings of such in the County departments;

Implements or assists in the implementation of new or revised manual or automated systems and trains subordinates in application of systems;

Assists in formulating training programs for Budget Department personnel and fiscal personnel in county departments;

Prepares information for annual audit;

Represents the Budget Director or Deputy Budget Director as directed;

Uses computer applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles of public administration, municipal budgeting, administrative management; thorough knowledge of Orange County organization and operation and of its budgetary procedures and practices; thorough knowledge of the capabilities of fiscal personal computer software; thorough knowledge of the laws, rules and regulations relating to the administration of budgeting functions of all County departments as governed by the State of New York; good knowledge of departmental budgeting and adherence to same; ability to analyze and evaluate budgets and to develop improvements in budgeting methods; ability to conduct organizational and operational evaluation studies and make appropriate determination; ability to prepare and present complex financial reports both verbally and in writing; ability to get along with others and maintain effective working relationships; ability to plan and supervise the work of others; accuracy; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree and three (3) years of experience in an administrative management capacity or in a budgeting or financial control position; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and/or economics and five (5) years experience as described in (A) above.