

BUDGET ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in all phases of the analysis, preparation, and control of the Ulster County budget. Work involves reviewing, analyzing, and making recommendations on requests by assigned county departments for the funding of their operations, functions, and programs; monitoring the expenditure of approved resources for effective and efficient utilization; and performing in-depth organizational studies related to departmental issues, programs, and operations. The work is performed in accordance with established policies and procedures and involves investigating, analyzing and making recommendations within the entire sphere of the budget office operations. Work is performed under the general supervision of the Budget Director with latitude for the exercise of independent judgment within established County budget policy. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Analyzes assigned departments' annual, supplemental, and deficiency budget requests and develops recommendations for review by higher-level budget officials;

Analyzes requests for transfer of funds and positions among program or organizational components to meet changing conditions and makes appropriate determinations;

Analyzes departmental budget requests as well as their justifications for new, continuing, or expanding current program operations for reasonableness of need, cost, and approach;

Assists in making estimates of County expenditures, revenues, and needs, based on past experience, current developments, program plans, and statutory, economic, or administrative changes;

Reviews requests for new positions and reclassifications of existing positions and makes determinations based on approved organization structures and availability of funds;

Analyzes departments' Legislative Requests including resolutions submitted by the County Executive on a department's behalf and makes recommendations based on financial considerations;

Conducts analysis and evaluation of County programs or operations of assigned departments' budgets using appropriate analytical techniques and computer applications; makes recommendations for review by higher-level budget officials;

Prepares analytical reports and supervises clerical employees engaged in the tabulation of data;

Acts as liaison between the Budget office and County Departments regarding budgetary issues;

Carries out special assignments on fiscal matters, including contacts with legislators, department administrators and fiscal management personnel; prepares related reports and memoranda with recommendations for Budget Director;

Confers with departmental and fiscal management personnel on budget requests and budgetary problems, and makes recommendations to the Budget Director;

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

Performs such other duties as may be directed by the Budget Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of public administration, municipal budgeting, administrative management; good knowledge of County organization and operation and of its budgetary procedures and practices; working knowledge of fiscal personal computer software; good analytical skills; ability to comprehend and prepare statistical and other data for presentation to others; ability to evaluate problem situations and to adopt an effective course of action; ability to get along with others and maintain effective working relationships; good judgment; integrity; initiative; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree, including or supplemented by eighteen (18) credits in Business Administration, Public Administration, Accounting, and/or Economics and one (1) year of public sector (federal/state/local) experience in a budgeting or financial control position in a central budget agency or agency budget office which shall have involved the use of spreadsheet software; **OR**
- B. Possession of a Bachelor's Degree, including or supplemented by eighteen (18) credits in Business Administration, Public Administration, Accounting, and/or Economics and three (3) years of experience as described in A above; **OR**
- C. Possession of an Associate's Degree, including or supplemented by eighteen (18) credits in Business Administration, Public Administration, Accounting, and/or Economics and five (5) years of experience as described in A above; **OR**
- D. An equivalent combination of training and experience as indicated above.

Note: Experience obtained in an approved graduate internship in Public Administration may be substituted for an equal amount of the above experience.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must

provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
0773 BGT ANALYST
Classification: Competitive
MGT

Adopted: March 21, 2024