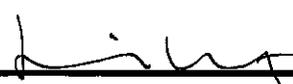


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005428 JOB TITLE Senior Budget Analyst JOB CODE 63262 <i>apd 4-1-16 al</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Business Operations Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14 PR 33 Page 2 of 2
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	
	<input type="checkbox"/> Intermittent			
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Performs other budget related duties, as required: performs petty cash audits; validates proper rate applications & implementations (including holidays); prepares monthly financial reviews for assigned program units; performs allotment analyses (e.g., routine Track Budget reviews); prepares, plans & maintains chart of accounts for assigned divisions; responds to audit requests; pre-processes central agency expenditures & financial disclosures (e.g., risk, drug tests, background, OSS); contributes to Request to Fill/Change Authorization (RFCA) review process by researching & responding to RFCA funding questions; provides & maintains job codes related to services provided by DAS Information Technology Services (ITS); receives, evaluates assigns &/or responds to SWCAP questions; prepares SWCAP reporting structure (including chart of accounts, service descriptions, tables of organization, cost mappings & provider beneficiary mappings) for submission; communicates need for journal voucher corrections or SWCAP adjustments to proper unit (Fiscal AP or AR, Business Management, Budget, Purchasing & Assets); monitors & ensures accuracy of FTO; prepares & reviews Controlling Board requests for new funds, fund transfers, appropriation requests & capital releases.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11* Skill in 12, 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24	
5	Performs other administrative duties & special projects, as required (e.g., prepares special reports & analyses for DAS management, or relating to inquiries from Office of Budget & Management, other units within DAS Finance, division managers, or general public); participates in confidential discussions with assigned division customers; attends training & meetings, as required; assists team members & Purchasing/Payables/Assets staff, as needed.	Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8, 9, 10, 11* Skill in 12, 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			4/1/16	