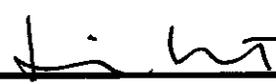


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005450	<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 Agency Budget Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans & implements the capital/operating/division budget & allotments; serves as agency coordinator for budget activity for assigned divisions within the agency (i.e., assists with development & implementation of budget-related policies & procedures, budget development, management, & transfer requirements, cost allocation & rate development, agency personnel cost projections); utilizes Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft FIN application) General Ledger Module to assist divisional business managers, unit managers, bureau chiefs & Office of Finance staff in developing budget requests for new & existing program initiatives (e.g., forecasts revenues & expenditures, develops budget submission requirements & reviews division submissions, designs budget formats, reviews & edits budget narratives, writes budget language); analyzes variances between projected & actual revenues & expenditures; operates personal computer using OAKS Budget Planning Module (BPM) & intermediate to advanced functions of MS Word & Excel to analyze budget requests & spending history, write budget-related letters, memos, & reports.	Knowledge of (1) PeopleSoft web-based application (e.g., FIN); (2) PeopleSoft General Ledger Module; (3) business or public administration; (4) budget development & management; (5) generally accepted accounting principles (GAAP); (6) cost accounting; (7) agency policies & procedures*; (8) government structure & process*; (9) state payroll system, OAKS BPM & Fundable Table of Organization*. Skill in (10) operation of personal computer using MS Word & Excel (e.g., complex formulas, formatting, graphing, data sorting & subtotaling, logical statements, tables). Ability to (11) deal with large number of fiscal & budgetary variables & determine specific course of action; (12) gather, collate, & analyze data; (13) prepare meaningful, concise, accurate, complex reports; (14) calculate fractions, decimals & percentages & deal with non-verbal symbols in formulas, equations, or graphs; (15) cooperate with co-workers on projects.
35	Develops &/or reviews proposed billing rates to recover costs of division programs: projects program allocation units & operating gains & losses; uses projections to develop or review billing rates; monitors & analyzes revenue & expenditure activity of assigned divisions; reviews & approves administrative cost allocations for assigned divisions; adjusts budget allotments & recommends changes in billing rates based upon analysis; writes periodic reports.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9* Skill in 10. Ability to 11, 12, 13, 14, 15.

JOB CODE 63262	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/14/15

apd 8-14-15 al

