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 20005452

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Agency Budget Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ 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 TITLE Senior Budget Analyst

JOB CODE 63262

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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/14/15

ad 8-14-15 ad

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Agency Budget Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 33 Page 2 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
20	Reviews controlling board requests, personal service contracts, & requests for new positions for compliance with state, agency, & section policies & procedures; provides coordination between Office of Finance & division business offices regarding budget-related issues (e.g., controlling board requests & personal service contract revisions, position description/personnel authorizations & payroll coding issues, updates of accounting structure required to implement new program structure).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9*, (16) PeopleSoft HCM Module. Skill in 10. Ability to 11, 12, 13, 14, 15.
5	Performs other related duties as requested: researches budget issues; participates in confidential discussions with Office of Finance management & division business managers concerning budget issues (e.g., program reorganizations, reductions in force, affect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management (OBM), agency senior management & general public or press; responsible for reviewing DAS out-of-state travel requests for compliance with agency & OBM policies.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9*, 16, (17) OBM out-of-state travel policy. Skill in 9. Ability to 10, 11, 12, 13, 14.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/14/15

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