



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006028	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Budget Reporting Manager		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 14 Page 2 of 2
	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
40	Supervises assigned staff (e.g., establishes unit goals; establishes benchmarks and performance standards in accordance with DAS/OIT in order to maintain quality control on unit output; assigns work and provides direction, reviews work and provides feedback, monitors and evaluates performance; encourages staff development, makes recommendations for hire of staff; approves/disapproves leave, conducts staff meetings, recommends disciplinary action).	<b>Knowledge of 1-5*</b> ; (17) supervision techniques; <b>Skill in 6;</b> <b>Ability to 7-16.</b>
10	Performs other related duties as requested: researches fiscal issues; participates in confidential discussions with management concerning fiscal issues (e.g., late payments, program reorganizations, reductions in force, effect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.	<b>Knowledge of 1-5*</b> ; 17; <b>Skill in 6;</b> <b>Ability to 7-16.</b>

\*developed after employment.

JOB CODE 63265  JOB CODE TITLE Budget Analyst Supervisor  APV LMS 8-18-15	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15