POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER
20006034

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	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: 8:00 am TO: 5:00 pm

JOB CODE TITLE
Budget Analyst 2

JOB CODE
63252

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages mandatory budget reporting for Office of Information Technology (OIT) (e.g. Minority Business Enterprise reporting; Encouraging Diversity, Growth & Equity reporting; Statewide Cost Allocation Program reporting, monthly program area budget reporting): oversees internal reporting on budget operations in order to ensure compliance with & facilitate preparation of mandatory external reports; contributes to preparation of biennium, capital &corrective budgets, allocation of appropriation & budget monitoring activities for OIT; researches & analyzes expenditures to assist managers in preparing budgetary requirement projections; coordinates budget preparations among program areas; develops, implements & monitors policies & procedures to control budgets & expenditures; utilizes Ohio Administrative Knowledge System (OAKS) financial module to monitor & balance budgets; identifies & analyzes potential budget problems & recommends solutions; participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget & expenditures; provides instruction, assistance & direction to program budget liaisons; prepares documents & justifies fund transfer requests; utilizes advanced skill in computer database systems, sophisticated spreadsheet design & accounting theory to maintain the OIT Fundable Table of Organization (FTO) for payroll cost & coding allocations; serves as liaison to OIT program units & higher-level fiscal offices (e.g., DAS Office of Finance, Office of Budget & Management) on routine matters; provides review & approval of transactions prior to upload into OAKS financial system.	Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex budget development & oversight; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) Ohio Administrative Knowledge System*; Skill in (6) operation of personal computer using advanced functions of MS Word, Access & Excel (e.g., if/then statements, pivot tables, queries & complex formulas); Ability to (7) analyze & research expenditures, (8) deal with large number of fiscal & budgetary variables & determine specific course of action; (9) use proper research methods to gather, collate & analyze data; (10) prepare complex reports that are meaningful concise & accurate; (11) define problems, collect data, establish facts & draw valid conclusions; (12) calculate fractions, decimals & percentages/use algebra; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	11/7/12

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505140

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Business Office	Franklin

POSITION NUMBER ??????

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Budget Reporting Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

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: 8:00 am TO: 5:00 pm

JOB CODE TITLE
Budget Analyst 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Assists in analysis, policy development & management of cost accounting & revenue functions for OIT Business Office using Generally Accepted Accounting Principles (GAAP): analyzes costs & revenue for all units within assigned programs; determines fixed & variable costs in all cost centers; utilizes extensive knowledge & understanding of computer database systems, sophisticated spreadsheet design & accounting theory to develop & maintain expenditure & revenue projections; performs analytical review of revenues & expenditures; provides reports analyzing variances between budget & actual & between prior & current years; develops, implements & oversees policies & procedures relating to budget management.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
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, affect on public or other agencies); prepares specific analyses & reports relating to inquiries from Office of Budget & Management, agency senior managers & general public or press.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
		Position Specific Minimum Qualifications: 24 mos. exp. developing complex operational budgets; 24 mos. exp using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas).
	Position is overtime exempt.	*developed after employment

JOB CODE
63252

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 11/7/12