

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Business Office/Budget Section

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006041

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

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 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 am    TO: 5:00 pm

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

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

JOB CODE TITLE  
Senior Budget Analyst

JOB CODE  
63262  
AD 6/29/16 vcz

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/9/16

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Bargaining Unit 14  
PR - 33  
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## 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.	<b>Knowledge of 1-3, 4*, 5*;</b> <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, 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.	<b>Knowledge of 1-3, 4*, 5*;</b> <b>Skill in 6;</b> <b>Ability to 7-16.</b>

\*developed after employment

JOB CODE TITLE  
Senior Budget Analyst

JOB CODE  
63262  
A7D 6/29/16 RS

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/9/16