

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 2000300**

**Senior Budgeting Analyst, Grade 18 2000300**  
**Associate Budgeting Analyst, Grade 23 2000400**  
**Supervising Budgeting Analyst, M-1 2000600**  
**Chief Budgeting Analyst, M-2 2000700**

Brief Description of Class Series

Budgeting Analysts prepare agency budget estimates, program justifications and workload forecasts, narrative and tabular reports indicating agency expenditure components, and monitor agency expenditures in assigned areas. Incumbents provide staff support to agency program managers and administrators, recommend alternative fiscal plans, and forecast the adequacy of available fiscal resources to meet long-term needs. Positions are classified at various State agencies.

Distinguishing Characteristics

Factors that determine the number and level of Budgeting Analysts classified for an agency's budgeting operation include agency size, variety of programs and services, number of individuals served by the agency, fund sizes, relationships with other public jurisdictions, and frequent program changes, in addition to the volume and scope of the budgeting process.

*Senior Budgeting Analyst:* full performance level; under the general direction of a higher-level Budgeting Analyst, performs budget estimation, justification, and expenditure control functions. Incumbents may serve as highest-level budgeting position in a small agency with a relatively stable budgeting function and may supervise clerical staff engaged in budget preparations support activities.

*Associate Budgeting Analyst:* supervisory level; supervises two or more Senior Budgeting Analysts and supporting clerical staff; serves either as the highest-level budgeting position in a small-sized agency, or may supervise all activities for a major segment of an agency's budgeting function.

*Supervising Budgeting Analyst:* second-supervisory level or managerial level; supervises a staff of Budgeting Analysts including Associate Budgeting Analysts and supporting clerical staff; may serve as an assistant to a Chief Budgeting Analyst, or may serve as the highest-level budgeting position in a medium-sized agency with a substantial and active budgeting function.

*Chief Budgeting Analyst:* managerial level; supervises a staff of Budgeting Analysts including multiple Associate Budgeting Analysts and/or Supervising Budgeting Analysts, and support clerical staff; plans and coordinates budgeting functions for an entire agency or a major segment of an agency with a large budget and many program areas.

### Related Classes

Assistant Directors and Director Financial Administration plan, direct, and coordinate agency budgeting, expenditure control, finance and business administration activities to ensure that financial resources under the jurisdiction of the agency are managed properly and in accordance with laws and regulations.

Budget Examiners are classified at the Division of the Budget (DOB) to review, analyze and make recommendations on assigned State agencies' plans for the funding and operation of their programs or capital improvement programs; monitor the expenditure of approved resources for effective and efficient utilization; perform in-depth studies of related issues, programs and operations; and analyze and make recommendations on legislation in assigned functional areas.

Business Officers are classified the Office of Mental Health and Office for People With Developmental Disabilities to perform, coordinate, and oversee business, fiscal, and support service activities for facilities and programs. Incumbents perform business and financial management functions related to accounting, budgeting, contract administration, inventory control, and purchasing; and plan and administer support service operations.

Institution Stewards serve as the chief fiscal officer for a State facility, planning and directing the business management functions of such facility, and functioning as chief financial advisor to the executive team of that facility. Incumbents work closely with Central Office Budgeting Analysts to ensure that expenditures of State funds are made in accordance with agency guidelines and State laws and regulations.

### Illustrative Tasks

#### *Senior Budgeting Analyst*

Assists in the preparation of the agency's budget requests based on a knowledge of Division of Budget guidelines, the State Finance Law, relevant agency programs and policies, previous budget requests, and applicable federal policies and rules.

Reviews data prepared by agency program staff for completeness and responsiveness to budgetary needs and confers with program administrators to exchange information,

budget proposals, resolve questions, and explore consequences of alternative solutions.

Collaborates with higher level staff to develop improvements in budgetary reporting systems.

Collects data on factors such as services provided at a given location, program changes, workloads, unit costs, workload trends, and cost projections by utilizing interviews, conferences, questionnaires, or on-site observations.

Analyzes data pertaining to the subject matter, considers alternative solutions, and develops budget recommendations based on findings.

Prepares or supervises the preparation of various reports and correspondence related to budget activities and advises agency staff on budget matters involving interpretation and application of fiscal rules and regulations of State and federal agencies.

Prepares expenditure forecasts comparing prior program workload activities and expenditures with anticipated staffing, workload, and program changes to develop projected costs.

Estimates the need for personal and non-personal services funding based on existing workload and future forecasts, and using knowledge of program information and agency priorities, analyzes requests for reasonableness of need, approach, and cost.

Prepares draft of budget estimates and justifications, assists in compiling a draft agency budget proposal embodying decisions made at budget conferences, and may prepare special budgets for programs administered through separate funds.

Prepares a spending plan translating legislative authorized program funds into available organizational funds and compares legislative budget with the proposed budget in assigned areas to identify differences.

Analyzes immediate and long-range impact of budget reductions and changes on existing and projected programs and operations.

Prepares written recommendations on necessary modifications, staffing limits, and expenditure ceilings for the most effective use of approved funds.

Monitors approved expenditures to ensure that work is done efficiently within established fiscal guidelines, and reviews expenditures to identify differences between projected and actual expenditures and determine reasons for such differences.

Reviews production and workload reports to determine whether funds are being used efficiently by comparing workload data over given periods of time to identify trends.

Reviews fiscal aspects of progress reports and recommends appropriate fiscal changes to meet the requirements of specific projects or contracts.

Reviews request to establish new positions, fill vacant positions, and change the allocation of existing positions, and makes written recommendations based on need and availability of funds. Prepares pertinent personal service item segregations.

Conducts studies in order to obtain budgetary evaluative material, prepares reports of study, and develops appropriate recommendations for effective and efficient utilization of available resources.

Develops work plans outlining the purpose and scope of studies, plans of action, representative program locations to be sampled, and tentative schedules.

Reviews nature of a given program to determine objectives, individuals served, budgetary concerns, and related agency policies and priorities.

Confers with appropriate State, federal, or local jurisdiction officials and others regarding grants or projects.

May perform similar budgeting tasks relating to federal funds, contracts, and foundation grants.

May participate in negotiations regarding fund allocations for programs.

May review certain federal programs contracted with other State agencies for compliance with State and federal rules and regulations.

May supervise subordinate staff engaged in activities to support the budget process.

#### *Associate Budgeting Analyst*

Performs the duties of Senior Budgeting Analyst and supervises Senior Budgeting Analysts and other budgeting and clerical staff in preparing the agency's budgets, monitoring expenditures, maintaining fiscal and accounting records, evaluating program efficiency and effectiveness, and preparing required forms and reports for submission to DOB and the Office of the State Comptroller (OSC).

Assigns tasks to subordinate staff, reviews staff reports for accuracy, completeness and soundness of recommendations, and suggests corrective measures when necessary.

Performs budget tasks affecting agency-wide programs.

Trains new employees and prepares written instructions on budgetary policies and procedures for presentation to agency staff.

Analyzes budget proposals for various agency programs funded by State and federal sources and compares need and available resources by using program information and agency priorities; identifies best methods of utilizing available funds.

Compiles a draft agency budget proposal from materials submitted by program managers, decisions made at budget conferences, and workload data and forecasts; refines narrative and statistical information into a form which best describes agency needs in order to accomplish the goals and objectives.

Presents draft documents to agency administrators or fiscal officers for final clearance and makes appropriate changes in the document as directed.

May conduct on-site inspections and participate in discussions with program managers to determine the effective and efficient use of funds.

Makes written recommendations to fiscal officers or agency administrators for alternate fiscal plans which may involve transfer of funds between program areas or request for temporary service funds to cover peak workload periods, unanticipated workload or the imposition or relaxing of hiring freezes.

#### *Supervising Budgeting Analyst*

Performs the duties of Associate Budgeting Analyst and supervises Associate Budgeting Analysts and other budgeting and clerical staff in preparing the agency's budgets, monitoring expenditures, maintaining fiscal and accounting records, evaluating program efficiency and effectiveness, and preparing required forms and reports for submission to DOB and OSC. When serving as the highest-level budgeting position in a medium-sized agency, performs the duties of Chief Budgeting Analyst.

Trains staff and reviews and approves work products.

Provides oversight for all budget activities in assigned areas, including staffing, non-personal services costs, contractual arrangements, and funding of special projects.

Review, monitors, and approves spending requests.

Assists in the preparation of annual expenditure plans and reviews and approves final plans.

Confers with program directors and agency administrators to discuss budget proposals and justifications and to choose a fiscal plan considering various alternatives.

Investigates, identifies and evaluates new ideas, techniques, practices and systems which may be of value in budgeting analysis.

May review, analyze, and make recommendations on the financial impact of certain proposed State and federal legislation.

May serve as an assistant to a Chief Budgeting Analyst at a large agency.

May serve as the highest-level budgeting position in a medium-sized agency with a substantial and active budgeting function.

### *Chief Budgeting Analyst*

Performs the duties of Supervising Budgeting Analyst and supervises Supervising or Associate Budgeting Analysts and other budgeting and clerical staff in preparing the agency's budgets, monitoring expenditures, maintaining fiscal and accounting records, evaluating program efficiency and effectiveness, and preparing required forms and reports for submission to DOB and OSC.

Oversees the preparation of the agency's regular annual operating budget and supplemental and deficiency budgets for review and approval by agency administrators and for submission to DOB.

Reviews and analyzes current listing of budgeting problem areas, proposed or mandated new legislation, status of current projects and deadlines to be met, new or changing programs and guidelines, and the availability of trained analysts to determine possible study and project priorities.

Coordinates the planning of projects, studies, and budgeting inputs involving other agencies, and local and federal jurisdictions, by means of conferences, visits, and oral and written communications with appropriate officials.

Plans for the recruitment, training, and development of subordinate staff.

Plans for effective channels of communication with agency planners, program managers, and DOB representatives for the interchange of information.

Reviews studies and staff reports for timeliness, completion, and soundness of recommendations, and provides direction on additional fact-gathering and research for alternative proposals.

Reviews budget requests in critical problem areas identified through various sources for reasonableness of need, approach, and cost.

Oversees the preparation of a draft agency budget proposals.

Following submission of budget documents to DOB, may meet with representatives of DOB to clarify, support, and explain the fiscal plan.

Oversees the preparation of written recommendations on necessary budget modifications, staffing limits, and expenditure ceilings; presents information to agency staff.

Allocates resources to program component elements in accordance with approved appropriations and fiscal plans.

May participate in discussions with program managers and conduct or review on-site inspection reports to determine the effective and efficient use of funds.

May supervise certain budgetary services involving capital construction funds, local assistance funds, and development of contracts for services and equipment.

Oversees the preparation of expenditure forecasts comparing past and current expenditure patterns, workload and program information against anticipated staffing, and workload and program changes to estimate projected costs.

### Minimum Qualifications

#### *Senior Budgeting Analyst*

Open Competitive: bachelor's degree and satisfactory completion of a two-year traineeship.

#### *Associate Budgeting Analyst*

Promotion: one year of permanent service as a Senior Budgeting Analyst.

#### *Supervising Budgeting Analyst*

Promotion: one year of permanent service as an Associate Budgeting Analyst.

#### *Chief Budgeting Analyst*

Promotion: one year of permanent service as a Supervising Budgeting Analyst or two years as an Associate Budgeting Analyst.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2020

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