

**Budget Analyst III**Class Code:
PD0153

STATE OF ALASKA
Established Date: Nov 1, 1971
Revision Date: Dec 8, 2011

GENERAL DESCRIPTION:**Class Definition:**

Under general supervision, performs a full spectrum of professional duties and responsibilities in the ongoing analysis of an assigned program category or departmental budget responsibility; performs difficult analysis of all budget matters for the assigned program category or a state department; may assist higher level budget analysts in the analysis of a variety of the most complex statewide issues; provides consultative budget services to state agencies.

Distinguishing Characteristics:

This class is distinguished by its responsibility for performing professional budget analyses in the central budget and management agency, or in a department; incumbents perform the full range of budget analytical principles and practices associated with the assigned area. This class differs from Budget Analyst IV in that the latter has responsibility for performing, and may direct subordinates in the performance of comprehensive and complex analyses of statewide, multi-program, and multi-agency scope.

EXAMPLES OF DUTIES:

Coordinates review of budget submissions from assigned programs and agencies; reviews for conformity with instructions and format, mathematical accuracy, program content, and adherence to regulatory guidelines.

Performs technical review and processing of budget amendments and other matters of budget implementation; conducts special studies and analyses as required by executive and legislative officials concerning budgetary activities and relationships of various state agencies and programs; assists in preparation and compilation of statewide capital improvement budget; may serve as resource person before executive and legislative review committees to explain and present this material.

Coordinates and assists in conducting cash-flow analyses and funding requirements for capital improvement project activity; coordinates and assists in preparation of prospectuses and other data for bond issue sales.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles of public administration; principles and practices of governmental budgeting and accounting, public finance, administrative surveys, and fiscal management; current social, political, economic, and scientific developments and trends.

Familiarity with state financial structure, taxation policies, and revenue systems; purposes, functions, and fiscal organization of the various state programs and operating agencies; laws relating to financial administration of state government; principles of organization and management; principles and practices of data processing; research techniques and statistical principles and procedures.

Ability to gather and analyze data, reason logically and creatively, draw logical conclusions, and make appropriate recommendations; articulate ideas and communicate clearly and easily with others, both orally and in writing; develop expertise on the program administered by the department or agencies to which assigned; develop and evaluate program alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work; prepare clear and concise reports.

MINIMUM QUALIFICATIONS:

Two years of progressively responsible trainee-level professional experience in analysis of business operations and budgets. This is met by service as a Budget Analyst I and/or II with the State of Alaska, or the equivalent elsewhere.

OR

A bachelor's degree from an accredited college in accounting, finance, business administration, or a closely related field

AND

one year of journey professional level experience in accounting, financial management, budget analysis, or management analysis.

OR

Four years of any combination of post-secondary education in accounting, finance, business administration, or a closely related field (3 semester hours or 4 quarter hours equal 1 month of experience) and technical or professional level experience in accounting, finance, or business administration

AND

one additional year of journey professional level experience in accounting, financial management, budget analysis, or management analysis.

OTHER INFORMATION:

SALARY RANGE:

19

AKPAY CODE:

P1463