



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	Month, Day, Year
UNIT		POSITION NUMBER	300-XXX-5270-XXX
CLASSIFICATION	Principal Program Budget Analyst I		

SCOPE

Serves as the Department of Finance's primary contact with one or more departments; develops expert fiscal and program knowledge in assigned area; identifies policy and program issues on which program analysis projects should be initiated, and in specified cases may pursue the analysis; works with the department(s) to which assigned in preparation of the Governor's Budget; consults with line program managers and staff regarding programs; advises the Director of Finance and Governor's Office on decisions relating to the program budget and proposed legislation; has final authority to approve a wide range of financial documents that require Department of Finance approval; carries out program analysis projects, using a variety of analytical techniques to evaluate program effectiveness and program alternatives; serves as a resource in the assigned program area to assist other staff conducting program analyses; monitors program implementation; and represents the Department of Finance at subcommittee hearings of appropriate committees.

Positions are allocated at this level based on an evaluation of the assignment and incumbent in terms of the criteria discussed under Allocation Factors in the classification specification.

ESSENTIAL FUNCTIONS

50%	<u>POLICY AND PROGRAM SPECIALIST</u> <ul style="list-style-type: none"> Responsible for various aspects of program analysis, which may include modeling, research into program history, understanding underlying statute and law related to programs, and developing recommendations and projections for the program depending on unit and Finance needs. Responsible for high-level technical work covering one or more program areas. Responsible for sensitive policy and fiscal work as assigned. As needed, leads training, and provides leadership on shared or group assignments.
20%	<u>BUDGET PREPARATION</u> <ul style="list-style-type: none"> Analyze existing policies and make recommendations for improvement or propose new policies for consideration. This may include the development of budget change proposals. Review various drills and information submitted by departments, or internal budget documents. Review Departmental Budget Change Proposals. Analyze, develop written analyses, identify issues, alternatives, consequences, and make recommendations. Prepare written analyses and make oral presentations regarding analyses and recommendations to Program Budget Manager and Director of Finance. Defend analyses and recommendations to Directors, Agency Secretaries and Constitutional Officers.

15%	<u>POLICY DEVELOPMENT AND ISSUE ANALYSIS</u> <ul style="list-style-type: none"> Through daily contact with departments and Finance staff, the Principal can identify problems or potential problems early. The Principal is responsible for making recommendations regarding the administration of programs and exercises initiative to correct matters where appropriate. The Principal identifies problems and makes recommendations for areas requiring action by the Director of Finance and Governor's Office where appropriate. The Principal responds to issues raised by the Administration and provides program and policy analysis as well as fiscal analysis and financial information where appropriate. The response may be immediate when the information is known or the Principal may be called on to investigate the issue, develop information, and prepare a complete written analysis. Represents the Administration before public or private interest groups and agencies, or on policy task forces, etc.
10%	<u>LEGISLATION AND REGULATION</u> <ul style="list-style-type: none"> Analyze legislation for fiscal effects (identify state costs, local mandated costs, revenue effects, etc.). Make recommendations for the Administration to take a position on the legislation. Meet with legislative staff and Legislators regarding fiscal analysis, identifying and/or proposing amendments where necessary. Analysis of significant issues where statutes are responsible for problems or where problems need statutory change. Develop legislation and proposals for the Administration.
5%	<u>BUDGET DEFENSE AND REPRESENTATION</u> <ul style="list-style-type: none"> Communicate budget changes and rationale for changes to the Legislative Analyst's Office, Legislative Consultants, the press, and others. Present the Governor's Budget and defend it before legislative committees. Make recommendations for vetoes and write veto messages for the Governor.
SPECIAL REQUIREMENTS	
<ul style="list-style-type: none"> Willingness as a learner to do routine or detailed work in order to learn and advise others on the practical application of administrative principles. Willingness and ability to accept increasing responsibility. Willingness and ability to provide informal and formal training to others in the unit on a variety of budget and process topics. Actively participate in various internal and external working groups to support Finance's mission. 	

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Principles, practices, and trends of governmental budgeting and accounting
- Research techniques.
- Program budgeting techniques and governmental functions and organization.
- Methods and techniques of effective program management and supervision.
- The legislation process and its impact on program selection and budgeting.
- A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

The incumbent is required to possess the following skills and abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental budgeting and managerial problems.
- Develop expertise on the subject matter administered by the department or departments to which assigned.
- Develop and evaluate program alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties.
- Appear before legislative and other committees and testify on behalf of the Department of Finance and the administration on fiscal and program-related matters for either revenues or expenditures.
- Use techniques such as model building and simulation, formulating assumptions and identifying constraints, estimating market demand in the public sector, allocation of limited resources, risk and uncertainty, systems analysis, problem formulations, price incentives, and comprehensive program monitoring, evaluation, and control.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Coordinate the work of others.
- Act as a team or conference leader.
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) **I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.**

EMPLOYEE SIGNATURE		DATE	
I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	