



AGENCY BUDGET JOB FAMILY

CAREER PATH

This family of positions includes those whose purpose is to advise, develop, administer, and execute on budgets for a state agency.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Prepare budgets.
- ❖ Monitor fiscal operations.
- ❖ Track financial information to identify trends.
- ❖ Forecast revenues and expenditures.
- ❖ Develop budget reports and narratives.
- ❖ Analyze financial data and develops fiscal resources.

The work assigned to positions in this series ranges from tracking financial data to supervising a team of budget and financial analysts.

Agency Budget Analyst

Pay grade: 25

This position participates in preparing budgets, monitoring fiscal operations, and analyzing financial data. Employees track financial information, analyze data to identify discrepancies or trends, forecast revenues and expenditures or calculate costs/benefits, and develop reports for management review. Work includes governmental accounting and research methods within the budget process, analyzing and interpreting financial data to identify trends, forecasting revenues and expenditures, and preparing and interpreting financial reports and statements. At this level, employees work with management to assess program budgetary needs and develop budget narratives, translate portions of approved budgets into operating budgets, prepare estimates by balancing revenue and expenditure histories, and establish basic record-keeping and tracking procedures.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.



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Agency Budget Senior Analyst

Pay grade: 28

This position assists or develops budget proposals, monitors fiscal operations, analyze financial data, forecast revenues and expenditures, and identify budgetary trends for an agency's division or program area(s). Work includes utilizing the principles and practices of public administration and legislative processes in analyzing financial data and providing recommendations, as well as communicating budget and program analysis to agency goals, objectives, and technical information. Employees also analyze legislation, governing policy, administrative rules, fiscal policy actions, and performance standards. At this level, employees review fiscal impact statements for legislative concepts and proposed legislation to identify needed changes and develop recommendations.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of relevant experience.

Agency Budget Specialist

Pay grade: 34

This position leads a department's budget process in developing budget proposals and recommendations, analyzing financial data, forecasting revenues/expenditures, identifying budgetary trends, and preparing supplemental budget requests. Employees assist and guide divisions and/or programs with establishing budget performance measures. At this level, employees provide testimony and information to the legislature as needed or may serve as the legislative liaison. Employees also evaluate fiscal notes to determine impact of proposed legislation. Positions may supervise financial and budget staff.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and four years of relevant experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an



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extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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Revised: --