



AGENCY BUDGET JOB FAMILY

CAREER PATH

Agency Budget Analyst

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.

Knowledge, Skills, and Abilities

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all areas of agency budgeting and accounting, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.



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Possess and successfully demonstrate skill in applying Generally Accepted Accounting Principles (GAAP).

Ability to demonstrate successful performance in the training and mentoring of junior staff.

Ability to demonstrate successful performance in the development of short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

Ability to demonstrate successful performance in the development of presentations and training programs, as well as in presenting and training others in the performance of duties.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

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.

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



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Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 25

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 09/01/2025

Reviewed: 09/01/2025

Revised: --