



## AGENCY BUDGET JOB FAMILY

### CAREER PATH

#### **Agency Budget Senior Analyst**

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.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

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.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of 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.



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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.

Ability to evaluate federal and state legislation to determine overall impact on fiscal activities and determine effective course of action.

Ability to evaluate and recommend financial process improvements.

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 and two years of relevant experience.

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.

Possess and maintain membership in at least one organization relevant to area(s) of responsibility.

Possess and maintain certification in at least one organization relevant to area(s) of responsibility.

**Pay grade:** 28

**FLSA Status:** 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:** --