



AGENCY BUDGET JOB FAMILY

CAREER PATH

Agency Budget Specialist

(May be utilized in a Non-Supervisory or Supervisory Role)

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. This position may supervise financial and budget staff.

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.

SUPERVISORY ROLE ONLY: Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and 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 training and mentoring of junior staff.

SUPERVISORY ROLE ONLY: Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support 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.)



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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.

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

Necessary Special Requirements

NON-SUPERVISORY ROLE: Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

SUPERVISORY ROLE: Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

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: 34

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: --