



CLASSIFICATION NO. 198
Established: 6/19
FLSA: Exempt
EEO: 2

BUDGET ANALYST, SENIOR

CLASS CHARACTERISTICS

Under direction, to perform advanced professional level budget assignments and provide expertise as a subject matter expert of technically complex budget functions; to perform debt management; to analyze financial data to identify discrepancies or trends, forecast or calculate costs for budget purposes; to analyze and write technical and complex budget-related reports; to provide strategic recommendations and counsel to management; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Budget Analyst, Senior performs advanced professional budget and debt analysis in support of the County. Incumbents perform analysis of complex fiscal, budget, and debt management data and formulate recommendations to provide management with information for effective decision making and planning. Incumbents support senior management's strategic decisions through budget and debt analysis. Positions in this classification typically involve difficult and complex county-wide responsibilities.

The Budget Analyst, Senior differs from the Budget Analyst which performs journey-level budget analysis and is not typically responsible for performing debt analysis or long-term forecasting and modeling. It also differs from the Financial Analyst classification which provides financial analysis for large departments in order to set rates or conduct forecasting and has broader oversight of comprehensive financial program and projects. It is also distinguished from classifications in the Management Analyst series which perform a variety of analytical work in support of administrative and operational systems and activities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs analysis of economic and demographic data, fiscal operations, income, costs and financial obligations to determine trends affecting County, departments, residents and businesses; forecasts future revenues and expenditures; prepares and reviews financial reports; researches and abstracts technical data, legal requirements and County policies; assists management in long term capital planning.
2. Prepares the County debt capacity, debt ratios, and other debt-related financial and service information; provides advice, assistance, and makes recommendations for debt management; tracks flow of expenditures for bonds; prepares debt-related reports; performs financial and other analysis related to special capital projects; evaluates funding alternatives and their implications for County and policies; prepares recommendations.

3. Performs arbitrage rebate analysis and continuing disclosures for bonding issuances; reviews and evaluates bonds issuance and refinancing; works and coordinates with the relevant parties to structure and develop the bond issuance/refinancing plan; ensures compliance with federal arbitrage rebate requirements; develops financial models for use in assigned projects; makes mathematical calculations, including debt burden, debt capacity, and others.
4. Analyzes difficult and complex budget and financing proposals; meets with department leadership to evaluate budget request justifications; reviews revenue projections for reasonableness; makes recommendations on proposals and other budgetary matters; and conducts analysis to identify issues.
5. Prepares and makes presentations to County Commissioners, department managers, and other boards and committees regarding complex budget and financial issues and opportunities; may act as representative on committees, task forces, and special projects; provides information and training to staff on budgets, expenditures, and revenue forecasting.
6. Develops and maintains databases, spreadsheets, and related management systems for debt and budget related financial and service information.
7. Analyzes and interprets federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance; conducts analysis on best practices and trends, and formulates and implements recommendations.
8. May oversee special projects.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, practices, methods and terminology related to governmental budgeting; 2 CFR 200; federal, state and local statutes, specialized knowledge of payroll and human resources information and processing systems, Generally Accepted Accounting Principles (GAAP) and governmental fund accounting; governmental budgeting policies, procedures, and operations; general laws and rules regulating and influencing County fiscal operations; complex financial and legal documents applicable to County's debt financing issues; research methods and statistical and financial analysis and modeling techniques; operations and cycles of financial markets; techniques used to locate errors in budget records; computerized finance systems and how they aid in compiling, maintaining and using financial information; general office practices and procedures; basic principles, practices, laws, and regulations governing the financing of public facilities; State of Oregon Local Budget Law ORS 294.305 to 294.365.

Working knowledge of: Government personnel and benefits rules, policies and procedures; application and use of standard office equipment; data processing as it relates to accounting records and applications.

Skill to: Use debt management and financial management software and reporting systems; generate and reconcile budgetary reports, statements, projections and schedules; interpret, explain, and apply complex budget, debt, and fiscal-related laws, documents, ordinances, rules, regulations, policies and procedures; prepare and maintain accurate reports, spreadsheets and budget records; apply and adapt established budget principles and procedures to a variety of

County fiscal applications; analyze data from various sources, draw logical conclusions, and make appropriate recommendations; analyze and evaluate alternative debt structures employing various financial techniques; Design long-range forecasting tools and models for budget analysis; communicate complex financial information and processes clearly and concisely, both orally and in writing; establish and maintain effective working relationships with co-workers, managers, customers, and the general public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.