

Budget Analyst

University of California, Los Angeles
April, 1973

Class Specifications - F.20
Principal Budget Analyst II - 7250
Principal Budget Analyst I - 7251
Senior Budget Analyst - 7252
Budget Analyst - 7253
Assistant Budget Analyst - 7254

SERIES CONCEPT

Budget Analysts conduct or supervise responsible and complex budget analysis requiring a knowledge of University academic and administrative plans and budgetary procedures including budgetary planning, policy formulation, and presentation; and perform other related duties as required.

Incumbents perform budgetary analysis for a campus for designated program areas, or for a large number of separate budgetary departments having complex budget problems; make detailed budgetary analysis of departmental requests, and of program and budgetary proposals, and formulate recommendations for budgetary allowances; draft material to summarize, synthesize, and justify budget programs; gather data, conduct surveys, and make studies in connection with budgetary formulation and administration, such as cost-feasibility analysis, and workload trends; give information and advice to University officials and departmental administrators regarding specific phases of budget preparation and presentation; perform continuous budgetary control of appropriations on a campus-wide or University-wide basis; prepare instructions for budget preparations; and make recommendations for improving the budgetary process and procedures.

The Budget Analyst is expected to have a broad knowledge of, and be able to apply the doctrines, theories, and practices within the field of budget and financial analysis and administration.

The Budget Analyst series differs from the Administrative Analyst series in that the type of analysis performed is specialized and limited to analysis of the campus or University-wide budget. It differs from the administrative service classes in that the latter involves budget-related responsibility for day-to-day problems, budgetary control, and budget preparation in relation to a continuing operational responsibility.

CLASS CONCEPTS

Principal Budget Analyst II and I

Incumbents are responsible for supervising or performing the highest level of budget analysis. Positions are allocated to these levels by the Chancellor or Vice President on the basis of internal comparison with the Staff Officer I and II classes and the nature and scope of responsibilities, the role of the position in the over-all management function, and the specialized requirements of the work.

Senior Budget Analyst

Incumbents (a) have responsibility for a major area of the campus-wide budgetary program and usually supervise other Budget Analysts, or (b) conduct responsible and complex analysis of budgetary requests, preparation, formulation, and budgetary presentations on a University-wide basis. Budget analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents provide for continuous budgetary control of appropriations; prepare instructions for budget preparation and for presentation at budget hearings; assist officials in budget conferences; provide consultative service to campus officials; provide advice and assistance to other Budget Analysts on the more difficult problems; and supervise the work of other Budget Analysts.

Budget Analyst

Incumbents perform the responsible and complex professional budget analysis with only general supervision. The majority of budget analysis duties in a campus budget office or other operational unit are performed at this level.

Typically at this level, incumbents make detailed budgetary analysis of departmental requests and of program and budgetary proposals, and formulate recommendations for budgetary allowances; draft material to summarize, synthesize and justify budget programs; gather data, conduct surveys, and make studies in connection with budgetary formulation and administration; and give information and advice to campus and departmental administrators.

Assistant Budget Analyst

Incumbents perform budget analysis under the supervision of a higher level Budget Analyst. Assignments may be more limited than those at the Budget Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of budgetary analysis functions.

MINIMUM REQUIREMENTS

Principal Budget Analyst II

Graduation from college with a major in economics, business administration, political science, or an allied field, and seven years of experience in budget analysis or administration; or an equivalent combination of education and experience.

Principal Budget Analyst I

Graduation from college with a major in economics, business administration, political sciences or an allied field, and six years of experience in budget analysis or administration; or an equivalent combination of education and experience.

April, 1973

Budget Analyst

Senior Budget Analyst

Graduation from college with a major in economics, business administration, political science, or an allied field, and four years of experience in budget analysis or administration; or an equivalent combination of education and experience.

Budget Analyst

Graduation from college with a major in economics; business administration, political science, or an allied field, and two years of experience in budget analysis or administration; or an equivalent combination of education and experience.

Assistant Budget Analyst

Graduation from college with a major in economics, business administration, political science, or an allied field; or an equivalent combination of education and experience.