



**Code: 1103**

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

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## **CLASS TITLE: BUDGET ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, performs entry-level professional work supporting the preparation and administration of the City's annual budget, and performs related duties as required

### **ESSENTIAL DUTIES**

- Evaluates routine budget requests from operating departments for the establishment of new positions and new or expanded programs and services
- Analyzes annual budget submissions from small operating departments and recommends the allocation of funding based on spending caps, priorities, and departmental initiatives
- Assists departments in preparing budget estimates of proposed programs and services and equipment purchases
- Analyzes current and past spending practices and makes recommendations for budget appropriations
- Monitors the disbursement of departmental appropriations identifying problems and recommending budgetary controls
- Approves or denies requests for fund transfers between accounts, ensuring account balances are sufficient to meet financial obligations
- Participates in evaluating the efficiency and effectiveness of city programs and recommends changes where needed
- Prepares status reports of budgetary activities and special projects
- May assist in gathering cost information from operating departments applying for emergency or supplemental grant funding

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance, Economics, or a directly related field

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Some knowledge of:

- applicable financial analysis principles, methods, practices, and procedures, including organizational analysis and cost benefits analysis
- financial management principles, methods, practices, and procedures
- budget preparation and management methods, practices, and procedures
- \*applicable computer software packages (e.g., Excel, data management software) and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2013