



Code: 1107

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

CLASS TITLE: PRINCIPAL BUDGET ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, performs at the technical professional level supporting the preparation and administration of the city's annual budget and functions as a lead worker on a broad range of budget research projects, and performs related duties as required

ESSENTIAL DUTIES

- Conducts in-depth studies of departmental operations to evaluate the need for requested appropriations for new positions, new and expanded programs and services, and capital improvement projects and equipment purchases
- Analyzes annual budget submissions from large departments with complex, multiple funding sources and fiscal operations and recommends the allocation of funding based on spending caps and departmental priorities and initiatives
- Provides technical assistance to staff in operating departments engaged in the preparation of budget estimates, applications for corporate and grant-funded programs and services, and equipment purchases to ensure compliance with budgetary guidelines
- Monitors the disbursement of departmental appropriations identifying deficiencies, recommending budgetary controls and ensuring compliance with funding requirements
- Approves or denies requests for fund transfers between accounts, ensuring account balances are sufficient to meet financial obligations
- Analyzes current and past spending patterns and forecasts revenue in order to make recommendations for budget appropriations
- Interprets regulations governing the financial management of grant-funded programs and advises departmental personnel on the appropriate application of guidelines
- Functions as team leader in the conduct of management studies in order to evaluate the efficiency and effectiveness of city programs and services, as required
- Compiles comprehensive statistical data and oversees the preparation of budgetary reports
- May oversee budget analysts engaged in the preparation of revenue estimates and budget recommendations for inclusion in the Annual Appropriation Ordinance
- May participate in the training of lower level budget analyst positions
- May coordinate the work of staff engaged in gathering and analyzing cost information from operating departments requesting emergency or supplemental 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 Master's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance, Economics or a directly related field, plus three years of budgetary, financial analysis, legislative analysis,

program evaluation or program management experience or an equivalent combination of education, training and experience, provided that the minimum education requirement is met.

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

Considerable knowledge of:

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

Moderate knowledge of:

- project planning and management methods, practices and procedures

Some knowledge of:

- City tax and business license ordinances and requirements

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

Other knowledge as required for successful performance in the Senior Budget Analyst class

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
- *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

Other skills as required for successful performance in the Senior Budget Analyst class

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
- MAKE SENSE OF INFORMATION - Quickly makes 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 abilities as required for successful performance in the Senior Budget Analyst class

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Senior Budget Analyst class

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.