



**Code: 1105**

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

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## **CLASS TITLE: SENIOR BUDGET ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs at the fully functioning level supporting the preparation and administration of the city's annual budget, and performs related duties as required

### **ESSENTIAL DUTIES**

- Evaluates moderately complex budget requests from operating departments for the establishment of new positions and new or expanded programs and services
- Analyzes annual budget submissions from medium sized departments and recommends the allocation of funding based on spending caps, priorities, and departmental initiatives
- Provides technical assistance to staff in operating departments engaged in the preparation of budget estimates for corporate and grant-funded programs and services and equipment purchases
- Analyzes current and past spending patterns and forecasts revenue in order to make recommendations for budget appropriations
- Monitors the disbursement of departmental appropriations identifying deficiencies, recommending budgetary controls and ensuring compliance with funding requirements
- Advises departmental personnel on regulations governing the financial management of grant-funded programs
- Approves or denies requests for fund transfers between accounts ensuring account balances are sufficient to meet financial obligations
- Conducts independent management studies to evaluate the efficiency and effectiveness of city programs and recommends changes where needed
- Prepares status reports of budgetary activities and special projects
- Analyzes cost information from operating departments requesting emergency or supplemental grant funding, as required

**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 one year 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**

Moderate 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

Some knowledge of:

- project planning and management methods, practices and procedures

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

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

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- 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 Budget Analyst class

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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