

BUDGET POLICY ANALYST

DEFINITION

The Budget Policy Analyst performs sophisticated, high-level analysis of budget issues for the Budget Director or the Director's designee and makes recommendations for the solution of the District's complex budgetary problems.

TYPICAL DUTIES

Works with complex datasets to develop budget estimates, projections, and alternative budgeting models.
Identifies coding and classification problems with the current budget and recommends solutions.
Helps develop performance benchmarks and metrics by interviewing District management and other personnel and representatives of outside comparable-sized organizations and compiles relevant statistical information from these sources.
Works with the Program Evaluation and Research Branch and other research sources to discern applications of educational research to the budgeting process.
Reviews enrollment projections and new construction plans to estimate their budgetary and programmatic impact.
Participates as a partner with other units involved in budget planning.
May provide work direction to other less senior Budget staff members on specific projects.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Budget Policy Analyst typically performs complex work requiring analytical and writing skills with emphasis on different methods of budgeting rather than implementation of current budgeting practices.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustment for schools, programs, large branches, local districts, or the District.

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasting for special or regular programs.

SUPERVISION

General supervision is received from the Budget Director or the Director's designee. Work direction may be exercised over financial staff and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Large-scale data analysis using database software such as Oracle, DB2, Microsoft SQL Server, Microsoft Access, or Filemaker Pro
Modeling and forecasting using Microsoft Excel or related software
Application of experimental and nonexperimental statistical methods and inference
Performance metrics and benchmarking
Educational theory and practice for K-12 programs
Budgeting

Ability to:

Approach issues in a thorough and analytic manner
Do complex quantitative analysis
Present clear and effective oral and written reports
Make, support, and explain recommendations
Work well with others
Develop innovative solutions and recommendations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in public policy, public or business administration, finance, or economics. A Masters or Doctoral degree is strongly preferred.

Experience:

Five years or more of responsible analytical or administrative experience in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

New Class
11-28-05
CN

Reviewed
07-09-14
SD