

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Budget Analyst II

GRADE: 24

DATE: 7/9/2018

SERIES: Corporate Budget

CODE: 1284

EEO: Professionals

FLSA: Exempt

Class Definition:

Under direction, performs a range of budgetary review and analysis functions Commission-wide to assist the Corporate Budget Director in the formulation, justification, presentation and execution of operating and capital budgets (annual budget and multi-year projections), and assists departments with their budget submissions for consideration and consolidation into the Commission's budget. Reviews departmental budget submissions regarding form, content, accuracy, completeness and compliance with guidelines; writes and edits budget facts and justifications; assists with preparing and publishing the adopted budget; reconciles proposed expenditures with estimated revenues; tracks and reports on expenditures; and performs related work. Ensures completeness, soundness and sufficiency in budgetary analyses. Some work is highly confidential or highly sensitive. Work (as individual contributor) results in completed assignments that have important impact on budget management matters for key departments or programs or Commission-wide. Applies knowledge of budgeting along with working knowledge of the functional and programmatic domains of the Commission altogether to ensure one's own work products and services are effective. Independently performs various types of analyses and solves conventional problems; also solves a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies/procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly unusual matters. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of sound judgment in identifying, assessing and presenting budget options.

Examples of Important Duties (Estimated Percentages):

1. Budget formulation, justification, presentation and execution (±70%)

- Assists with the preparation and presentation of the Commission's budget document. Reviews departmental budget submissions regarding form, content, accuracy, completeness and compliance with guidelines; writes and edits budget facts and justifications; and reconciles proposed expenditures with estimated revenues. Creates subsidiary schedules in support of the budget. Prepares highlights, statistical charts and graphs in support of budget presentation.
- Reconciles changes in the proposed budget to create the adopted budget. Supports preparation and publication of the adopted budget.

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- Conducts budget/fiscal impact studies and other special management studies, as assigned, which include use of moderately complex spreadsheet formulas, and use of mathematical or statistical models. Prepares specialized budget reports and projections of revenue and expenditure reports to fulfill management objectives. Uses, and may recommend, economic assumptions.
- Reviews monthly budget account statements for expenditure trends. Supports preparation of monthly and quarterly budget reports for the Commission that reflect budget amendments and transfers.
- Conducts six-and nine-month expenditure reviews of departments' budgets in conjunction with the Finance Department to monitor expenditure levels and to determine funding levels and availability.
- Attends meetings, hearings and work sessions; may represent the Corporate Budget Director. Serves as a contact for budget-related inquiries.
- Interprets budget data and trends in fund activity, instructs line managers/directors in selection of proper sources of funds to achieve management objectives, reviews requests having fiscal implications to the Commission, and responds to those requests.
- Participates in expenditure reviews, prepares statistical data/charts, and participates in budget work sessions both with Commission staff and Montgomery County and Prince George's County government staff.
- Monitors departmental expenditures for compliance with budget. Closes out the budget.

2. Other ($\pm 30\%$)

- Maintains confidentiality of data including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive budgetary and programmatic data, and other sensitive information.
- Stays informed of developments in budget management, budgetary aspects of programs and operations, and of changes in guidelines applying to the areas of work focus.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including concerns, wants and needs of stakeholders, in relation to budget management matters; seeks to obtain agreement, gain compliance or achieve other desired results.

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- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying, the methods, techniques and generally-accepted practices of budgeting in the formulation, justification, presentation and execution of operating budgets; this includes (a) skill in analyzing budget proposals or justifications and spending trends, assessing variances, reprogramming funds, and identifying budgeting options to support work programs and (b) knowledge of, and skill in using, budget management tools and systems of the organization, or ability to rapidly acquire or apply this knowledge and skill set.
- (2) Knowledge of key Commission work programs sufficient to review budget submissions, track spending, identify budget options that support work programs and prepare sound, complete analyses of budget matters*.
- (3) Knowledge of government budget processes*.
- (4) Knowledge of Commission organization, policies, and procedures (including budget processes, account codes, funding sources and other budget-specific information)*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include applying a wide variety of qualitative and quantitative measures to analyze budget information; using economic assumptions for trending; paying close attention to detail; and performing environment scans to identify, prepare for and respond to emerging budget management issues.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments) and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration, Management, Public Administration or any other related field.
2. Two years of progressively responsible budget analysis experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.