

BUDGET ANALYST I, II and SENIOR BUDGET ANALYST

JOB DESCRIPTION

Under the supervision of a Senior Team Director, a Budget Analyst I, II and a Senior Budget Analyst perform the following general duties:

- Develops a detailed understanding of agencies' programmatic and fiscal operations;
- Serves as the GOMB liaison to the assigned agencies;
- Conducts independent analyses and works closely with agency staff, frequently "on-location", to identify areas for management or fiscal improvement; for example:
 - Examines and analyzes state agency budgets, financial structure, and budget requests.
 - Performs fiscal, statistical, and other studies and analyses of key aspects of agency budgets, such as organizational staffing or grant-making activities.
 - Does fund analyses of legislation that changes the existing tax or fee structure to determine how changes affect revenue yield or relative tax and fee burdens.
- Analyses the sources and uses of various state and federal funds;
- Based on the performed analyses, develops perspective on agency budget needs;
- Makes recommendations and provides technical assistance on budget levels for agencies and programs, taking into account administration priorities, availability of resources, and impact on programs;
- Assists in negotiating budget and programmatic issues, which may include reviewing, researching, and recommending alternative budget strategies;
- Drafts appropriation legislation consistent with the Governor's budget and assists in preparing narrative and data tables for Governor's budget book;
- Monitors agency appropriation bills and amendments, including attending appropriation committee hearings and preparing written summaries and analysis of the issues raised;
- Provides written comments on the fiscal and programmatic implications of legislation pending before and passed by the General Assembly to make recommendations for gubernatorial action;
- Based on final action, prepares veto messages, as appropriate;
- Prepares and delivers written and oral presentations when necessary; and,
- Assists in the development of and monitoring agency monthly expenditure and staffing plans, identifies issues that affect agencies' ability to stay within their monthly budget allocation and assists in the development of corrective action plans, and reviews agency requests for two percent transfers and release of funds for capital expenditures.

EDUCATION AND EXPERIENCE

Candidates should have a Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy is desirable, or a Bachelor's degree in above areas supplemented with appropriate work experience.

The ideal candidates will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

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WORK LOCATION

All Budget Analysts I, II and Senior Budget Analysts work out of the GOMB Office located in **Springfield**, Illinois.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of education and experience when a job offer is made.

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of the GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring, promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.