



Code: 1103

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

CLASS TITLE: BUDGET ANALYST

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level professional work supporting the preparation and administration of the City's annual budget, and performs related duties as required

ESSENTIAL DUTIES

- Evaluates routine budget requests from operating departments for the establishment of new positions and new or expanded programs and services
- Analyzes annual budget submissions from small operating departments and recommends the allocation of funding based on spending caps, priorities, and departmental initiatives
- Assists departments in preparing budget estimates of proposed programs and services and equipment purchases
- Analyzes current and past spending practices and makes recommendations for budget appropriations
- Monitors the disbursement of departmental appropriations identifying problems and recommending budgetary controls
- Approves or denies requests for fund transfers between accounts, ensuring account balances are sufficient to meet financial obligations
- Participates in evaluating the efficiency and effectiveness of city programs and recommends changes where needed
- Prepares status reports of budgetary activities and special projects
- May assist in gathering cost information from operating departments applying for emergency or supplemental grant 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 Bachelor's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance, Economics, or a directly related field

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

Some knowledge of:

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

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

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
- *MATHEMATICS - Use mathematics to solve 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

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
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- 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 Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

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.

City of Chicago
Department of Human Resources

February, 2013