

Classification Specification Developed for Equal Opportunity	Class Title: Budget/Management Analyst 1	BGSU Pay Grade: 11
	Major Agencies: Universities	Code: 63221
		Jurisdiction: Univ.

Function: Under general supervision from budget/management analyst supervisor, monitors activities of assigned agencies, analyzes budget requests from agencies & recommends funding unit, analyzes proposed legislation affecting assigned agencies & makes recommendations concerning such legislation; NOTE: Classification designed exclusively for use by Office of Budget & Management only. Performs related duties as required.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	52-58	In Office of Budget/Management only, monitors fiscal activities of assigned agencies to ensure spending patterns will not result in deficits, recommends appropriate action with respect to proposed expenses requiring approval of office of Budget & Management & assists & advised agencies concerning fiscal matters & state policies & procedures	Knowledge of (1) budgeting, (2) accounting, (3) public finance, (4) policies & procedures governing fiscal activities*; ability to (5) analyze data, define problems, & recommend alternatives, (6) handle sensitive face-to-face & telephone contacts with government officials.
2	24-30	Analyzes budget requests from assigned agencies & makes recommendations for funding levels to be used by executives in preparing budgets; reviews proposed spending plans of assigned agencies for forthcoming fiscal year.	Knowledge of 1, 3, 4*, ability to 5, 6, & (7) use statistical analysis.
3	14-20	Analyzes proposed legislation affecting assigned agencies & makes recommendation concerning such legislation.	Knowledge of 1, 3, 4*, (8) legislative process*; ability to 5, 6, (9) cooperate with co-workers on group project. <ul style="list-style-type: none"> Developed after employment

Unusual Working Conditions: Class is exempt from collective bargaining unit as confidential employee	Minimum Class Requirements: 6 courses in public or business administration, public policy, finance, or related courses (or 18 mos. Exp.) ; or equivalent.	Training & Development:
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