

Classification Specification Developed for Equal Opportunity	Class Title: Budget/Management Analyst 2	BGSU Pay Grade: 12
	Major Agencies: Universities	Code: 63222
		Jurisdiction: Univ.

Function: Under general supervision from budget/management analyst supervisor, analyzes fiscal activities of assigned agencies, makes forecasts concerning spending patterns & recommends appropriate action regarding proposed expenses, assists agencies in preparing executive budget requests, reviews programs of assigned agencies to determine impact & make recommendations for improvements & analyzes proposed legislation affecting assigned. Performs related duties as required.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	42-48	In Office of Budget/Management only, analyzes fiscal activities of assigned agencies to ensure actual spending is consistent with proposed spending plans, makes forecasts concerning spending patterns to ensure agencies will not overspend appropriations & recommends appropriate action with respect to proposed expenses & assists & advises agencies concerning fiscal matters & state policies & procedures.	Knowledge of (1) budgeting, (2) public finance, (3) policies & procedures governing fiscal activities of state agencies*; ability to (5) collect & analyze data, define problems, & recommend solutions, (6) use statistical analysis (7) handle sensitive face-to-face & telephone contacts with government officials.
2	23-29	Assists agencies in preparation of executive budgets; analyzes budget requests & recommends funding levels; reviews proposed spending plans for future periods.	Knowledge of 1, 2, 3*; ability to 5, 6, & 7.
3	13-19	Conducts reviews of programs for assigned agencies to determine impact & makes recommendations concerning possible improvements.	Knowledge of 4, (8) public administration; ability to 5.
4	8-14	Knowledge of (9) legislative process*; ability to 5 & 6.	<ul style="list-style-type: none"> Developed after employment

<p>Unusual Working Conditions: Class is exempt from collective bargaining unit as confidential employee</p>	<p>Minimum Class Requirements: Completion of graduate major program core coursework in public or business administration, public policy, finance, economics, resources management or related area; or completion of undergraduate major program core coursework & six months exp. in public budgeting or finance (or 2 yrs. Exp.); or equivalent. Applicants with 6 mos. exp. as Budget/Management Analyst 1 in Ohio state government qualify.</p>	<p>Training & Development:</p>
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