

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Budget Analyst

**CLASS CODE:** 1461

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification determine how proposed legislation, pension systems, expenditures, staffing, worker's compensation and other operating expenses fiscally impact the City of St. Louis. Incumbents assist in the annual assembly of the city's operating plan and annual budget in addition to preparing and analyzing budget requests.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level professional classification in the Fiscal Series – Budget Staff and Management Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include assisting in preparation and analysis of budget requests.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Compiles data and updates databases in preparation for production of the annual operating plan. Tracks departmental expenditures and staffing costs in relation to the annual operating plan and capital improvement plan. Provides technical support for final assembly of such plan.

Manages databases used for generation of annual operating plan books, budget requests and the recording and forecasting of expenses and revenue for city departments.

Produces and publishes capital budget by assembling information, making recommendations, attending meetings and providing financial analysis to senior staff, city departments, and the Capital Committee. Produces and publishes annual operating budget documents.

Obtains information from city departments, analyzes data and monitors meetings to determine impact of proposed legislation and pension system on the budget.

Generates fiscal notes for the state regarding the effects of proposed legislation on the city.

Tracks expenditures, revenues, and staffing as related to the city budget.

Responds to inquires from the press, general public or city officials.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as personal computer, fax machine, calculator, word processing, spreadsheet and database software, and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as operating plans, line item detail, payroll and expenditure reports, city and state statutes, budget books, actuarial studies, instruction manuals and related routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Environmental Factors:**

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks, such as charts and graphs.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Accounting, Finance, or a related field with two years experience in budgeting or policy analysis in a government entity or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

None

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.