

HIDALGO COUNTY

Department of Budget and Management

JOB TITLE: Budget Analyst III

FLSA STATUS:

Non - Exempt

DEPARTMENT: 115 - 001

CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Manager, Budget Management Section or other designated supervisor performs complex lead budget development, preparation and analysis work. Work involves examining, reviewing, and analyzing operating budgets; compiling data, statistics, or reports relating to budgetary activities; preparing and revising annual operating budgets; and providing technical advice or assistance to county departments on budgetary matters. Usually has responsibility for monitoring certain departments and or funds. May train or coordinate work of Budget Analysts and / or Budget Clerks

EXAMPLES OF WORK PERFORMED:

Prepares county budget forms and instructions;
Develops budget implementation systems and / or procedures;
Prepares special reports related to budget and employees benefits;
Provides advice or assistance to county department staff on budget planning and management;
Examines operating budgets to determine whether budgeted funds have been allocated to the appropriate classification of cost;
Reviews operating budget funds to project expenditures and to determine shortages or surpluses;
Coordinates budgeting procedures, preparation, or reporting with other units or departments;
Identifies budget or funding issues and proposes recommendations and / or solutions;
Advises departments about actions that may be required to stay within budgeted funds;
Studies or develops budget formulas used in budget preparations;
Coordinates the maintenance and integrity of the county salary schedule;
Assists the section manager in the supervision of staff;

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university in accounting, business administration, public administration or other related major.

Three years of full-time experience in accounting, auditing, budget preparation, financial management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution, budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of governmental accounting and budgetary procedures;
Knowledge of the principles of organization and management;
Knowledge of the capabilities and products of electronic data processing;
Ability to analyze fiscal management information and determine need for and best use of funds;
Ability to develop and implement budgetary policies and procedures;
Ability to analyze budgetary problems and develop and present alternative solutions;
Ability to plan work of staff compiling fiscal data;
Ability to communicate orally and in writing;
Ability to maintain effective working relationships with others;
Skill in the use of computer software to analyze data;

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas Motor Vehicle Operator's license
Must be able to be insured by the County's insurance carrier.
Must have liability insurance.

OTHER SKILLS AND ABILITIES

May be assigned other duties in addition to those listed; duties may change according to the changing needs of the Budget Office and/or the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or objects. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

MENTAL REQUIREMENTS

Maintain mental capacity appropriate to the performance of assigned duties and responsibilities which may include the following:

- Making sound decisions and using good judgment
- Handling budgetary and financial affairs effectively and honestly
- Maintaining confidentiality
- Demonstrating intellectual capabilities

OTHER REQUIREMENTS

Effectively handle a work requirement and conditions which involve the following”

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all County and department safety policies and procedures

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

JOB TITLE: Planning Analyst III

FLASA STATUS:

Non - Exempt

DEPARTMENT: 115 - 001

CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Manager, Strategic Planning Section or other designated supervisor performs complex analytical planning and statistical work. Work involves examining, reviewing, and developing long range planning data; compiling statistical data and preparing reports relating to budgetary and capital improvement activities. Assists in the development and preparation of the county capital improvement plan and provides technical advice or assistance to County departments on capital improvement projects. Usually has responsibility developing projects to improve planning and operating procedures. May train or coordinate work of Planning Analysts and /or Planning Clerks.

EXAMPLES OF WORK PERFORMED:

Prepares county planning forms and instructions;
Develops planning policies or procedures;
Prepares special reports related to capital improvement planning data;
Provides advice or assistance to county department staff on project planning and management;
Examines the Capital Improvement Plan and monitors certificate of obligations compliance;
Reviews debt service reports to project expenditures and develop long - range projections;
Coordinates planning procedures with other units or departments;
Identifies financial resources for major projects;
Analyses county demographic data to project growth and service level needs;
Studies or develops planning formulas to develop impact analysis strategies;
Assists the Section Manager in the Supervision of staff

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited college or university in planning, accounting, business administration, public administration or other related major.

Three years of full-time experience in planning, accounting, auditing, budget preparation, financial management, statistical analysis, or other responsible analytical or professional work that provided knowledge of budget procedures, budget execution, budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of governmental accounting and budgetary procedures.

Knowledge of the principles of organization and management.

Knowledge of the capabilities and products of electronic data processing.

Ability to analyze fiscal management information and determine need for and best use of funds.

Ability to develop and implement budgetary policies and procedures.

Ability to analyze budgetary problems and develop and present alternative solutions.

Ability to plan work of staff compiling fiscal data.

Ability to communicate orally and in writing.

Ability to maintain effective working relationships with others.

Skill in the use of computer software to analyze data.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas Motor Vehicle Operator's license

Must be able to be insured by the County's insurance carrier.

Must have liability insurance.

OTHER SKILLS AND ABILITIES

May be assigned other duties in addition to those listed; duties may change according to the changing needs of the Department and/or the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or objects. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

MENTAL REQUIREMENTS

Maintain mental capacity appropriate to the performance of assigned duties and responsibilities which may include the following:

- Making sound decisions and using good judgment
- Handling budgetary and financial affairs effectively and honestly
- Maintaining confidentiality
- Demonstrating intellectual capabilities

OTHER REQUIREMENTS

Effectively handle a work requirement and conditions which involve the following”

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all County and department safety policies and procedures