

# HIDALGO COUNTY

## Department of Budget and Management

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JOB TITLE: Budget Analyst I

FLSA STATUS:

Non - Exempt

DEPARTMENT: 115 - 001

CIVIL SERVICE STATUS: Non - Exempt

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### **GENERAL JOB DESCRIPTION:**

Under the direction of the Manager, Budget Management Section, performs budget 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 a budget clerk.

### **EXAMPLES OF WORK PERFORMED:**

Prepares county budget forms and instructions.

Develops budget policies or procedures.

Prepares special reports related to budget data.

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 reports to project expenditures and to determine shortages or surpluses.

Coordinates budgeting procedures, preparation, or reporting with other units or departments.

Reports those areas where funds can most appropriately be utilized through fund transfers.

Advises departments about actions that may be required to stay within budgeted funds.

Studies or develops budget formulas used in budget preparations

Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university in accounting, business administration, public administration or other related major. Two years of the required experience may be substituted for one year of the required education with a maximum substitution of two years.

One year 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