

Classification and Qualification



STANDARDS

The California State University System

Assistant Budget Analyst

Class Code 5287

Date Established 09-12-62

Date Revised 01-01-78

Occupation Index Reference H-4

DEFINITION:

Under general supervision, the Assistant Budget Analyst performs the less difficult, technical budget analysis work required to administer the State University and College budgetary program and assists in providing consultative budget service to campus officials.

DISTINGUISHING CHARACTERISTICS:

Employees in this class are assigned to assist and work with higher level Budget Analysts. The Assistant Budget Analyst is assigned several campuses for which he is responsible.

Employees in the next higher class of Associate Budget Analyst perform the budget and analysis work involving more complex budget analyses as well as special studies and reports.

Examples of Typical Activities:

The Assistant Budget Analyst reviews, analyzes, and makes recommendations upon the budgetary and related fiscal affairs of the State University and Colleges; makes surveys and investigations on budget matters and consults with and advises responsible officials on fiscal organization, fiscal procedure and related problems; analyzes budget requests and performs continuous budgetary control of appropriations; drafts text materials to summarize, analyze, and justify budget programs; gathers data and makes studies on various problems arising in connection with financial administration; gives information and instructions to officers and employees of The California State University and College campuses concerning specific phases of budgets and financial procedures; and prepares related reports.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of the principles and practices of governmental budgeting and accounting; working knowledge of the principles and practices of public finance; working knowledge of the principles of administrative, personnel and fiscal management; familiarity with the principles of organization and management; working knowledge of research techniques and of statistical principles and procedures.

Ability to define problem areas, collect data, do preliminary analyses and make appropriate recommendations; ability to write clear and concise analytical comments.

and

Experience:

Two years of progressively responsible professional experience in analyzing data including one year involving duties such as preparation, justification and analysis or the control and administration of a budget or budgetary process.

and

Education:

Equivalent to graduation from a four-year college or university.

Experience which has demonstrated that the applicant has acquired and successfully applied the knowledges and abilities shown above may be substituted for the required education on a year-for-year basis.

Work Week Group: 4A
Premium O/T: No
Shift Differential: No
Employee Category: Administrative