

# Classification and Qualification



# STANDARDS

The California State University System

## Associate Budget Analyst

*Class Code 5284*

*Date Established 09-12-62*

*Date Revised 01-01-78*

*Occupation Index Reference H-4*

### **DEFINITION:**

Under general supervision, the Associate Budget Analyst independently performs the more responsible and technical budget analysis work required to administer the budgetary program of one or a number of State University and College campuses or provides consultative services to campus officials.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the class of Associate Budget Analyst are assigned the budget analysis work for several campuses. The nature of this work is predominantly more complex and responsible and requires greater in-depth analysis than does the lower level. Special studies or reports are often required in connection with this responsibility.

Incumbents in the next lower class, Assistant Budget Analyst, often provide assistance to the Associate Budget Analyst by handling assigned phases of the budget analysis work.

Incumbents in the higher class of Senior Budget Analyst are usually working supervisors responsible for one of the major program functions within the office. The Senior Budget Analyst may be assigned the more complex budget problems with little or no supervisory responsibility.

### **Examples of Typical Activities:**

The Associate Budget Analyst analyzes, reviews, and makes independent recommendations upon the budgetary and related fiscal affairs of a group of State colleges or universities; makes surveys and investigations of more complex problems and consults with and advises responsible campus officials on budget requests and performs continuous budgetary control of appropriations; drafts text material to summarize, analyze, and justify budget programs; gathers data and makes studies on various problems arising in connection with financial administration; provides information and instructions to officers and employees of the campuses concerning specific phases of budgets and financial procedures; prepares related reports and dictates necessary correspondence.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledges and Abilities:**

Thorough knowledge of the principles and practices of governmental budgeting and accounting; working knowledge of the principles and practices of public finance; knowledge of or ability to learn quickly the financial structure and financial procedures of the CSUC; general knowledge of the purpose, functions, and fiscal organization of the various campuses; general knowledge of the laws relating to financial administration of the State government; general knowledge of the principles of organization and management; working knowledge of research techniques and of statistical principles and procedures.

Ability to analyze and review the budgets and financial practices of the campuses; ability to speak and write effectively; ability to analyze situations accurately and to develop an effective course of action.

and

**Experience:**

Three years of progressively responsible analytical experience including two years performing work involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program.

and

**Education:**

Equivalent to graduation from a four-year college or university in public or business administration.

Additional 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:** 4C  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Administrative