



JOB TITLE:	BUDGET AND PROGRAM ANALYST	DIVISION:	DISTRICT – BUDGET & ANALYSIS
REPORTS TO:	DIRECTOR OF BUDGET AND ELECTRONIC REVENUE MANAGEMENT & AUDITOR-CONTROLLER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Budget and Electronic Revenue Management and the Auditor-Controller, responsible for assisting with the preparation of the District’s budget and participating in complex, sensitive, and detailed analytical work in the areas of budgets, finances, program operation and economic, regulatory and administrative policy. Provides internal customer service by assisting managers and executive level staff in complex analysis, operational problem-solving, and budget preparation/monitoring. Performs other position-related duties as assigned.

Essential Responsibilities

- Performs a wide variety of financial analysis, including financial forecasting, revenue projection, revenue analysis, modeling and cost/benefit analysis
- Perform special studies for the District, and coordinates assigned activities with other District departments, and divisions, and outside agencies
- Coordinates and creates the annual financial projections for the District
- Analyzes financial impacts of District plans, facilities, services, operations, expenditures, funding programs, and strategies
- Coordinates and assists in the preparation of the District’s budget including baseline projections, objectives and performance measures
- Works with other managers to assist in preparing the departmental budgetary requests
- Maintains and tracks the budget issues in financial systems that include budget transfers, budget adjustments, and monthly budget reports
- Examines current program operations and makes recommendations to management on efficiency and effectiveness improvements as well as implement the solution as assigned
- Reviews contracts and provides technical assistance to staff on financially related policies, procedures, and requirements



- Analyzes existing and proposed administrative financial policies and procedures
- Performs regular and year-end budgetary analysis for management and the Board of Directors
- Provides cost evaluations and financial advice to District management, and written reports that provide Board of Directors, District Officers, and managers with alternative action plans to make sound fiscal decisions
- Provides financial analysis of operating systems
- Assists in examining all fiscal analysis performed on decisions before the Board of Directors for clarity and accuracy
- Reviews District operations relative to cost and benefit and industry benchmarks
- Plans, coordinates, researches, and prepares reports for special studies such as impact on revenues, cost reduction, and operating and capital budget analysis
- Performs complex administrative and financial analyses, including problem identification, selection of methodology, evaluation of alternative solutions, and presentation of findings to management
- Creates and maintains complex data sets to trend, analyze, and make recommendations
- Leads, advises, or supports others when assigned to special projects
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Governmental fiscal and financial management principles, methods, and systems
- Principles and practices of budget preparation and administration; statistical techniques; pertinent federal, state, and local regulations; principles and procedures of financial record keeping and reporting; and technical report writing styles
- Principles, procedures, and methods of government auditing desirable
- Implementing or converting to enterprise wide automated budgeting and accounting systems desirable
- Microsoft Office (Word, Excel, Outlook and PowerPoint), and computerized accounting systems and controls

Ability to:

- Understand business operations, administrative functions, and support functions in the context of analyzing the data
- Make practical and operations recommendations or financial recommendation after reviewing the data
- Ask the appropriate question to get to the resolution of the issue or topic
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues; develop sound solutions to management problems; persuade, justify, and project consequences of decisions and/or recommendations; consult with and advise



management on a wide variety of issues; deal tactfully and persuasively with others in controversial situations; plan, organize, and conduct work assignments under minimal direction; collect, interpret, and evaluate data of a complex and specialized nature

- Demonstrate High level of analytical skills required to find solutions to complex budget, financial, administrative, and technical issues
- Demonstrate excellent written and oral communication skills; strong management and organizational ability; knowledge of District financial functions; critical and analytical thinking, and time management abilities
- Collect, synthesize, and analyze a wide variety of information while using discretion
- Plan, prepare, review, and present clear and concise findings and reports to management
- Maintain effective professional relationships at all organizational levels, with District Officers, managers, and with other agencies
- Demonstrate business acumen, integrity, and good judgement
- Effectively use a personal computer and learn the software applicable to the department
- Demonstrate exceptional analytical aptitude, be detail oriented as well as understand broad perspectives
- Work in a team environment as well as independently; and in a fast-paced environment
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university. Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement
- Minimum of 3 – 5 years of progressive full-time, recent position-related experience in budget preparation, budget analysis, financial analysis, operations analysis, or relevant administrative policy analysis
- Experience in the public sector, working with teams and facilitation skills is desirable.
- Experience in examining large capital contracts is desirable

Required License:

- Must possess and maintain a current, valid California Driver's License and satisfactory driving record.

Physical Requirement:

Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds. Must be flexible in working to meet short turnaround deadlines. Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.