



POLICY AND BUDGET ANALYST

1143

GENERAL DESCRIPTION OF CLASS

The POLICY AND BUDGET ANALYST acts as the central budget staff for the Executive Branch of State Government. They advise the Governor, Legislature, and State agencies on fiscal policy, programs, and the development of government budgets. They recommend legislation, governing policy, administrative rules, fiscal policy actions, performance standards and operational strategies for State government. Employees use analytical techniques to decide policy direction and recommend changes based on statewide policies and objectives. Employees also analyze budget needs in relation to long-term strategic plans and recommend fiscal policy adjustments. These employees work at the Department of Administrative Services, Office of the Chief Operating Officer and Chief Financial Officer.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

This classification differs from the Fiscal Analyst series by the scope of responsibility for statewide issues and involvement with multiple agencies, rather than a single agency or division. The ability to analyze and prepare a balanced biennial fiscal program for the Governor and ensure implementation of legislative approved programs and policies further distinguishes this class from the Fiscal Analyst series.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Management and Administration

Consult with agency administrators, managers and program staff to develop policy, strategic mission, legislation, and governing policy, administrative rules and budgets that meet statutory and constitutional requirements. Interpret Governor's policy and represent Governor's position to state agencies and Legislature. Review, analyze and manage complex statewide policy issues. Advise agency administrators and managers on program direction, budgeting process and policy and organizational issues. Anticipate problems or issues in state programs and identify and recommend alternative solutions. Work with agencies to ensure that accurate and timely information is communicated to Governor's office and Legislature. Plan and conduct organizational reviews for statewide programs, identify issues and develop recommendations. Respond to inquiries from the Governor, Legislature, public, unions and the media on issues related to statewide policy.

2. Policy and Budget Development

Develop proposals for statewide fiscal policies and program areas. Recommend legislation, administrative rules, fiscal policy, performance standards and operational strategies for State government's fiscal policy direction. Present to the Legislature and Legislative staff on Governor's proposed budget to. Develop proposals for Governor's recommended budget, appropriation bills and other legislation. Monitor budget planning process for multiple agencies. Review agency budget decision packages, reduction options, workload measures, and program narratives for consistency across state agencies. Advise administrators, managers and their staff on fiscal planning and system development. Adapt budgetary guidelines and program standards to fit the needs of agencies and

statewide programs based on regulatory change. Testify before the Ways and Means Subcommittees to present Governor's recommended budget. Explain concepts of statewide budget and provide an analysis of feasibility to Legislative body.

3. Policy and Budget Implementation

Review fiscal impact statements for legislative concepts and proposed legislation; identify needed changes and develop recommendations. Analyze and prepare recommendations on budget requests to the Emergency Board. Approve quarterly allotment of funds once analysis of adherence to program guidelines have been met. Work with Governor's policy advisors to review and recommend legislative initiatives. Coordinate with agency staff to implement Governor's management and policy direction. Monitor budget execution process for multiple agencies.

RELATIONSHIPS WITH OTHERS

The Policy and Budget Analyst has frequent in-person, telephone, or written contact with the Governor and staff, legislators and staff, agency administrators and managers to discuss interpretation and clarification of policy and budget issues. They also have occasional in-person, telephone or written contact with private and public sector advocates and managers to discuss interpretation and clarification of policy and budget issues. Employees in this class provide leadership, technical guidance and coordinate the efforts of staff and analysts in their areas of expertise.

SUPERVISION RECEIVED

The Department of Administrative Services Director, Deputy Director and Budget and Management Division Administrator review the work of the Policy and Budget Analyst. Much of the work completed is for the Governor for presentation to the Legislature. Work is self-initiated based on statewide fiscal policy and performance is measured by achievement of objectives. Work must comply with law, gubernatorial and legislative policy. Employees serve at the highest level in an advisory capacity to the Governor, Legislature and state agencies. Work is reviewed for effectiveness in meeting objectives or expectations, the feasibility of implementation, and compatibility with long term program goals.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of:

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| Principles and practices of governmental financial management. |
| Budgetary systems at the organizational and fund levels. |
| Budgeting concepts, principles and practices. |
| Desktop computer spreadsheet and word processing software applications. |
| Legislative processes. |
| Fiscal forecasting methods. |

General knowledge of:

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| Governmental budgeting. |
| Financial analysis and reporting. |
| Typical operational activities of state and municipal governments. |
| Principle and practices of project and program management. |

Skill to:

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| Recommend a logical and effective course of action based on analysis of the situation. |
| Effectively plan, monitor and prioritize projects. |
| Work under tight timelines. |
| Interpret and apply Federal and State laws, rules, regulations and guidelines relating to fiscal matters. |
| Work independently. |
| Communicate effectively, both orally and in writing. |
| Establish and maintain effective working relationships with all employees and others outside the organization. |
| Lead a team or project. |
| Conceptualize policy and programs using logic, numbers and government processes. |
| Use computer spreadsheet applications for financial and budget tracking, and forecasting financial information. |

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/02

Revised 3/12 sjl (changed organization designation)

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division