



## FISCAL ANALYST 1

1243

### GENERAL DESCRIPTION OF CLASS

The FISCAL ANALYST 1 participates in preparing budgets, monitoring fiscal operations, analyzing financial data and developing fiscal resources, such as grants. Employees track financial information, analyze data to identify discrepancies or trends, forecast revenues and expenditures or calculate costs/benefits. They use information technology to analyze, compile and write standard financial and budget-related reports.

### DISTINGUISHING FEATURES

This is the first level of a three level series. Employees have clear but varied procedures with specific precedents. Changing work conditions require judgment to select which among many procedures to follow. Employees' choices involve selecting alternatives that affect the manner and speed of completing the tasks. These choices do not affect the standards or results of the operation itself. The data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply an alternative.

The emphasis on tracking, compiling and generating information for use in the fiscal management process and limited responsibility to recommend action or advise management on fiscal operations distinguishes this class from the Fiscal Analyst 2.

The Fiscal Analyst class series is different from the Accounting series because the work is primarily concerned with evaluating, coordinating and integrating an agency's overall financial functions. Although knowledge of accounting principles is helpful, it is not essential to do the work. In contrast, accountants maintain records and systems of assets, liabilities, profit and loss, tax liability or other financial activities. State accountants generally do not forecast future trends in revenues or expenditures, or decide future cash flows or budget requirements.

### 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 as well as other related duties:

#### 1. Budget Monitoring

Participate in preparation of an agency's base budget request by coordinating work with other fiscal analysts. Work with management to assess program budgetary needs and develop budget narratives. Balance revenue and expenditure histories and prepare current biennium estimates. Assist others to prepare budget rebalance plans for Emergency Board meetings and quarterly forecasts. Participate in rate-setting process for budgeting and for introduction of new services. Assist in the preparation of agency reduction packages.

Translate a portion of an agency's legislatively approved budget into operating budgets by program, units and specific funding sources. Prepare and audit computer budget entries and reports. Change budget files to reflect the Governor's or legislatively approved budget. Monitor revenue and expenditures during biennium to verify compliance with budget appropriations. Compile revenue and

expenditure information. Update program budget appropriations or limitations from legislative Emergency Board approvals. Compile budget status reports.

## **2. Monitoring and Analysis of Fiscal Data**

Establish tracking and record-keeping procedures. Create reports for tracking revenue, account status and impacts to cash positions. Forecast revenues or expenditures. Do cost-benefit analyses for projects or programs. Monitor the accounting system and purchasing system and query information to compile reports. Monitor program or projects' cash flows. Prepare fund revenue projections. Explain financial reports for others. Prepare financial reports by compiling expenditure projections, reports of revenue and budget forecasts. Do fiscal, statistical and quantitative analysis to decide program and fiscal impact. Analyze expenditure data to assess financial needs. Prepare and monitor fiscal performance measures. Review actuarial information to estimate per capita cost, rates and projections for programs.

## **3. Fiscal Reporting**

Modify, implement and maintain desktop software applications related to managing the status of and preparing a biennial agency's budget. Develop methods to capture or process fiscal data. Design, test and maintain microcomputer spreadsheets and graphs. Create computer-based tools to monitor revenue or expenditures. Give technical assistance to others in use of financial monitoring systems. Retrieve data from various sources to produce reports. Maintain and recommend improvements to computer-based financial management system.

## **RELATIONSHIP WITH OTHERS**

The Fiscal Analyst 1 has daily contact in person, telephone and in writing with agency staff and managers to coordinate issues, and obtain and give information. Employees have regular in person, telephone and electronic mail contact with program managers and State agency budget specialists to coordinate fiscal issues, gain and give information. They have occasional contact by telephone, in person or in writing with fiscal personnel from other State agencies to discuss agency budget items or fiscal issues.

## **SUPERVISION RECEIVED**

The Fiscal Analyst 1 works under general supervision and does recurring assignments independently. The supervisor gives advice or direction as needed and reviews work for accuracy, timeliness and compliance with professional standards and agency policy.

Employees need to use judgment in locating and selecting the most appropriate guidelines, which may change because of varying circumstances. The selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on what the situation is.

**KNOWLEDGE AND SKILLS (KS)**

**Basic knowledge of:**

Principles and procedures of mathematics such as numbers, their operations and interrelationships including arithmetic, algebra, statistics and their applications.
Principles and practices of budgeting and finance including the analysis and reporting of financial data.
Principles and practices of management and public administration.
Management analysis and planning techniques.
Analytical research procedures and methods.

**Skill to:**

Find and identify essential information.
Identify the nature of problems.
Weigh the relative costs and benefits of a potential action.
Communicate technical information effectively orally and in writing to a diverse audience.
Use computer software to track, compile, analyze and forecast statistical and financial information.
Analyze information, reach valid conclusions and make sound recommendations.
Maintain cooperative relationships with those contacted during the course of work.

**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

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