

BUDGET

MAJOR TASK AREA A. PREPARATION OF A BUDGET

1. Review potential revenue sources for proposed budget lines/programs.
2. Negotiate on the methodology with Federal/State for funding sources (grants).
3. Prepare estimates of revenue/reimbursable sources for proposed sources for proposed budget lines/programs and analyze implications.
4. Assist in the development, review and analysis of Financial Plans, the Preliminary Budget, the Executive Budget and the Adopted Budget.
5. Prepare and/or review fiscal requests using statistical analyses and cost effectiveness techniques to make recommendations for funding approval.
6. Prepare justifications for proposed budget lines/programs.
7. Review the feasibility of budget plans.

MAJOR TASK AREA B. MONITORING THE BUDGET

8. Monitor the receipt of funds for budgeted programs.
9. Identify, analyze and prepare reports on variances between planned and actual expenditures.
10. Monitor expenditures by approving requests for funding purchases and contract proposals.
11. Monitor budget code allocations to ensure funding availability.
12. Review/report audit findings for budget compliance.

MAJOR TASK AREA C. MODIFYING THE BUDGET

13. Analyze OTPS and personnel cost overruns and modify budget allocations and/or approve modifications accordingly.
14. Analyze PEGS (program to eliminate the gap), preliminary budgets and expenditure forecast with the Office of Management & Budget.
15. Negotiate and appeal program cuts/savings with the Office of Management & Budget.
16. Prepare proposals for budget modifications.
17. Monitor the processing of budget modifications by the Office of Management & Budget and/or outside agencies (e.g.DCAS).
18. Monitor the status of actual budget modifications.

MAJOR TASK AREA D. RESEARCH, STATISTICAL AND ECONOMETRIC REPORTS

19. Conduct organizational field surveys to determine the status of economic conditions in the agency.
20. Collect, analyze, interpret and present data relative to the status and/or economic programs of the agency.
21. Develop econometric fiscal models using quantitative analysis techniques.
22. Prepare forecasting reports and costing projections.
23. Conduct various analytical (cost/benefit analyses) studies to evaluate existing and future funded programs.
24. Research and analyze legislative/administrative proposals for budget implications.
25. Conduct independent analysis of capital programs and projects and coordinate with the budget units.
26. Conduct special budget analyses.
27. Answer telephone and mail inquiries on matters relating to the budget.

MAJOR TASK AREA E. SUPERVISORY TASKS

28. Administer agency payroll
29. Provide on-the-job training for subordinates on research and budget techniques.
30. Review work products of staff.
31. Schedule work assignments and assign to subordinate staff.
32. Conduct performance evaluations.
33. Recommend staff transfers, promotions and demotions.