



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### BUDGET ANALYSTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Budget Analysts-B	C2031B	55	
Budget Analysts-O	C2031O	60	
Budget Analysts-A	C2031A	65	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Examine budget estimates for completeness, accuracy and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.

### Nature of Work

Budget analysts help organizations allocate their financial resources. They develop, analyze, and execute budgets, as well as estimate future financial needs for private businesses, nonprofit organizations, and government agencies. In private sector firms, a budget analyst's main responsibility is to examine the budget and seek new ways to improve efficiency and increase profits. In nonprofit and governmental organizations, which usually are not concerned with profits, analysts try to find the most efficient way to distribute funds and other resources among various departments and programs.

### Distinguishing Characteristics of Levels

*Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist in developing annual budget requests for an agency.
- Employees may assist in the preparation of annual operating budgets and requests and may monitor revenues and expenditures of state and local agencies.

### Recommended Education and Experience for Full Performance

Associate's degree in Accounting, Finance or Business Administration and four (4) years of experience in accounting, finance and/or budget preparation.

### Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in accounting, finance and/or budget preparation.

## BUDGET ANALYSTS

### Operational

- Employees in this Role independently examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Performs analysis of budget and accounting reports for the purpose of maintaining expenditure controls.
- Employees participate in preparation of annual budget requests involving the entire range of program, policy, and budget analysis with little or no explanation of methods necessary for completion.

### Recommended Education and Experience for Full Performance\*

Bachelor's Degree in Accounting, Finance or Business Administration and two (2) years of experience in budget preparation, budget monitoring, governmental accounting and/or federal grant reporting.

### Minimum Qualifications

Associates Degree in Accounting, Finance or Business Administration and two (2) years of experience in budget preparation, budget monitoring, governmental accounting and/or federal grant reporting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

### Advanced

- Employees in this Role analyze the most complex budget requests.
- Perform advanced technical work analyzing budget requests.
- Participate in the formulation of the Executive Budget.
- Monitor revenues and expenditures to include multiple funding sources.
- Conduct program/policy analysis.
- Advise staff in areas of specialization.
- Serve as specialist/staff advisor in the evaluation of data processing plans, provisions of personnel management services, and economic forecasting.
- Perform as key participant in budget analysis.

### Recommended Education and Experience for Full Performance

Bachelor's Degree in Accounting, Finance or Business Administration and four (4) years of experience budget preparation, budget monitoring, governmental accounting and/or federal grant reporting.

### Minimum Qualifications

Bachelor's degree in Accounting, Finance or Business Administration and two (2) years of experience in budget preparation, budget monitoring, governmental accounting and/or federal grant reporting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

## BUDGET ANALYSTS

### Knowledge

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Mathematics** — Using mathematics to solve problems.

**Time Management** — Managing one's own time and the time of others.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

## BUDGET ANALYSTS

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011, 10/20/2015 (Min Quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*