Position Summary

Assist assigned agencies in the preparation of budget requests, annual operating plans and implementation of agencies' responsibilities and advise and assist the Governor and the Secretary of Administration in the development and implementation of the state budget. Agency assignments are:

Goals and Worker Activities

<table>
<thead>
<tr>
<th>Time %</th>
<th>Objectives and Tasks</th>
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<tr>
<td>50%</td>
<td>A. Provision of budget advice and analysis in order to help agencies, the Governor and the Legislature in their deliberations on state resource allocation.</td>
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<td>A1. Prepare background material, make presentations to the team leader on possible recommendations, and make presentations to the Secretary of Administration or the Governor as directed by team leader.</td>
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<td>A2. Answer or refer questions agencies may have on proper budgeting techniques, budget form definitions and procedures; and attend internal or external instructional sessions.</td>
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<td>A3. Complete file maintenance forms to reflect budget and other legislative actions, and submit to team leader for review.</td>
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<td>A4. Attend hearings of the Legislature with the team leader as required and answer questions on major budget adjustments as directed by the team leader.</td>
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<td>A5. With help from the team leader, review budget request forms for conformance with budget instructions.</td>
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<td>A6. Review draft budget processes and procedures memoranda, and make suggestions for improvements to team leader.</td>
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<td>A7. At the request of and with advice from the team leader, represent the Governor before the public, provide information for speeches, press briefings, etc.</td>
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<td>A8. Draft letters for the Secretary or Governor's signature in response to correspondence on budget issues.</td>
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<td>A9. Prepare clear instructions to the Legislative Reference Bureau on statutory language needed to carry out the Governor's intent in the budget bill and carefully review and approve the language drafted prior to inclusion in the bill.</td>
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<td>A10. Review and make recommendations on agency requests for federal grants, and maintain an awareness of federal proposals and actions which relate to assigned areas.</td>
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15% B. Provision of policy, fiscal and administrative analysis of proposed, pending and passed legislation to aid in the Governor's legislative functions and recommend whether or not bills should be vetoed or signed.

B1. Keep informed on proposed or pending legislation affecting assignment.

B2. Prepare bill analyses or dot point summaries, as required by team leader, to advise the Governor of their fiscal, policy or administrative impact.

B3. Prepare and/or review fiscal estimates as directed by the team leader.

B4. Prepare strikethroughs and draft veto messages for the Governor and submit for team leader's review, as required.

15% C. Preparation of budget and policy issues analysis in order to help the Governor and Legislature in their deliberations on major state policy directions.

C1. For major issues, prepare drafts of analysis and recommendations for team leader's review.

C2. At the direction of the team leader, arrange for or conduct research into public policy problems or concerns.

C3. Prepare background material and make presentations before the team leader, budget director, Secretary and Governor on policy issues.

C4. At the direction of the budget director or team leader, serve as staff to commissions, committees or boards studying public issues.

10% D. Provision of financial and new position analysis to the state budget director to determine their soundness in terms of both fund and position management and legislative or executive intent.

D1. Check and complete allotment forms, expenditure and revenue plans and other supplementary information submitted by state agencies for expenditure or revenue activity and submit to lead analyst or team leader for review.

D2. Draft memoranda or letters for team leader's signature to state agencies on problems with their estimates and make recommendations for necessary adjustments.

D3. Analyze requests for new agency positions or supplemental expenditure authority (s. 13.10, 16.505, 16.515) and submit to team leader.

D4. Examine expenditure and position vacancy information for adverse patterns and advise team leader on possible solutions.

D5. Review and make recommendations on requests for waivers of contract sealed bids.
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Executive Policy and Budget Analyst
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5% E. Help the Secretary of Administration and the Governor provide for the most efficient operation of state government and provide analysis of various management alternatives and techniques.

E1. Serve as a member of management study teams.
E2. Aid agencies to improve administrative techniques.
E3. Advise the agencies and the Secretary of Administration on management improvement activities.
E4. Advise the budget director on performance measurement activities and their impact on state agencies.
E5. Work with other bureaus and departments in the preparation and coordination of interagency planning proposals.
E6. Carry out special assignments as required.

5% F. Develop proficiency in the use of personal computers as a tool in communicating budget information to management and the public and analyzing budget information.

F1. Develop a working knowledge of department supported word processing, spreadsheet and database management software programs.
F2. Utilize department supported software packages to meet assignment deadlines, produce budget input documents for assigned agencies and construct simple financial models for budget issue analysis.

Knowledge, Skills and Abilities

1. Knowledge of public sector budget principles and practices;
2. Knowledge of quantitative and qualitative analysis methodologies and ability to perform complex fiscal and legislative analysis;
3. Problem solving skills;
4. Knowledge of research principles and techniques;
5. Ability to comprehend and summarize a variety of complex written documents, including state statutes and administrative rules;
6. Well-developed communications skills including speaking, writing and interacting with others;
7. Ability to plan, prioritize and complete multiple tasks in a timely manner, with an attention to detail and focus on accuracy;
8. Ability to establish and maintain effective working relationships with colleagues, management, etc.;
9. Tolerance for ambiguity, stress and short deadlines; and
10. Skill in computer software programs, particularly the Microsoft Office Suite.