

BUDGET ANALYST

Duties and Responsibilities

This class of positions encompasses professional, supervisory and administrative work of varying degrees of difficulty and responsibility in the preparation and administration of departmental budgets in the central budget agency or an operating agency of City government. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during a temporary absence, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional or administrative work of ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls, and the study and review of departmental budget operations and procedures.

Examples of Typical Tasks

Participates in the confidential review of departmental fiscal requests and staffing proposals; uses statistical analyses, conducts organizational and field surveys and uses cost effectiveness techniques to make recommendations.

Prepares analyses of program expenditure options in designated areas.

Monitors departmental expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures.

Monitors and expedites the progress of budget modifications.

Prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports.

Establishes primary sources of information and compiles data for the preparation of the Executive Expense Budget.

Prepares recommendations for quarterly spending allotments.

May supervise support and technical staff assisting in such functions.

Assignment Level II (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgement, performs professional or administrative work of more than ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls and the study and review of departmental budget operations and procedures; may supervise or train subordinate staff; may serve as budget officer.

BUDGET ANALYST (Cont'd.)

Assignment Level III (See Special Note under Requirements)

Under direction, with wide latitude for independent initiative and judgment, performs, supervises and administers difficult financial and technical work in the preparation, analysis and modification of an agency's annual budget; collects and analyzes data in the preparation of the executive budget; evaluates monthly Planned Action Reports; develops agency financial plans; evaluates expenditure and personnel requests; analyzes Federal and State legislation and regulations for fiscal impact; develops cost reduction programs; maintains liaison with operating sections of a City agency; monitors intra-city purchase and sale systems; designs and implements specific agency programs using appropriate data base; may supervise or train subordinate professional employees engaged in budget activities; may serve as budget officer or as a principal assistant to an agency manager with budget responsibilities.

Qualification Requirements

1. A master's degree from an accredited college with a major in economics, finance, accounting, business administration or a related field; or
2. A baccalaureate degree from an accredited college with a major in economics, finance, accounting, business administration or a related field including or supplemented by 18 credits in one or more of the following: accounting, economics, finance, statistics and/or budgeting and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience as described in "2" above; or
4. A master's degree from an accredited college and two years of experience as described in "2" above.

Special Note

In addition to meeting the minimum requirements, to be eligible for placement in Assignment Level II or III, individuals must have either one year of professional experience working with the budget of the City of New York or two years of professional experience as described in "2" above working with the budget of a large public or private concern.

BUDGET ANALYST (Cont'd.)

Direct Lines of Promotion

From: Assistant Budget Analyst () To: Administrative Budget Analyst ()

Collateral Lines of Promotion

From: Assistant Classification Analyst To: Administrative Classification Analyst
() ()
Assistant Labor Relations Analyst () Administrative Labor Relations Analyst ()
Assistant Organizational Research Analyst () Administrative Organizational Research Analyst ()
Assistant Organizational Research Analyst (Board of Education ()
Assistant Personnel Analyst () Administrative Personnel Analyst ()
Assistant Training Development Specialist () Administrative Training Development Specialist ()

BUDGET ANALYST

Duties and Responsibilities

This class of positions encompasses professional, supervisory and administrative work of varying degrees of difficulty and responsibility in the preparation and administration of departmental budgets in the central budget agency or an operating agency of City government. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during a temporary absence, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional or administrative work of ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls, and the study and review of departmental budget operations and procedures.

Examples of Typical Tasks

Participates in the confidential review of departmental fiscal requests and staffing proposals; uses statistical analyses, conducts organizational and field surveys and uses cost effectiveness techniques to make recommendations.

Prepares analyses of program expenditure options in designated areas.

Monitors departmental expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures.

Monitors and expedites the progress of budget modifications.

Prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports.

Establishes primary sources of information and compiles data for the preparation of the Executive Expense Budget.

Prepares recommendations for quarterly spending allotments.

May supervise support and technical staff assisting in such functions.

Assignment Level II (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgement, performs professional or administrative work of more than ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls and the study and review of departmental budget operations and procedures; may supervise or train subordinate staff; may serve as budget officer.

BUDGET ANALYST (Cont'd.)

Assignment Level III (See Special Note under Requirements)

Under direction, with wide latitude for independent initiative and judgment, performs, supervises and administers difficult financial and technical work in the preparation, analysis and modification of an agency's annual budget; collects and analyzes data in the preparation of the executive budget; evaluates monthly Planned Action Reports; develops agency financial plans; evaluates expenditure and personnel requests; analyzes Federal and State legislation and regulations for fiscal impact; develops cost reduction programs; maintains liaison with operating sections of a City agency; monitors intra-city purchase and sale systems; designs and implements specific agency programs using appropriate data base; may supervise or train subordinate professional employees engaged in budget activities; may serve as budget officer or as a principal assistant to an agency manager with budget responsibilities.

Qualification Requirements

1. A master's degree from an accredited college with a major in economics, finance, accounting, business administration or a related field; or
2. A baccalaureate degree from an accredited college with a major in economics, finance, accounting, business administration or a related field including or supplemented by 18 credits in one or more of the following: accounting, economics, finance, statistics and/or budgeting and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience as described in "2" above; or
4. A master's degree from an accredited college and two years of experience as described in "2" above.

Special Note

In addition to meeting the minimum requirements, to be eligible for placement in Assignment Level II or III, individuals must have either one year of professional experience working with the budget of the City of New York or two years of professional experience as described in "2" above working with the budget of a large public or private concern.

BUDGET ANALYST (Cont'd.)

Direct Lines of Promotion

From: Assistant Budget Analyst () To: Administrative Budget Analyst ()

Collateral Lines of Promotion

<u>From:</u> Assistant Classification Analyst ()	<u>To:</u> Administrative Classification Analyst ()
Assistant Labor Relations Analyst ()	Administrative Labor Relations Analyst ()
Assistant Organizational Research Analyst ()	Administrative Organizational Research Analyst ()
Assistant Organizational Research Analyst (Board of Education) ()	
Assistant Personnel Analyst ()	Administrative Personnel Analyst ()
Assistant Training Development Specialist ()	Administrative Training Development Specialist ()

BUDGET ANALYST

Duties and Responsibilities

This class of positions encompasses professional, supervisory and administrative work of varying degrees of difficulty and responsibility in the preparation and administration of departmental budgets in the central budget agency or an operating agency of City government. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during a temporary absence, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional or administrative work of ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls, and the study and review of departmental budget operations and procedures.

Examples of Typical Tasks

Participates in the confidential review of departmental fiscal requests and staffing proposals; uses statistical analyses, conducts organizational and field surveys and uses cost effectiveness techniques to make recommendations.

Prepares analyses of program expenditure options in designated areas.

Monitors departmental expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures.

Monitors and expedites the progress of budget modifications.

Prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports.

Establishes primary sources of information and compiles data for the preparation of the Executive Expense Budget.

Prepares recommendations for quarterly spending allotments.

May supervise support and technical staff assisting in such functions.

Assignment Level II (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgement, performs professional or administrative work of more than ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls and the study and review of departmental budget operations and procedures; may supervise or train subordinate staff; may serve as budget officer.

BUDGET ANALYST (Cont'd.)

Assignment Level III (See Special Note under Requirements)

Under direction, with wide latitude for independent initiative and judgment, performs, supervises and administers difficult financial and technical work in the preparation, analysis and modification of an agency's annual budget; collects and analyzes data in the preparation of the executive budget; evaluates monthly Planned Action Reports; develops agency financial plans; evaluates expenditure and personnel requests; analyzes Federal and State legislation and regulations for fiscal impact; develops cost reduction programs; maintains liaison with operating sections of a City agency; monitors intra-city purchase and sale systems; designs and implements specific agency programs using appropriate data base; may supervise or train subordinate professional employees engaged in budget activities; may serve as budget officer or as a principal assistant to an agency manager with budget responsibilities.

Qualification Requirements

1. A master's degree from an accredited college with a major in economics, finance, accounting, business administration or a related field; or
2. A baccalaureate degree from an accredited college with a major in economics, finance, accounting, business administration or a related field including or supplemented by 18 credits in one or more of the following: accounting, economics, finance, statistics and/or budgeting and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience as described in "2" above; or
4. A master's degree from an accredited college and two years of experience as described in "2" above.

Special Note

In addition to meeting the minimum requirements, to be eligible for placement in Assignment Level II or III, individuals must have either one year of professional experience working with the budget of the City of New York or two years of professional experience as described in "2" above working with the budget of a large public or private concern.

BUDGET ANALYST (Cont'd.)

Direct Lines of Promotion

From: Assistant Budget Analyst () To: Administrative Budget Analyst ()

Collateral Lines of Promotion

<u>From:</u> Assistant Classification Analyst ()	<u>To:</u> Administrative Classification Analyst ()
Assistant Labor Relations Analyst ()	Administrative Labor Relations Analyst ()
Assistant Organizational Research Analyst ()	Administrative Organizational Research Analyst ()
Assistant Organizational Research Analyst (Board of Education ()	
Assistant Personnel Analyst ()	Administrative Personnel Analyst ()
Assistant Training Development Specialist ()	Administrative Training Development Specialist ()

BUDGET ANALYST

Duties and Responsibilities

This class of positions encompasses professional, supervisory and administrative work of varying degrees of difficulty and responsibility in the preparation and administration of departmental budgets in the central budget agency or an operating agency of City government. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during a temporary absence, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional or administrative work of ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls, and the study and review of departmental budget operations and procedures.

Examples of Typical Tasks

Participates in the confidential review of departmental fiscal requests and staffing proposals; uses statistical analyses, conducts organizational and field surveys and uses cost effectiveness techniques to make recommendations.

Prepares analyses of program expenditure options in designated areas.

Monitors departmental expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures.

Monitors and expedites the progress of budget modifications.

Prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports.

Establishes primary sources of information and compiles data for the preparation of the Executive Expense Budget.

Prepares recommendations for quarterly spending allotments.

May supervise support and technical staff assisting in such functions.

Assignment Level II (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgement, performs professional or administrative work of more than ordinary difficulty and responsibility in the preparation and administration of departmental budgets, the maintenance of management and budget controls and the study and review of departmental budget operations and procedures; may supervise or train subordinate staff; may serve as budget officer.

BUDGET ANALYST (Cont'd.)

Assignment Level III (See Special Note under Requirements)

Under direction, with wide latitude for independent initiative and judgment, performs, supervises and administers difficult financial and technical work in the preparation, analysis and modification of an agency's annual budget; collects and analyzes data in the preparation of the executive budget; evaluates monthly Planned Action Reports; develops agency financial plans; evaluates expenditure and personnel requests; analyzes Federal and State legislation and regulations for fiscal impact; develops cost reduction programs; maintains liaison with operating sections of a City agency; monitors intra-city purchase and sale systems; designs and implements specific agency programs using appropriate data base; may supervise or train subordinate professional employees engaged in budget activities; may serve as budget officer or as a principal assistant to an agency manager with budget responsibilities.

Qualification Requirements

1. A master's degree from an accredited college with a major in economics, finance, accounting, business administration or a related field; or
2. A baccalaureate degree from an accredited college with a major in economics, finance, accounting, business administration or a related field including or supplemented by 18 credits in one or more of the following: accounting, economics, finance, statistics and/or budgeting and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience as described in "2" above; or
4. A master's degree from an accredited college and two years of experience as described in "2" above.

Special Note

In addition to meeting the minimum requirements, to be eligible for placement in Assignment Level II or III, individuals must have either one year of professional experience working with the budget of the City of New York or two years of professional experience as described in "2" above working with the budget of a large public or private concern.

BUDGET ANALYST (Cont'd.)

Direct Lines of Promotion

From: Assistant Budget Analyst () To: Administrative Budget Analyst ()

Collateral Lines of Promotion

<u>From:</u> Assistant Classification Analyst ()	<u>To:</u> Administrative Classification Analyst ()
Assistant Labor Relations Analyst ()	Administrative Labor Relations Analyst ()
Assistant Organizational Research Analyst ()	Administrative Organizational Research Analyst ()
Assistant Organizational Research Analyst (Board of Education ()	
Assistant Personnel Analyst ()	Administrative Personnel Analyst ()
Assistant Training Development Specialist ()	Administrative Training Development Specialist ()

BUSINESS PROMOTION COORDINATOR

General Statement of Duties and Responsibilities

Under supervision, assists in maintaining liaison with commercial and industrial firms in order to promote more effective cooperation between the City and the business community, to facilitate relations between the City and the business community and to encourage business to remain or locate in the City; performs related tasks.

Examples of Typical Tasks

Assists with and maintains contacts with commercial and industrial firms; makes field contacts and visits to discuss problems.

Receives and handles business requests requiring the cooperation of Federal, State, and other City agencies.

Acts as liaison between business firms and city agencies to facilitate the resolution of immediate and long-range problems.

Assists in investigations of specific problems in the field and makes recommendations to resolve problems.

Makes "good-will" visits to firms throughout the city to facilitate cooperation, explain city services and promote better understanding.

Makes needed information available to the business community, such as sources of supply, government contract and bidding procedures, market data, sales opportunities and management aids.

Qualification Requirements

1. A baccalaureate degree from an accredited college and one year of satisfactory full-time, paid experience in business administration or business promotion, financial management, public relations, economic development or research; or
2. A satisfactory equivalent.

Direct Lines of Promotion

From: None

To: Associate Business Promotion Coordinator
(60861)