

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SENIOR BUDGET DEVELOPMENT ANALYST - 1966

##### DEFINITION:

Under direction, to perform the most difficult and responsible budgetary duties in reviewing, developing, and preparing the City-wide budget; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS:

Serves as a lead analyst over professional staff in a section within the Financial Management Department which prepares and monitors the entire City budget. Incumbents work at the superjourney-level and perform the most difficult and responsible professional budgetary work.

##### \* EXAMPLES OF DUTIES:

- Plans, organizes, and leads the preparation and monitoring of the City-wide budget;
- Reviews, revises, and approves all budget and financial analyses submitted by City departments;
- Reviews spending and revenue of departmental budgets and develops mitigation plans;
- Makes revenue and expenditure projections for the General Fund;
- Reviews and approves budget expenditures supported by Transient Occupancy Tax and ensures fund distributions meet Municipal Code requirements;
- Reviews and approves fiscal actions submitted for Mayor and Council approval;
- Reviews Organization Management (OM) documents;
- Utilizes SAP Public Budget Formulation (PBF) system;
- Participates in the analysis of Mayoral budgetary policy changes;
- Reviews, analyzes, and makes recommendations on policies and procedures that have a City-wide impact;
- Prepares complex budgetary and financial reports;
- Confers with and makes presentations to department management, City Council and other City officials, and outside agencies regarding fiscal policy and other City-wide budgetary issues;
- May lead professional, subprofessional, and clerical employees.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time professional-level experience in the preparation, administration, analysis, and development of budgets and/or work of comparable level and complexity in the areas of Accounting, Finance and/or Economics. Qualifying experience must include collecting and analyzing financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long-term financial plans; and/or provide information for policy/business decisions. Additional qualifying professional experience may be substituted for the education lacked on a year-for-year basis. A Master's degree in Business Administration; Public Administration; Finance; Economics; Management; Accounting or a closely related field of study may be substituted for a maximum of one year of the required experience.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.