

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SUPERVISING BUDGET DEVELOPMENT ANALYST - 1967

##### **DEFINITION:**

Under direction, to supervise Financial Management professional staff in the review, development, and preparation of the City-wide budget; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

Serves as a first-level supervisor over professional staff in a section within the Financial Management Department which prepares and monitors the entire City budget. It is distinguished from the lower level Senior Budget Development Analyst in that the latter serves as a lead analyst at the superjourney-level and performs difficult and responsible professional budgetary work.

##### **\* EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises 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;
- Selects, trains, and evaluates the work of subordinates.

##### **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** four 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.