

CLASS SPECIFICATION**SAN DIEGO CITY CIVIL SERVICE COMMISSION****ASSISTANT BUDGET DEVELOPMENT ANALYST - 1964****DEFINITION:**

Under general supervision, to perform budgetary duties of limited scope and average difficulty in reviewing, developing, and preparing the City-wide budget; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Budget Development Analyst series. Most positions are classified at the Associate Budget Development Analyst level, which is the fully experienced or journey-level class. In a training capacity, positions classified at this level may be underfilled with an Administrative Aide II or Management Trainee in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Associate Budget Development Analyst, in that Assistant Budget Development Analysts typically exercise less independent judgment on matters related to budget analysis, work procedures and methods.

*** EXAMPLES OF DUTIES:**

- Assists with planning, organizing, preparing and monitoring of the City-wide budget;
- Reviews and analyzes 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 analyzes budget expenditures supported by Transient Occupancy Tax and ensures fund distributions meet Municipal Code requirements;
- Reviews and analyzes 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 budgetary and financial reports.

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** one year 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. **OR** successful completion of 60 semester/90 quarter college units **AND** three years experience as stated above. 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.