



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0251

Phone: (701) 328-3290

FISCAL MANAGEMENT ANALYST

GRADE N

SCOPE OF WORK:

Develop the state's executive budget in collaboration with the budget staff and the governor's staff and within the broad policy directives established by the governor. Participate in planning, development and implementation of a statewide fiscal management process.

DUTIES PERFORMED:

- Provide training and technical advice to state agency fiscal officers and directors to facilitate preparation of budget requests and implementation of the legislatively approved budget; advise agency fiscal officers and directors regarding the final legislative budget, legislative changes to the governor's budget and legislative intent.
- Advise and strategize with agency directors and fiscal officers on major financial decisions, operating procedures, fiscal policies and programmatic issues.
- Monitor agency performance and results of operations to identify impact on current or future biennial budgets and to maintain an understanding of agency operations and activities.
- Analyze and project budget commitments, ongoing state expenditures, and ongoing revenues in order to develop the parameters under which agency fiscal officers will be instructed to prepare their budget requests.
- Develop detailed budgets for each state agency, considering the cost to continue existing programs and funding necessary to effectively implement new programs that meet the governor's policy objectives.
- Prepare a comprehensive state budget within the parameters of available funding sources, and state and federal statutory requirements.
- Strategize with the governor, the governor's senior staff, agency directors, and agency fiscal officers regarding the executive and legislative budget processes, budget administration and various fiscal and program issues.
- Work on special assignments, including budget system administration, revenue forecasting and policy development.
- Prepare and present information for legislative committees or in response to requests from individual legislators, constituents or the media.
- Advise and communicate on an ongoing basis with the governor and the governor's senior staff on various issues relating to the state budget, revenues, funding formulas, taxes, impact of policy changes, fiscal policies, program operations, etc.
- Administer and maintain the budget system; provide direction and oversight to budget system users, to include developing user manuals and providing user training.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, economics, accounting or a related field and five years of work experience with responsibilities in budgeting, accounting, auditing and development of policy directives. A master's degree in one of the above fields may substitute for up to two years of the work experience requirement.

Eff. Date: 11/83

Rev: 5/95 - Changed to new format, reviewed grades, changed to a single level class

Rev: 7/12 – Conversion to Hay System

Rev: 12/13 – Revised scope, duties and title

Rev: 10/19 – Minor revision to minimum qualifications