Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: OMB Budget Analyst 1	**CLASS NUMBER:** 60306	**FLSA:** Exempt
AGENCY/DIVISION: Board of Commissioners	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N20	**POSITION CONTROL #:** Varies
POSITION LOCATION: 373 S. High St., 26th FL., Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Deputy Director or Director, OMB
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The OMB Budget Analyst 1 is a full performance level classification that works under general supervision and requires working knowledge of public budgeting and finance in order to analyze both fiscal and program activities for assigned agencies and areas of responsibility.

JOB DUTIES:
Analyze the annual budget requests for assigned entities in order to maintain the county's expenditure control and ensure the fiscal accountability of county programs. Advise and train county entities on budget preparation, budget policies, and appropriate methods for monitoring actual revenues and expenditures. Assist in the revision of strategic business plans, performance measures, and budget structure. Prepare budget briefs and provide recommendations to management staff and county administration on matters concerning budgets.

Analyze current year revenue, expenditure, and performance data in order to prepare various financial reports and forecasts of revenues and expenditures. Investigate budgetary problems and imbalances and make recommendations to supervisor regarding corrective actions. Research, recommend, and prepare resolutions and other fiscal analyses. Analyze county, state and federal legislation and regulations to determine budgetary impact. Assist with administering federal awards, including subrecipient monitoring, to ensure compliance with guidelines for implementation and reporting. Respond to requests and inquiries from the public, county administration, Board of Commissioners, and other county entities. Prepare and draft other correspondence and research memoranda, as required. Attend trainings as assigned and stay current on regulatory and statutory requirements. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of budgeting; accounting; agency policy and procedures; government structure and process. Skill in office equipment operation. Ability to deal with problems involving several variables in familiar contexts; calculate fractions, decimals and percentages; use statistical analysis; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in public administration, public policy, finance, business, or related field with five (5) years of government budgeting, public policy, finance, or related experience.

Additional Requirements
No special license or certification is required.

Supervisory Responsibilities
None required.

UNUSUAL WORKING CONDITIONS:
N/A

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name	Employee Signature	Date