

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> OMB Budget Analyst 3	<u>CLASS NUMBER:</u> 60309	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N22	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director, OMB (010028)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the OMB Budget Analyst 3 classification is to analyze both fiscal and program activities for assigned agencies and areas of responsibility, as well as coordinate and monitor budget and fiscal-related activities.

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 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.

Work with Systems Administrator to maintain the County’s budget application and related databases, which are used for budgetary analysis, formulation of agency/program budget requests, providing information for decision making, publishing the annual budget document, budget execution and data consolidation. This includes preparing the application to receive and process annual and interim budget information, including both financial and performance information, as well as developing custom reports in order to keep the system and budget process up to date. Work closely with OMB staff and staff in other County entities to make the application more efficient and user-friendly.

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. Assist supervisor in developing departmental policies and procedures on appropriate methods. Assist with administering federal awards, including subrecipient monitoring, to ensure compliance with guidelines for implementation and reporting.

Analyze County, State and Federal legislation and regulations to determine budgetary impact. 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.

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; draft comprehensive documents incorporating feedback from multiple sources; 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/policy, finance, business or related field with five (5) years of government budgeting, public policy, or finance.

Additional Requirements

No special license or certification is required.

UNUSUAL WORKING CONDITIONS:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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