

Florida State Courts System Class Specification

Class Title: Budget Analyst

Class Code: 6730

[Pay Grade: 24](#)

General Description

The essential function of the position within the organization is to assist with the coordination, analysis and development of the State Courts System budgeting process. The position is responsible for coordinating, projecting, analyzing and tracking expenditures; preparing, monitoring and analyzing budget funding needs, requests and allotments; developing and evaluating objectives for program specific budgets; submitting and defending budgets; preparing budget amendments; and performing general accounting, including preparing and presenting complex reports. Other essential functions of the position may include managing and directing procurement, asset management and overall distribution of goods and services; reviewing and approving purchase requisitions/orders. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists with coordination, analysis, tracking and development of the State Courts System budgeting process in accordance with the General Appropriations Act and Florida Statutes for the State Courts System; analyzes spending patterns and makes appropriate recommendations as required.

Prepares, monitors and analyzes budget requests and allotments; forecasts expenditures and their implications in the State Courts System budget.

Manages and directs procurement, asset management and overall distribution of goods and services; reviews purchasing requisitions and approves purchase orders.

Plans, organizes and participates in general accounting activities, such as monitoring expenditures and revenue, preparing of expenditure and payroll reports, submitting budget corrections, or resolving disputes and discrepancies.

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Proposes and analyzes State Courts System budget expenditure policies and assists with preparation of the policy manual; meets regularly with State Courts System managerial personnel to coordinate growth and distribution of expenditure; assists with Emergency Management Procedures and Plan.

Manages and performs functions such as preparing spreadsheets, conducting research, compiling information/data and preparing or reconciling periodic and special reports, analyzing legislative bills, or performing data entry of financial information.

Attends or conducts staff and other professional meetings to exchange information.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results. Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Persuades or influences others in favor of a service, course of action, or point of view, may enforce policies.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through accounting for or handling large amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric

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construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plans and solid, and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional publications and technical manuals; composes complex reports and manuals; may speak formally to groups outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of policies, guidelines, and rules; and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipments Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as Word, PowerPoint, and Excel, or complex custom financial/accounting applications such as FLAIR and LAS/PBS.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in Finance, Accounting, Business or Public Administration or a closely related field.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None