

# Market Range Detail - Budget Analyst Senior

## Effective Date

August 4, 2014

## Market Range Title Description

### PURPOSE STATEMENT

Positions in this market range title are responsible for performing complex budget, fiscal, and strategic analyses from a departmental and countywide perspective in the areas of Budget Development; Budget Administration; Multi-Year Planning and Management Services, and makes recommendations to County Administration and the Board of Supervisors so that they can make well informed policy and budgetary decisions.

### PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Prepares complex budget development and consolidation documents, including budget targets, analysis reports, recommendations, agreements, and contingency research reports.
- Performs budget administration services including monthly projection analysis, position management analysis, and board agenda item review.
- Consults on strategic and business planning with departments, County administration and the Board of Supervisors; develops and assists in the implementation of goals and objectives for the Office of Management and Budget.
- Reviews, analyzes and makes recommendations concerning new program plans and related funding requests for expanded programs.
- Monitors, reports and evaluates results of program and other performance measures.
- Consults with departments on long-range forecasts of revenues, expenditures, demands for services, and other business issues.
- Conducts in-depth administrative and systems studies; financial analysis; develops and performs independent statistical and research studies; prepares comprehensive multiyear financial econometric models and plans along with economic impact studies;
- Researches specific management and policy issues for executive management and elected officials.
- Coordinates and/or participated in the testing, documentation, and training of the budget system. This includes the design and use of data queries to analyze data integrity as well as content conformity to set standards; and spreadsheet design, analysis of data linking, and formula integrity.
- Completes special projects as assigned.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$29.27	\$35.95	\$42.62

## Likely Minimum Qualifications

- Bachelor's Degree in Public or Business Administration or a related field, and three (3) years of professional experience in budgeting or financial management in the public or private sectors plus completion of three (3) complete budget cycles as a Budget Analyst in the Maricopa County Office of Management and Budget.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.