CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.1

Job Title: **BUDGET ANALYST I**

Pay Grade: 15

GENERAL SUMMARY:

In the Finance Department, provides routine financial planning and analysis by evaluating and reviewing expenditure and revenue budgets, and making recommendations on spending levels to the appropriate budget categories. Coordinates the development of the annual operating budget, monthly/quarterly reporting of the budget, and processing of budget document entries.

RESPONSIBILITIES:

- Assists with the annual budget development and reporting.
- Monitors budget to spending levels of assigned departments.
- Performs revenue and expenditure forecast, cost benefits analysis, and other financial research.
- Prepares and posts budget documents.
- Makes recommendations based on financial planning and analysis.

SPECIFICATIONS:

This job classification is limited to the Finance Department. Other City departments shall not use this job classification or must acquire approval from the Finance Director prior to posting this job classification.

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

EXPERIENCE:
One year of professional experience in finance, budget analysis, economics or closely related field is required.

SUBSTITUTIONS:
Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Finance, Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

COMPLEXITY:
Work consists of standard procedures and tasks where analytical ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS (Continued):

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is somewhat infrequent. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering questions.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances, or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

Budget Analyst I
Budget Analyst II
Budget Analyst III
Budget Analyst IV
Senior Budget Analyst
Budget Analyst Manager
Senior Budget Analyst Manager

Effective: October 2022