



City of Phoenix BUDGET ANALYST III

JOB CODE 05430

Effective Date: 06/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this class exists is to perform advanced professional fiscal analysis and research duties in support of the preparation and administration of citywide capital and operating budgets. Under the direction of the Deputy Budget and Research Director or other supervisor, performance is evaluated based upon results obtained. Work is more complex than the work of a Budget Analyst II, and requires more independent judgment and leadership based upon a broader background of experience.

ESSENTIAL FUNCTIONS:

- Analyzes changes in operating or capital fund balances and prepares comprehensive reports on the financial condition of **all** operating and capital funds and recommends solutions to identified problems;
- Identifies fund condition and/or problems and recommends solutions;
- Monitors selected Federally funded City programs and prepares status reports as required;
- Evaluates citywide and departmental expenditure estimates and base budget requests and makes necessary adjustments;
- Prepares and quantifies changes to the budget as they arise in the budget process;
- Develops all legal budget adoption schedules, ordinances and Requests for Council Action in conformance with statutory requirements;
- Conducts comprehensive analysis of selected major revenue sources and prepares alternative revenue increase reports or recommended estimates;
- Conducts research and prepares reports for required reporting or on special projects;
- Conducts analysis and produces reports of personal service and other costs as requested and provides costing support and analysis during the labor negotiation process;
- Completes short-term and long-term forecasts of revenues and expenditures as needed;
- Provides assistance with complex governmental accounting issues and recommends efficient and effective budget and accounting strategies;
- Gathers economic information and data on a routine basis and provide updates to management on the economy;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Methods, principles and practices of municipal finance, budgeting and accounting.
- Federal and State programs related to municipal finance.
- Budgetary and financial software and systems.
- Data management and spreadsheet software.

Ability to:

- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Organize, direct, coordinate and review the work of employees engaged in budget preparation and administration and research projects.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Enter data or information into a computer.
- Manage assigned workloads with minimal supervision.

Additional Requirements:

- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of responsible experience in governmental budgetary and finance, and a bachelor's degree in finance, accounting, statistics, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.