



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUDGET SPECIALIST I

Job Number: 21002676

Job Code: 94400V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 03/16/2019

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs financial and/or policy analysis for financial reporting, compliance, and budgetary projection, and determines impact for the development of policy planning and /or formulation of budget requests; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional experience in statistical or policy analysis, accounting, auditing, planning, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in statistical or policy analysis, accounting, auditing, planning, or a related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Monitors, reviews, and records budgetary tracking for functional areas for agency management. Analyzes and monitors receipts, expenditures, allotment balances, and other financial elements. Performs revenue and expenditure projections by analyzing trends and other available information. Analyzes and resolves issues that impact agencies' budgets, to include suggesting strategies when situations arise that have a budgetary impact. Analyzes legislative bills to determine the budgetary impact on the agency. Determines agency implications of statutes, regulations, or policy as it relates to a program. Monitors and tracks receipts, ensuring they are recorded in accordance with operational policies and procedures. Analyzes, reconciles, and compiles revenues and expenditures for funds in order to complete reports for management. Identifies funding sources to assure adherence to agency budget. Analyzes variances and identifies shifts to assist in adherence to the budget. Advises management of financial issues and recommends solutions. Provides management with budgetary projections and ongoing analysis. Prepares cost benefit analysis for functional areas.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.