



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUDGET SPECIALIST II

Job Number: 21002677

Job Code: 94410V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 03/16/2019

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Assists in the formulation and execution of the agency's budget; develops budget requests for assigned functional area(s); submits budget requests to the agency's centralized budget office for review and approval; participates in the development of the biennial budget; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Three years of professional experience in budget administration, financial analysis and/or forecasting, statistical analysis, accounting, financial auditing, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in budget administration, financial analysis and/or forecasting, statistics, accounting, financial 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.*

Serves as a budget specialist to the agency's centralized budget office in developing budget requests for functional area(s). Assists in the development of the biennial budget by submitting programmatic/functional area budget requests to the agency's centralized budget office for review. Monitors, reviews, and records budgetary tracking for a specific functional area for agency management. Develops biennial and annual budgets for assigned functional area and advises agency management on program and financial issues. Provides advice on program effectiveness and budgetary needs and requests. Assists centralized budget office with capital project requests for additional funding, setting up and closing capital project accounts and assists with the six-year capital plan. Submits requests to increase/shift funding within the allocated state and federal budgets for project phases to cover current/projected expenditures for projects. Provides on-going oversight and budget preparation, implementation, analysis, monitoring, and evaluation of programs, and completes federal and state mandated reports. Requests budget documents in budgeting system, such as allotment shifts and appropriation increases for agency approval.

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.