



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUDGET SPECIALIST III

Job Number: 21002678

Job Code: 94420V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 03/16/2019

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 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.*

Within a centralized agency budget office, provides oversight and direction to staff in functional area(s) of budget development; Analyzes, compiles, approves, and executes agency budget requests and submits final recommendation to the Office of the State Budget Director for approval; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four 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 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 and the Office of State Budget Director (OSBD). Receives and analyzes all budget requests and submits same to OSBD for final approval. Establishes fund, appropriation, and allotment upon approval. Performs reconciliation of allotments and appropriations. Develops and executes budget requests for biennial budget process. Provides budgetary advice to lower level budget specialists. Processes capital project requests for additional funding, administers capital project accounts, and prepares the six-year capital plan. Processes requests to increase/shift funding within the allocated state and federal budgets for project phases to cover expenditures. Assists with 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. Oversee match requirements for all fund-matching grants.

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.