

CAPITAL BUDGET ANALYST I, II

Under the supervision of a Manager, a Budget Analyst I, II performs the following general duties:

- Develops a detailed understanding of agencies' programmatic and fiscal operations;
- Serves as the GOMB liaison to the assigned agencies;
- Conducts independent analyses and works closely with agency staff, frequently "on-location", to identify areas for management or fiscal improvement; for example:
 - Examines and analyzes state agency budgets, financial structure, and budget requests.
 - Performs fiscal, statistical, and other studies and analyses of key aspects of agency budgets, such as organizational staffing or grant-making activities.
 - Does fund analyses of legislation that changes the existing tax or fee structure to determine how changes affect revenue yield or relative tax and fee burdens.
- Analyses the sources and uses of various state and federal funds;
- Based on the performed analyses, develops perspective on agency budget needs;
- Makes recommendations and provides technical assistance on budget levels for agencies and programs, taking into account administration priorities, availability of resources, and impact on programs;
- Assists in negotiating budget and programmatic issues, which may include reviewing, researching, and recommending alternative budget strategies;
- Drafts appropriation legislation consistent with the Governor's budget and assists in preparing narrative and data tables for Governor's budget book;
- Monitors agency appropriation bills and amendments, including attending appropriation committee hearings and preparing written summaries and analysis of the issues raised;
- Develops and uses systems to track, project and control agency spending;
- Works with Debt Management Group to identify debt impacts of budget decisions;
- Provides written comments on the fiscal and programmatic implications of legislation pending before and passed by the General Assembly;
- Prepares and delivers written and oral presentations when necessary.

EDUCATION AND EXPERIENCE: A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy, Computer Science, Engineering or Public Policy is desirable, or a Bachelor's degree in above areas supplemented with appropriate work experience. Candidates must know how to use and be proficient in Microsoft Office Products such as Word, Excel, and PowerPoint. Experience with data base (such as Access) use and management is highly desirable.

The ideal candidates will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form or to offer solutions.

WORK LOCATION: Capital Budget Analysts work out of the GOMB Office located in Springfield, Illinois.