

EXECUTIVE BUDGET OFFICER SENIOR

KIND OF WORK

Managerial work in the Department of Minnesota Management and Budget.

NATURE AND PURPOSE

Under general direction, this class exists to provide advanced level program review, financial analysis, budgeting and policy analysis in the implementation of state policies among all levels of state government. Independently provide professional and objective analysis, advice, and recommendations on budget and policy issues to the Governor, finance managers and staff of assigned agencies. Aide in the fiscal and programmatic oversight of assigned agencies, representing the Commissioner of Minnesota Management and Budget and ensuring the integrity of state fiscal resources. The incumbent is responsible for challenging state decision-makers to increase the value of services provided to citizens through their analysis of state programs and policies, and recommending the allocation of state resources. Analyze state programs and policies in order to challenge state decision-makers to increase the value of services provided to citizens. Recommend the allocation of state resources. Act independently on the majority of topics, reporting to team leaders or budget director for guidance and direction. Work directly with a wide range of stakeholders including the Governor, legislators, commissioners and lobbyists. Work closely with legislative staff to manage budget processes. Provide leadership and training to Executive Budget Officers. Perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Executive Budget Officer Senior classification differs from the Executive Budget Officer level because employees in this class have a broader discretion, independence and understanding of financial issues facing agencies. Seniors also coordinate and facilitate discussion on issues of significance that cross agency boundaries or have statewide policy impact. Seniors are often assigned the most difficult and complex policy analysis issues in addition to their normal assignments. Senior Executive Budget Officers act independently on all topics, reporting to team leaders or budget director to inform them of progress. The Executive Budget Officer Senior assists in the training and development activities of Executive Budget Officers and Trainees.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Represent the Department of Minnesota Management and Budget to other organizations so that financial policy and budget decisions are based on solid information and so that fiscal information is clearly communicated throughout state government.

Explain the Governor's fiscal policy and budget recommendations to assigned agencies, legislative committees and legislative staff so that financial policy and budget decisions are based on solid information and so that fiscal information is clearly communicated throughout state government.

Proactively identify major policy, program and fiscal issues; strategically plan and develop options for budget and financial management of these issues for the Commissioner of Minnesota Management and Budget and Governor. Assist agencies in preparing operating and capital budgets that are in compliance with the governor's policies and instructions and represent accurate and reliable information. Advise department heads and their staff on appropriateness and impact of their budget proposals so that budgets are prepared in accordance with Department of Minnesota Management and Budget guidelines and legislative intent.

Review and approve agency annual spending plans so that the plans reflect legislative intent and budget priorities.

Respond to legislative questions and concerns on assigned agency issues by meeting with legislators and their staff, by participating in policy development discussions with key members of legislative staff and by attending hearings so that decisions are made with the most complete information available.

Work with assigned agencies to identify, develop and analyze policy, programmatic, budget and fiscal issues affecting those agencies.

Analyze the impact of budget proposals and write briefing papers for management and the Governor to ensure management's understanding of all budget issues.

Conduct research and analysis for complex and critical issues facing the department, the legislature, and/or the Governor.

Participate in policy development discussions with key members of legislative staff, department heads or representatives and other high level individuals.

Facilitate policy analysis discussions and debates, lead groups with greatly diverse interests to conclusions that satisfy the goals and interests of the group; participate on or chair committees examining issues of statewide interest.

Act independently on all topics, reporting to team leaders or budget director to inform them of progress. Work directly with a wide range of stakeholders including the Governor, legislators, commissioners and lobbyists.

Provide leadwork, training and developmental activities to Executive Budget Officers and Trainees. Instruct Executive Budget Officers and Trainees regarding the details and intricacies of the budget and legislative process.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Advanced knowledge of budget process management sufficient to demonstrate proficiency with statewide fund balance and forecasting issues.

Advanced knowledge of the legislative process, staff, and membership sufficient to have insight into the political process and the operation of the budget process.

Advanced knowledge of the state budget sufficient to participate in consistent, accurate preparation of the revenue and expenditure forecast and/or management of a fund balance or revolving account.

Budget guidelines, budget process management and agency program guidelines sufficient to provide advanced level program review, financial analysis, budgeting and policy analysis.

Advanced knowledge of public sector policy development sufficient to analyze and evaluate proposals and resource allocations and apply issues to the broader budget perspective.

Broad knowledge and understanding of the financial issues facing the state, including an understanding of the interrelationship of issues that cross agency or assignment lines.

Advanced knowledge of the state system and the role and expectations of the Department of Minnesota Management and Budget.

Skill in:

Advanced analysis sufficient to conduct public policy and programs analysis, management analysis or fiscal analysis for complex policy and program issues.

Critical thinking sufficient to clearly define a problem, identify major constraints and variables, identify reasonable alternatives and present clear analysis.

Advanced presentation in order to effectively communicate with a broad range of stakeholders.

Advanced problem-solving sufficient to work with both concrete information and abstract concepts.

Advanced negotiation and facilitation skill sufficient to coordinate group activities, facilitate policy analysis discussions and debates and lead a large group of diverse interests to conclusions that satisfy the goal.

Advanced human relations sufficient to maintain effective working relationships with legislative leaders and members, lobbyists, commissioners and other high level officials.

Ability to:

Research complex public policy and financial issues sufficient to respond to questions and provide advice to assigned agencies and legislative personnel.

Negotiate and mediate disputes and chair/coordinate discussions with groups or individuals sufficient to provide meaningful discussions of topics or policies that deal effectively with a wide range of situations including some that may be confrontational and/or that have differing goals/incentives.

Consistently apply big picture analytical assessment to difficult and complex policy and financial issues.

Initiate improvement to budget division or departmental budget practices.

Independently identify and research issues that have potential to become key or explosive issues; engage in strategic planning efforts to address/understand the issues sufficient to determine departmental stance and plan of action.

Maintain effective working relationships with legislative leaders and members; lobbyists; commissioners, and other high level officials.

Interpret and explain federal, state, and departmental laws, directives, policies, and procedures.

Communicate effectively in oral, written and electronic form sufficient to interpret and explain federal, state and departmental laws, directives, policies and procedures.

Est.: 1/2/74
Rev.: 1/78, 11/88, 1/05, 9/10
Chkd: 12/89

T.C.: 12/89
Former Title(s): Finance Agency Controller