

## EXECUTIVE BUDGET OFFICER

### KIND OF WORK

Managerial work in the Department of Finance.

### NATURE AND PURPOSE

Under administrative direction, this class exists to provide high-level program review, financial analysis, budgeting, and policy analysis in the implementation of state budgetary and financial policies among all levels of state government. Provide professional and objective analysis, advice and recommendations on financial 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 Finance and ensuring the integrity of state fiscal 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. Perform related work as required.

This classification differs from the Executive Budget Officer Senior because employees in this class function with less broad discretion and independence and consult with the EBO Senior for guidance and direction.

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

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 Finance 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 Finance 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.

Provide training and assistance on the details and intricacies of the budget and legislative process to Executive Budget Officer Trainees. Assist with learning exercises and/or classes for Trainees.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The legislative process, staff, and membership.

Advanced knowledge of public sector budget process.

The political process and its impact on the budget process.

Public sector policy development sufficient to analyze and evaluate proposals and resource allocations and apply issues to the broader budget perspective.

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

The state system and the role and expectations of the Department of Finance.

Knowledge regarding the budget guidelines, budget process management and agency program guidelines.

Skill in:

Analysis sufficient to conduct public policy and program 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.

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

Facilitation and negotiation sufficient to provide direction to groups of individuals with diverse interests, needs and expectations and provide meaningful discussions of topics/policy.

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.

Recognize problems requiring solution, initiate action to define the scope of the problem and either recommend action or take action to solve the problem.

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

Est.: 5/23/85  
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T.C.:  
Former Title(s):