

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000426
Grade 22**

MANAGEMENT AND BUDGET SPECIALIST II

DEFINITION OF CLASS:

This is developmental level professional staff work involving the preparation, implementation and monitoring of a department's operating and capital budget. Employees in this job class support the department in the preparation of the initial budget year estimates, coordinate with program managers and program staff about status of operating programs and reasons for various budget requests, help analyze and report on management and programmatic issues having. Incumbents are more proficient than those assigned to lower levels, and are experienced in determining budgetary implications, collecting and providing fiscal information to higher level budgetary specialist and program/service/operations personnel. Work typically involves analyzing and recommending acceptance or denial of variances from the previous years, writing and editing budget facts and justifications, preparing highlights, statistical charts and graphs in support of budget presentation, monitoring financial transactions, making or approving journal entries, review requests to reprogram funds, reconciling budget expenditures and helping close out budgets, performing budgetary and financial analyses, creating or modifying databases, and using financial tools such as spreadsheets and financial management systems. Assignments are designed to obtain productive work products from incumbents while exposing the employee to more complex budgetary functions in order to expand on the employee's experience leading to full performance level knowledge, skills and abilities in generally-accepted, as well as department-specific, principles, rules, policies, methods, techniques, procedures and practices in. Incumbents learn and apply contextual, operational and programmatic specifics pertinent to assignments such as the nature, purpose, operations, services and resources of line and support programs. Business contacts typically include County employees in various units at various echelons to present budgetary recommendations, but may involve vendors/contractors and employees in other jurisdictions or public agencies. Contacts tend to involve the exchange of routine and non-routine information, coordination, discussion of budget/fiscal information, reconciliation of discrepancies in data/reports, receipt of guidance and updates and, at times, provision of budget/fiscal analytical advice to others. Employees do not provide direct public service or assistance to the public on a one-to-one basis.

Duties and responsibilities in this class of work span aspects of public sector budgeting (typically with focus on day-to-day execution) concerning the operating budget only (which is most common), the capital improvements budget only (usually for large departments), or both the operating and capital improvements budgets; work may also include program analysis. At this level of work, there is increasing attention to analytics (e.g., the identification, interpretation, and communication department budgetary the needs) as transactional processing work has been mastered. Incumbents plan and perform the successive steps involved in their assignments and handle problems and deviations in their work in accordance with guidelines such as generally-accepted principles, methods and techniques of budgeting, key principles, methods and processes of management/program analysis; and specific systems, rules,

processes, procedures, practices, services, equipment, parts, commodities and other types of budget categories and line items or programmatic elements critical to the unit of assignment. Incumbents use ingenuity and resourcefulness to adapt/adjust and then apply, or to deviate from, guides, as necessary; incumbents recommend modification of guides based on results. Typically, assignments are made in terms of objectives, priorities, deadlines and the like; the supervisor (or a higher-level employee) assists with unusual situations that lack clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with guidelines. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to guidelines and other requirements such as priorities. Methods used in arriving at end results are not usually reviewed in detail. The complexity of this class of work is characterized by systematic review and analysis to identify and reconcile discrepancies in data. Complexity is characterized further by performance of analyses in context of limited information or partial or incorrect information in reports, performance of analyses under pressure of time, and potential for need to complete work started by another employee. There are also assignments of increasing challenge and diversity to enhance an incumbent's analytical skills. The work involves conditions and elements that must be identified and analyzed to discern interrelationships; it requires use of sophisticated information systems and business intelligence tools on a regularly recurring basis. Incumbents are expected to analyze issues and make well-considered recommendations after gathering, considering and evaluating information from multiple sources. The impact of the work is department/agency-wide, or major division/service area-wide, in scope, and it affects one or more department/program budgets. Work is performed in an office setting. Work is primarily sedentary and requires very light to light physical effort. Incumbents may be subject to various job demands such as high volume of work and tight deadlines; considerable overtime work may be required during peak periods.

EXAMPLES OF DUTIES (Illustrative Only):

- Compiles budget data and helps prepare initial budget year estimates; examines past and current year budgets (line item by line item) in detail and identifies changes or trends of various types impacting expenses and revenue for future years such as changes in contracts, grants, professional services, commodities, travel and equipment.
- Helps program managers and program staff identify program budget requests, analyzes and reports on management and programmatic issues having budgetary implications, provides fiscal information to line program/service/operations personnel and may make recommendations concerning efficiency and effectiveness that impact staffing levels, staff/contactor mixes, service delivery and other management and programmatic matters.
- Analyzes and recommends acceptance or denial of variances from the previous years; writes and edits budget justifications; prepares highlights, statistical charts and graphs in support of budget presentation; and monitors and tracks financial transactions by reviewing, ensuring accuracy of and, approving authorized invoices, requisitions, purchase orders, reimbursements and other payments, making or approving journal entries; may approve timecards, explain time and attendance reporting policies and procedures to unit staff, and resolve payroll discrepancies and payroll payment errors.
- Reconciles budget expenditures and helps close out budgets.
- Performs budgetary and financial analyses to include use of mathematical and statistical models; may make revenue projections and recommend changes in handling flow of revenue.
- Uses a range of financial management systems and tools such as an enterprise system, a customized system and business intelligence tools (for automated data collection, analysis and reporting) to monitor, analyze and report on expenditures. Creates or enhances databases and spreadsheets.

- Uses a computer, modern office suite software (such as MS Office), enterprise software and specialized software to plan/schedule, communicate (email), word process, manipulate data, prepare presentations, conduct research (Internet), budget, requisition and perform other functions.
- Performs ‘environment scans’ to help identify, prepare for and respond to potential or emerging budget management issues.
- Manages financial data, mines and manipulates financial data for business intelligence purposes and identifies financial data needs for support to management.
- Prepares journal entries and makes various account adjustments.
- Supports the supervisor (or a higher-level specialist) in programmatic analyses having fiscal implications; may perform program analyses related to budget requirements such as unit-specific process improvement studies and unit-specific resource (e.g., staff-funding-equipment) studies. Reviews requests to repurpose funds and makes suggestions to supervisor.
- Stays abreast of changes in the areas of work focus; builds knowledge and skills to the full proficiency level in order to perform more complex and responsible work in the field.
- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic and fiscal data, and other sensitive data.
- Communicates and interacts effectively with business contacts in a businesslike, customer service-oriented manner; establishes and maintains effective working relationships and works collaboratively as a member of a team.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of, and skill in using, the principles, methods, techniques and generally-accepted practices of budgeting to formulate, justify, present and execute annual and/or multi-year operating and/or capital budgets at the department, major division, section or program level; this includes knowledge of County rules, processes and procedures for budget management sufficient to help carry out efforts for the unit of assignment.
- Knowledge of fiscal management (including basic accounting practices) and County rules, processes and procedures for fiscal management, contracting and grant administration sufficient to review, and ensure completeness and accuracy of, a range of financial transactions and reporting for the unit of assignment; this includes skill in ensuring adequacy and accuracy of, and entering into the system, payment data, other transactions and journal entries, and generating reports.
- Knowledge of the principles, methods, techniques and generally-accepted practices of program evaluation sufficient to identify, report and advise on the budgetary implications of a range of programmatic matters.
- Familiarity with the key programs/services/operations, funding sources, constraints and restraints, and other key aspects of the unit(s) pertinent to assignments to identify, report and advise on fiscal (and some general management) matters.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems and make balanced recommendations and decisions. Examples include applying a variety of quantitative and qualitative measures to monitor, analyze and report on budget management, other fiscal management and programmatic information; using economic, budgetary and programmatic assumptions for trending; paying close attention to detail; and performing ‘environment scans’ to help identify, prepare for and respond to potential or emerging budget management issues.

- Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand.
- Skill in written communication to understand written information (including facts, assertions and arguments) and to express such information in writing so that others will understand.
- Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of professional experience reviewing, analyzing and monitoring operating and/or capital budgets, including analysis of and reporting on management and programmatic issues having budgetary implications.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review with Drug & Alcohol Screen.

Class Established: May, 1983
Classification Study: May, 1991 (M)
Classification Study: November, 1994 (M)
August, 2007
August, 2013
September, 2014
Classification Study: November, 2016 (M)
June, 2017