

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

**Code No. 000428
Grade 18**

MANAGEMENT AND BUDGET SPECIALIST I

DEFINITION OF CLASS:

This is entry level professional staff work involving the preparation, implementation and monitoring of a department's operating and capital improvement budget. Employees in this job class have minimal experience in performing budgetary activities and through the performance of a series of increasingly complex assignments, broaden their knowledge and skills. Assignments are designed to obtain useful work products from incumbents while helping them build their knowledge, skills and abilities in generally-accepted, as well as department-specific, principles, rules, policies, methods, techniques, procedures and practices in budgeting (or data analytics or management/program analysis) so they may advance to the development (second) level in the established series of classes. In addition, incumbents learn and apply contextual, operational and programmatic specifics pertinent to assignments such as the fundamental nature, purpose, operations, services and resourcing of (line and support) programs. Business contacts typically include County employees in various units at various echelons, vendors-contractors and, at times, employees in other jurisdictions or local public sector agencies in the area. Contacts tend to involve exchange of routine and non-routine, coordination, discussion of budget/fiscal facts, reconciliation of discrepancies in data/reports, receipt of guidance and updates and, at times, provision of budget/fiscal analytical advice to others. This class of work usually does not require incumbents to meet or speak before government executives, the general public or citizen groups, nor does it require incumbents to provide direct public service or assistance on a one-to-one basis.

Duties and responsibilities in this class of work may span major aspects of public sector budgeting or only some aspects of budgeting (typically with focus on day-to-day execution) concerning the operating budget only (which is most common), the capital improvements budget only, or both the operating and capital improvements budgets; most budget/fiscal work is carefully focused. Employees perform basic analytics in the formulation, justification and execution phases of operating and capital budgeting; budget presentation work may be assigned. Incumbents compile budget data, update line items, provide roll-ups of information, review proposed changes and transactional items, prepare journal entries, make account adjustments, reconcile discrepancies in transactional items and databases, maintain databases, generate standard reports and otherwise perform discrete or integrated budget-fiscal work or programmatic work having fiscal implications. At this level of work, there is great attention to transactional processing in addition to analytics. 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 applying to execution of operating budgets 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 County or the unit of assignment. At the same time, professional growth and development of knowledge/skill sets are key aspects of this level of work. Work is closely and frequently monitored and reviewed for compliance with instructions and guidelines; appropriateness and accuracy of facts, figures and summary/statistical data; consistency; timeliness; soundness of judgments made; and adherence to

accepted work methods and procedures. The complexity of this class of work is marked by the simultaneous assignment of work projects (both procedural and substantive in nature) that are increasingly challenging and responsible and intended to develop 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 fully 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, and it affects one or more key budgets or programs. 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 from prior year budgets, lower echelons and other sources, updates line items by set formulas, summarizes data, provides 'roll-ups' of information by/for lower echelons for higher echelons, and analyzes proposed changes based on justifications submitted. Evaluates alternative courses of action, and assesses merits and consequences of each. Makes recommendations concerning budget needs (and specific alternatives) and budget justifications based on analysis of unit requirements and program objectives.
- Reviews transactional items (including vendor/contractor-submitted invoices, purchase orders, P-Card transactions, iExpense reimbursements and time/attendance submissions) for completeness (per guidelines) and accuracy, and recommends approval or disapproval to a higher-level employee or the supervisor or, as authorized, makes the approval.
- Reconciles discrepancies in transactional items and databases including grant transactions/data.
- Prepares journal entries and makes various account adjustments.
- Maintains databases, generates standard reports for standardized analyses, etc.
- Supports the supervisor (or a higher-level specialist) in programmatic analyses having fiscal implications; may perform management and program analyses on own such as discrete, carefully focused workflow and staff utilization studies.
- May perform 'environment scans' to help identify, prepare for and respond to potential or emerging budget management issues.
- May mine and manipulate data for business intelligence purposes.
- Stays abreast of changes in the areas of work focus; builds knowledge and skills 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.
- 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 other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of, and skill in using, the principles, methods, techniques and generally-accepted practices of budgeting (operating budget and/or capital improvements budget) to help formulate, justify, present and execute annual and/or multi-year budgets at the department, agency or major division or program-service area level; this includes knowledge of County rules, processes and procedures for budget management sufficient to help carry out efforts for the unit of assignment.
- Basic knowledge of the fundamentals of fiscal management (including basic accounting practices) and fundamental County rules, processes and procedures for fiscal management, contracting and grant administration sufficient to help 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.
- Basic knowledge of the fundamental principles, methods, techniques and generally-accepted practices of management and program analysis sufficient to help identify, report and advise on the budgetary implications of a range of elementary management and programmatic matters.
- Basic knowledge of the key programs/services/operations, funding sources, constraints and restraints, and other key aspects of the unit(s) pertinent to assignments to help identify, report and analyze 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 standard regimen of quantitative and qualitative measures to monitor, analyze and report on budget management; 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: One (1) year 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