

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

**Code No. 000424
Grade 25**

MANAGEMENT AND BUDGET SPECIALIST III*

DEFINITION OF CLASS:

This is the full performance professional-level staff work involving the preparation, implementation and monitoring of a department's operating and capital budget. Incumbents serve as specialists assigned to a department or a major division/program-service area within a large department. The work involves performance of a full range of procedural and predominantly substantive, analytical functions including the formulation, justification, presentation and execution of the operating budget and/or the capital budget (annual budget iteration and multi-year projections) for a department or for a major division/service area within a large department or as a member of the centralized budget team within a large department. Some positions in this class serve concurrently as the unit liaison for human resource management, information technology and/or other types of administrative, logistical or general business office support and/or have special responsibility for administering and reporting of grants or for tracking and reporting on revenue collection. This class also includes program analysis assignments at the full performance level as well as integral project management responsibilities. Business contacts of this class typically include County employees in various units at various echelons (including managers and officials), vendors-contractors and, at times, personnel in other jurisdictions/agencies at local or State levels including regulators and grant funders. Purposes of contacts include exchange of straightforward and nuanced information, resolution of minor and major discrepancies in data, justification of budget/program actions and provision of advice/guidance; intent to gain agreement or compliance or achieve other desired results is commonplace. Resolution of major problems or disagreements may be contentious. In encounters with funders, regulators and other parties, there are elements of problem identification and problem solving that require 'active listening' and careful use of language to ascertain concerns, wants and needs of others, inform or advise them, obtain their agreement/compliance and, at times, convince or persuade them. This class of work may require some incumbents to occasionally meet or speak before government or executives/officials, and outside groups; however, it does not require provision of direct service or assistance to the public on a one-to-one basis.

Duties and responsibilities in this class require full proficiency in all aspects of the fiscal (mainly budget) management and program analysis, and include the assessment and evaluation of program and budget issues common to departments, agencies, major divisions and major program-service areas in County government. In addition, 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. 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; principles, methods, techniques and generally-accepted practices of management/program analysis including organizational theory and a range of data collection, analytical and evaluative methods and techniques; and specific systems, rules, processes, procedures, practices, services, equipment, parts, commodities and other types of budget categories and line items and programmatic elements critical to the County or the unit of assignment as

well as accepted practices in the occupation; in some positions, in-depth knowledge of one or more administrative guides (substantive as well as procedural), such as procurement or HR guides, is imperative. 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. Incumbents have full technical responsibility for the work and are held accountable for results. They independently determine and carry out all the necessary steps to complete assignments, which often are long-term projects subject to available resources and agreed-upon deadlines. This typically involves planning the work effort, identifying potential problems, resolving problems, coordinating with others outside the work unit, and determining the methods, procedures or approaches to be used. Completed work is expected to be effective; it is typically reviewed in terms of quality, quantity, timeliness, customer service and other factors such as resourcefulness in overcoming problems. Complexity of the work is typified by systematic analysis to diagnose and work through budget-fiscal (or general management or program management) problems. Other complicating factors include the variety of complex, diverse funding streams such as State, County, Federal and private sector contributions/payments across various accounts and categories (including grants) with ebbs and flows at various times during a fiscal year and each fund source linked to specific regulations or processes and special events having major fiscal and operational/programmatic implications – the analytical requirements include holistic analysis of unusual circumstances, variations in approach and incomplete or conflicting information. In performing complete, diverse and challenging management and budget specialist assignments at the full proficiency level, the work significantly affects the budget(s), programs and financial management of a department or a major division/program-service area. Work is performed in an office setting, 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):

- Directly serves a department, or major division/program-service area of a large department in the domain(s) of fiscal management (mainly budget management), management analysis or program analysis; may concurrently serve as unit liaison for human resource management support, information technology support, and/or other types of administrative/logistical or general business office support.
- Prepares and uses economic and programmatic assumptions for budgeting.
- Prepares 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.
- Coordinates with program managers and program staff about status of operating programs and reasons for various budget requests, analyzes and reports on management and programmatic issues having budgetary implications, provides key fiscal information to program/service/operations personnel and makes recommendations concerning efficiency and effectiveness that impact staffing levels, staff/contactor mixes, service delivery and other management and programmatic matters.
- Recommends acceptance or denial of variances from the previous years; writes and edits budget facts and 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 invoices, requisitions, purchase orders, reimbursements and other payments, making/approving journal entries.

- Reviews requests to reprogram funds, or makes recommendations to reprogram funds.
- Reconciles budget expenditures and closes out (or leads close out of) budget(s).
- Performs special budgetary and financial analyses to include use of mathematical and statistical models.
- Makes revenue projections and may recommend changes in handling flow of revenue.
- Conducts program analysis studies to analyze inputs/outputs/results and identify shortcomings in efficiency or effectiveness and opportunities for enhancements in resource utilization, service delivery such as unit- or program-specific total resource (staff-funding-equipment-facilities) or process reengineering studies to support varied levels of program operations; may conduct cross-functional or cross-organizational studies of these and other types within the department/division/service area of assignment.
- Creates or enhances databases and uses spreadsheets and moderately complex or complex spreadsheet formulas, and uses a full range of management information system capabilities and tools such as an enterprise system, a customized system and business intelligence tools (for automated data collection, analysis and reporting) for budgeting, monitoring/analyzing/reporting expenditures and analyzing management/program-service operations (inputs/outputs/results).
- Provides guidance and training to other employees in immediate work unit as well as employees, supervisors and managers in departments/agencies/other entities served or monitored.
- Stays abreast of changes in the areas of work focus; builds knowledge and skills to the full proficiency level, and continuously improves them, 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, or a leader, 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:

- Considerable knowledge of the principles, methods, techniques and generally-accepted practices of budgeting (operating budget or capital improvements budget) to formulate, justify, present and execute annual and/or multi-year budgets at the department, major division or program-service area level; this includes knowledge of County rules, processes and procedures for budget management.
- Considerable knowledge of fiscal management (including basic accounting practices) and County rules, processes and procedures for fiscal management, contracting and grant administration sufficient to review, ensure completeness and accuracy of, and approve the full range of financial transactions and reporting for the unit of assignment; this includes skill in ensuring adequacy and accuracy of, and entering in the system or approving, payment data, other transactions and journal entries, and generating reports.
- Knowledge of the principles, methods, techniques and generally-accepted practices of management

and program analysis sufficient to identify, report and advise on the budgetary implications of a wide range of management and programmatic matters and to assess and provide advice on general management and program management issues.

- Working knowledge of the key programs/services/operations, funding sources, constraints and restraints, and other key aspects of the units, programs, services and initiatives pertinent to assignments to identify, report and advise on fiscal matters.
- Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making balanced recommendations and decisions. Examples include applying a wide variety of quantitative and qualitative measures to monitor, analyze and report budget management, other fiscal management and programmatic information; using economic, budgetary and programmatic assumptions for trending; paying close attention to detail; performing 'environment scans' to identify, prepare for and respond to potential or emerging budget management issues; and providing advice on alternative course of action involving numerous fiscal and non-fiscal variables.
- Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand, agree or comply, or to achieve other desired results.
- Skill in written communication to understand written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, agree or comply, or to achieve other desired results.
- 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 or a leader of a team.
- Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

MINIMUM QUALIFICATIONS:

Experience: Three (3) 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