

BUDGET AND POLICY ANALYST-AGENCY SERIES

I. DEFINITIONS

BUDGET AND POLICY ANALYST-AGENCY

This is professional, confidential work related to the analysis of budgets and policies. Positions allocated to this title definition are located in the UW System Administration's central budget office and develop and monitor the biennial and annual operating budgets or perform such duties, at the system wide level, for specific assigned program(s); assist organizational units in budget development and implementation activities; estimate and monitor revenue collections or cash balances; conduct program, organizational, policy, legislative, and fiscal analyses; prepare fiscal estimates for proposed legislation; develop cost-to-continue decision items; assist in preparing the reconciled base budget; review operating budgets and requests for increased spending authority and positions; review operating budgets and requests for increased spending proposals; participate in the planning of capital improvement projects, including new institutions and major remodeling of existing institutions; prepare and publish a Part I Program Statement for each capital budget project; prepare cost estimates for long-range plans; develop monthly Building Commission budget requests; and analyze population trends to determine future needs for bed space and new facilities. Work is performed under close, progressing to general, supervision.

BUDGET AND POLICY ANALYST-AGENCY-ADVANCED

Positions allocated to this title definition perform all of the duties identified at the Budget and Policy Analyst-Agency level. Positions allocated to this level perform budget and policy analysis duties for an budget program of greater complexity, and with a wider variety of funding sources, than those positions allocated to the Budget and Policy Analyst-Agency level. Positions may function as leadworkers over a team of other Budget and Policy Analyst-Agency positions within the central budget office. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Budget and Policy Analyst-Division
Accountant
Auditor