

**BUDGET AND POLICY ANALYST-DIVISION  
SERIES**

CANNOT USE FOR VACANCIES

**I. DEFINITIONS**

**BUDGET AND POLICY ANALYST-DIVISION**

This is professional, confidential work related to the analysis of budgets and policies. Positions allocated to this title definition are located within a division of an institution and perform budget and policy analysis duties for an assigned division or institution. Positions allocated to this title definition develop and monitor the assigned division or institution's biennial and annual operating budgets; work with the central budget office in budget development and implementation activities; and conduct program, organizational, policy, legislative, and fiscal analyses. Work is performed under close, progressing to general, supervision.

**BUDGET AND POLICY ANALYST-DIVISION-ADVANCED**

This is professional, confidential work related to the analysis of budgets and policies. Positions allocated to this title definition are located within, and perform budget and policy analysis duties within an assigned division or institution. Positions allocated to this series develop and monitor the assigned division or institution's biennial and annual operating budgets; work with the central budget office in budget development and implementation activities; and conduct program, organizational, policy, legislative, and fiscal analyses. Work is performed under general supervision.

Advanced-level positions perform budget and policy analysis duties for the largest divisions or institutions, with the most complex budget programs. Indicators of budget program complexity include: a large number and variety of funding sources with complex governing rules and regulations (General Purpose Revenue – GPR, Program Revenue – PRO, Segregated – SEG, or Federal – FED); a large number and variety of divisional or institutional programs; and programs with higher public visibility, more potentially controversial, or politically sensitive programs; or dynamic programs which experience frequent changes due to legislative or programmatic initiatives.

**II. QUALIFICATIONS**

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

**III. ADMINISTRATIVE INFORMATION**

Budget and Policy Analyst-Agency  
Accountant  
Auditor