

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Budget Systems Analyst	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Finance Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	046 Confidential
<b>REVISED:</b>	April 1, 2005		

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**BASIC FUNCTION:**

Monitor computerized data processing applications in the preparation and administration of the district budget; assist in the preparation and administration of district-wide or special project budgets; prepare detailed projections of income and expenditures for long-range planning; independently conduct responsible budget and administrative studies.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Prepare income and expenditure projections; prepare and assemble the initial budget materials. **E**

Work with school personnel, the county schools, and other county and state offices in obtaining needed budget and tax information. **E**

Conduct major budget studies, make analyses and report findings and recommendations. **E**

Analyze costs and distribute overhead costs to operating programs. **E**

Determine evaluative criteria and establish validity. **E**

Apply criteria to operating programs to determine cost and staffing requirements. **E**

Confer with district staff at all levels concerning budgetary and administrative problems. **E**

Analyze budgets of divisions and special projects. **E**

Coordinate development of the budget database and work with technical staff in the Information Services Bureau in designing and revising budget development systems. **E**

Attend negotiations planning meetings, as assigned and prepare cost estimates for recommendations and proposals on negotiation matters. **E**

Maintain liaison with divisions, departments and the central budget staff. **E**

Prepare state reports, provide data for legislative analysis, and assure that budget development data base programs are designed to provide data in required formats. **E**

Complete special assignments. **E**

Train and direct the work of assigned professional or clerical staff. **E**

May supervise assigned staff.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in accounting, finance, business administration, or other directly related field and four years of recent, increasingly responsible budget and administrative analysis experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced budgetary principles, systems, and procedures.

Modern electronic data processing applications.

Reading and writing English communication skills.

**ABILITY TO:**

Use organizational and analytical skills.

Train and direct the work of others.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.