

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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|--------------------|---------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Budget Analyst      | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various departments | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt          | <b>SALARY GRADE:</b>   | 056<br>OTBS         |
| <b>REVISED:</b>    | December 8, 2005    |                        |                     |

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**BASIC FUNCTION:**

Perform independent and responsible budget and administrative studies and assist in the preparation of district budgets.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

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

Provide technical assistance to operating division or department heads and their staff and approve budget transfers within district guidelines. **E**

Prepare complex fiscal, statistical, and government reports. **E**

Analyze and project costs. **E**

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

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

Review and evaluate budget and expenditure transfers. **E**

Monitor data processing systems for validity and suggested improvements. **E**

Confer with district staff at all levels and assist in the resolution of budgetary and related administrative problems. **E**

Verify accuracy of invoice charges and contact contract carriers regarding discrepancies. **E**

Participate in the development of budgetary plans and programs. **E**

Analyze budgets of divisions and departments and provide major assistance in developing program budgets, including the making of recommendations for budget modifications. **E**

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

Complete special assignments. **E**

Train and direct the work of assigned staff. **E**

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 three years of recent, increasingly responsible budgetary or accounting and administrative analysis experience of acceptable level and quality.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced budgetary or accounting principles, systems, and procedures.  
Technical aspects of budgetary or accounting analyses.  
Reading and writing English communication skills.

**ABILITY TO:**

Organize and analyze budgetary or accounting procedures.  
Prepare complex written and oral reports.  
Operate standard office equipment and microcomputers with related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with all levels of management and staff.  
Plan and organize work to meet schedules and time lines.  
Maintain records and prepare complex reports.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing 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.

Revised: 12.08.05

Job Code 6842

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