

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Budget Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
REVISED:	October 15, 2002		

BASIC FUNCTION:

Perform independent and responsible budget and administrative studies; assist in the preparation of district budgets; and supervise and evaluate the work of assigned staff.

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**

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 concerning budgetary and related administrative problems. **E**

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

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

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

Select, train, supervise, and evaluate the work of assigned staff. **E**

Operate standard office equipment including microcomputers and related software applications. **E**

Complete special assignments including the production of budget reports and documents showing detailed schedules and narrative information. **E**

Provide specialized budget documents as requested by senior management 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 with a major in accounting, finance, business administration or other directly related field, and three years of recent, increasingly responsible budgetary and administrative analysis experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Apply advanced budgetary principle systems and procedures.
Organize and analyze data.
Prepare complex written and oral reports.
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.
Train, supervise, and evaluate the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

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.

Revised 3.30.04—PeopleSoft

Job Code 6843

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