NEW 02 AUG 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Budget Officer 1	CODE: 66511C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from budget officer 3 or fiscal officer, monitors operating budgets, analyzes budgets & operating programs & makes recommendations for budgetary improvements, revisions or changes, assists in budget control, participates in preparation & development of budget &/or budget programs & provides technical assistance to fiscal personnel (e.g., budget preparation, changes in appropriation account balances or allocation funds, resolution of budget problems);

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (435)	57-77	Monitors & analyzes operating budgets to determine & identify problem areas, makes recommendations for budget revisions, correlates appropriations for specific programs with appropriations for divisional budget programs, assists in maintaining expenditure control & fiscal accountability with budget programs, reviews operating budgets periodically to analyze trends affecting budget needs & analyzes costs in relation to budget allocations.	Knowledge of (1) business administration &/or public administration (i.e., budgeting, accounting, finance), (2) agency or state &/or federal statutes, rules, regulations & procedures governing fiscal activities of state agencies*; skill in (3) operating calculator; ability to (4) define problems, collect data, analyze facts & draw valid conclusions, (5) use statistical analysis, (6) proofread technical materials, recognize errors & makes corrections, (7) handle sensitive inquiries from & contacts with public & government officials.
2 123:1-7-17	12-32	Participates in preparation & development of budget &/or budget programs for department, division or agency; develops & compiles material for biennial operating plan & budget program; responds to inquiries from budget changes & examines budget requests &/or budget programs for completeness, accuracy & compliance with agency, state &/or federal statutes, rules, regulations & procedures applicable to budget preparation & fiscal activities.	Knowledge of 1, 2*; skill in 3; ability to 6, 7, (8) understand practical field of study (e.g., budgeting, accounting, public administration).

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* 6 courses in public administration or business administration or accounting that cover budgeting methods & procedures (e.g., finance, cost accounting, public budgeting & spending decisions, financial accounting & reporting, business math) (or 6 mos. exp.); 1 course in statistical analysis (or 1 mo. exp.); or equivalent.

NEW 02 AUG 1982

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Budget Officer 1

CODE: 66511 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	1-21	Coordinates special programs between agencies, departments &/or divisions, provides technical assistance to fiscal personnel concerning budget preparation, changes in fund allotments, cash transfers &/or related problem solving; prepares reports; maintains files & charts of accounts; prepares & distributes financial management information & reports.	Knowledge of 1, 2*; ability to 6, 7, 8.

(936)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Budget Officer 1

CODE: 66511 C