OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Budget Officer 2	CODE: 66512C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from budget officer 3, fiscal officer 2 or other higher-level supervisory personnel, oversees lower-level budget officers &/or other subordinate personnel in preparation, evaluation & coordination of budgets & budget programs, maintains system for expenditure control & fiscal accountability, develops budget priorities within department, analyzes state & federal regulations & pending legislation for fiscal impact on budget, provides training to subordinate personnel, prepares required reports & attends professional meetings or training sessions;

Note: Lead worker is defined as "provides work direction & training" when cited herein.

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	63-73	Acts as lead worker over lower-level budget officers &/or other subordinate personnel in preparation, evaluation & coordination of budgets & budget programs for department, division &/or agency, develops & maintains integrated system for expenditure control & fiscal accountability with budget programs, analyzes & reviews budgetary operations to ensure compliance with state & federal regulations, monitors & analyzes departmental expenditure & management operations, prepares projections & analysis for annual biennial budgets, consults with unit heads in coordinating budget programs, provides budgetary information to management, state agencies &/or legislature, analyzes state & federal regulations & pending legislation for possible fiscal impact on department budget, investigates problems & makes recommendations to management & assists in development of departmental policy.	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, (3) supervision*, (4) management*; ability to (5) define problems, collect data, analyze facts & make recommendations, (6) use statistical analysis, (7) establish friendly atmosphere as supervisor.
2	13-19	Provides training & direction to subordinate staff in budgetary & fiscal procedures (e.g., statistical analysis, financial reporting).	Knowledge of 1, 2, 3*, (8) employee training & development*; ability to 6, 7, (9) understand practical field of study (e.g., budgeting, accounting, public administration). *Developed after employment

(937)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 10 courses in business administration &/or public administration or accounting that cover budgeting methods & procedures (e.g., finance, cost accounting, public budgeting & spending, decisions, financial accounting & reporting, business math) (or 12 mos. exp.); 600 hrs. training in agency or state &/or federal statutes, rules, regulations & procedures governing fiscal activities of state agencies (or 6 mos. exp.); 1 course in statistics (or 1 mo. exp.); or equivalent.

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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Budget Officer 2	CODE: 66512C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	13-19	Prepares required reports; develops & implements special projects, as assigned; attends professional meetings & training courses; maintains liaison with Office of Budget & Management, Legislative Service Commission & Legislative Budget Office.	Knowledge of 1, 2; ability to 6, 9, (10) handle sensitive inquiries from & contacts with public & government officials.

(938)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: