

Washington Management Service (WMS) Position Description

For assistance completing this form, contact your WMS Coordinator.

Position Information		
Position Title: Budget Management Analyst	Position Number/Object Abbreviation:	
Incumbent's Name (If filled position):	Agency/Division/Unit: WSP/Budget & Fiscal Services Division/Budget Section	
Address Where Position Is Located: Olympia, WA 98501	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Budget Manager	Supervisor's Phone:	

Organizational Structure

Summarize the functions of the position's division/unit and how this position fits into the agency structure (**attach an organizational chart**).

This position is located in the Budget Section within the Budget and Fiscal Services (BFS) Division. BFS provides essential information to stakeholders to guide financial and operational decision-making. Our objectives are to:

1. Improve the accuracy and timeliness of financial work products.
2. Maximize funding opportunities and be good stewards of public funds.
3. Increase the exchange of information about financial processes with our customers.
4. Promote and adopt the agency's continuous improvement objective and Lean philosophy through staff training, facilitation, process improvement, and recognition.
5. Promote a work environment that encourages teamwork, open communication, employee responsibility, involvement, and development.

BFS is responsible for the management of all agency financial activities including Accounting, Budgeting, Contractual Agreements, Financial Systems, Grants, and Payroll.

Position Objective

Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

This position serves as the primary budget analyst for the Technical Services Bureau (TSB) Admin; Diversity, Equity & Inclusion Office; Electronic Services; Information Technology; Communications; Criminal Records; and Firearms Background Divisions.

The incumbent:

1. Assists in ensuring the biennial and supplemental budget development conforms to the decisions of Washington State Patrol management and the standards of the Office of Financial Management.
2. Ensures the preparation, implementation, and monitoring of allotments are accurate and complete.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

Budget Development:

Jointly, with the assigned program staff, assess the need for and develop supplemental/biennial budget requests that reflect the policy direction and decisions of the legislature and agency executive staff. Create financial estimates of the



costs and savings connected with proposed legislative and policy changes, and identify emerging policy issues. Prepare/write decision packages for submittal in the biennial and supplemental budgets.

Development of Program Allotments:

Draft, review, and recommend approval of initial allotments and allotment amendments prepared in conjunction with the assigned program to ensure completeness and conformity with legislative intent and an approved business plan.

Budget Monitoring:

Monitor program budget performance against the approved spending and business plans for their assigned programs and develop official financial information to be provided to OFM, the legislature, and other affected users. The incumbent monitors program performance against the enacted budget and other statutes and ensures compliance with Executive Management and legislative directives relating to expenditures and reporting requirements. They track, analyze, and report the status of program projects and implementation of budget provisos. The incumbent conducts budget studies and program analysis that may result in recommending changes to improve program management and oversight.

The incumbent contributes to the development of policy and budget direction through analytical work, providing review and feedback about the accuracy and reliability of assumptions and estimates.

Fiscal Notes:

The incumbent interprets intent and impact on service delivery of various legislative proposals. They prepare fiscal notes reflecting agency policy and financial implications. Staff in this position also prepares expenditure, revenue, and workload trends for agency-proposed legislation.

Other Duties:

The incumbent prepares projections to ensure fiscal year end compliance with OFM spending guidelines, conducts independent research to determine trends, developments, and procedures that have fiscal implications on the agency, and prepares budget information for use in legislative hearings and executive staff meetings. They also prepare fiscal impact statements for proposed personnel actions, understands and uses the principles of operating budgeting and governmental accounting in day-to-day duties and ensures accuracy of work completed by paying close attention to the details and soliciting review by co-workers, if needed.

The incumbent minimizes accidents within the workspace by being able to organize their personal workspace.

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

The incumbent does not directly control funds, but plays a major role in justifying the budget, monitoring program performance against the budget, providing advice and counsel to program managers, approving allotments and foreseeing program and policy issues with financial implications.

Describe the scope of accountability.

This position is responsible for providing accurate and comprehensive financial advice and counsel to program managers, the Technical Services Bureau Assistant Chief, and the Investigative Services Bureau Assistant Chief for its assigned programs. This expertise is considered when managers make business decisions that impact programs that they have oversight for. This position also assists in ensuring accurate reporting of all financial data.

The position regularly advises the Budget Manager on financial matters affecting their assigned programs.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).



This position develops estimates and provides actual expenditure data to various stakeholders, including union groups, Legislative staff, OFM staff, and agency staff. Often times the agency makes budget and policy decisions off the financial data we provide. The consequences of errors could negatively affect the agency's budget and the credibility of the agency and could ultimately hinder the agency's ability to further its mission.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- The incumbent does not directly control funds, but plays a major role in justifying the budget, monitoring program performance against the budget, providing advice and counsel to program managers, approving allotments and foreseeing program and policy issues with financial implications.

Other financial influences/impacts.

Staff in this position:

- Prepares decision packages for submittal in the biennial and supplemental budgets, prepares fiscal notes in response to proposed legislation affecting the assigned programs, and prepares projections to ensure fiscal year end compliance with OFM spending guidelines.
- Participates in the planning, organizing, problem solving, and conducting of the day-to-day fiscal management of the agency.
- Is responsible for fiscal analysis of legislation affecting the agency.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

This position drafts and recommends budget allotments to the program managers for its assigned programs.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

Yes. This position provides advice and counsel to the appropriate Assistant Chief and to program managers and their staff related to the budget. This position makes recommendations on allotments and spending projections to managers. Program managers and the appropriate Assistant Chief have full budget implementation responsibility and use these recommendations when making business decisions, which affect the operation of agency-wide programs.

Explain the major decision-making responsibilities this position has full authority to make.

Decision-making responsibilities by the incumbent are directly related to the advice and counsel that the incumbent provides to their program managers and Assistant Chief.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Decisions made by the incumbent are strategic and are usually based on a known precedent such as historical information, regulation manual, RCWs, WACs, Collective Bargaining Agreement, etc.

What are the risks or consequences of the recommendations or decisions?

This position develops estimates and provides actual expenditure data to various stakeholders, including union groups, Legislative staff, OFM staff, and agency staff. Often times the agency makes budget and policy decisions off the financial data we provide. The consequences of errors could negatively affect the agency's budget and the credibility of the agency and could ultimately hinder the agency's ability to further its mission.

Qualifications – Knowledge, Skills, and Abilities



List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Possess excellent MS Office application knowledge.
Understand emerging information and communication technologies and how these technologies relate to fulfilling the agency's mission.
Speak and write clearly and concisely, listen effectively and adapt communication, both written and oral, to different audiences.
Ensure quality, accuracy, and timeliness of work, be responsive to problems, and achieve results within tight time frames.
Possess the ability to get along with others, cultivating good relationships with program personnel and others affected by budget development and implementation.
Establish day-to-day priorities, balancing the "big picture" against short-term needs.
Work effectively in political environments and inter- and intra-agency relationships.

Preferred/Desired Education, Experience, and Competencies.

Bachelor's Degree in Business, Finance, Accounting, Management, Public Administration, or any applicable or related field.
Five years of combined experience in budgeting, accounting, contracting, and/or auditing.
Understands the budget, legislative, and accounting process and standards of Washington state.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Candidate must pass the WSP polygraph examination and background check.

Working Conditions

Work Setting, including hazards:	Work environment is primarily office, with occasional requirements to travel and visit WSP field activities.
Schedule (i.e., hours and days):	Work hours are primarily 0800 to 1700 Monday through Friday with a little flexibility for adjustment, with some evening and weekend work when needed.
Travel Requirements:	Incumbent may be required to travel to meet with program managers. Typically, travel is within Thurston County.
Tools and Equipment:	Computer, calculator, printer
Customer Relations:	Incumbent will work closely with internal and external customers that will require availability during core business hours.
Other:	

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):

As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.

