

CITY OF CHATTANOOGA
Classification Specification Title: Management Budget Analyst 1

Department: Finance

Pay Grade: GS.11

Supervision Received From: Budget Manager

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/2/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing proficient professional budgeting and management analysis. Duties include the preparation of the city wide annual budget, an important legal document required by the State of Tennessee and City Charter and multi-year budget forecasting, the monitoring and oversight of department budgets and expenditures as well as compliance with rules and regulations in addition to providing annual budget support and performing research and analysis related to management objectives.

This position performs quality control by designing and inspecting an aggregate of activities and documents to ensure the quality of the budget for the City of Chattanooga. This position is also responsible for professional and technical support to assigned departments by performing a variety of administrative analyses.

This position performs administrative, budgetary and statistical analysis including but not limited to; coordinating and conducting special studies, developing departmental procedures, methods and systems, implementing and administering projects and budgets.

Employees work under limited supervision and use independent professional judgment.

SERIES LEVEL: The Management and Budget Analyst 1 is the first level of a three-level management budget series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Prepares annual budgets for internal departments which includes developing budget requests and packages; comparing budgets to actual expenditures and overseeing fiscal operations; assisting departments in developing budget forecasts; developing budget policies, calendars, guidelines and instructions.

Analyze and Project personnel costs which includes but is not limited to: verifying positions, department vacancies/overfills and compiling necessary reports to ensure proper authorization and compliance for positions specified in the annually prepared budget ordinances.

Preparing accounting entries; assisting in the facilitation of budget meetings and the preparation of related materials; preparing presentations for executive staff, the Mayor and the City Council and performing related activities .

Review city's annual budget requests from departments and agencies to make recommendations for funding. Prepares annual citywide balanced budget for recommendations to the Mayor and the City Council.

Projects revenues and closely tracks the economy at the National, State and Local levels comparing growth in the economy to revenue streams and providing principal economic research and forecasting.

Prepares monthly, quarterly and annual expenditure projections based on actual spending data to identify trends and recommend corrective action if necessary and communicates the analysis to the City Finance Officer, City departments and administrators.

Provides direction, training, written guidelines and procedures to fiscal coordinators, city wide departmental staff, administrators to facilitate month, quarterly and annual projection data models and reports.

Engages forensic accounting practices and methodologies to correctly identify, diagnose and correct financial issues and procedures for both budgetary issues as well as operational and capital expenses, appropriations and revenues.

Analyzes departmental budget performance and/or variances; monitors performance in the execution of the budget for internal departments; determines availability of funds for departmental requisitions and payment vouchers, including contracts, preparation of bid specifications, journal vouchers and Council resolutions.

Prepares reports to facilitate future funding requirements including the Comprehensive Annual Budget Report (CABR), Annual Comprehensive Financial Report (ACFR), budgetary reports, management reports, ordinances, spreadsheets, fund and project status reports, profit and loss statements and official statements for bond issues.

Prepares, evaluates and disseminates the CABR to appropriate internal staff, the City Council, public and applicable external agencies and organizations.

Research best practices in order to increase productivity and reduce overall costs for departments' city wide.

Monitors and analyzes city-wide position data regularly which includes verifying positions and monitoring vacancies to ensure position authorizations as specified by the budget ordinance; prepares related reports.

Assists in facilitating and maintaining HR specific data and personal details in order to assist with resolution and disposition of inconsistencies within personnel numbers and details per departments.

Responsible for pre review of proposed personnel /positions changes per guidance from Human Resources.

Designs and compiles reporting (ad Hoc) to facilitate analysis of financial and accounting data to department staff and administrators to assist in management decisions and adjustments to financial procedures and processes.

Presents written summaries of analysis in monthly meetings with department staff, Mayoral executive members and administrators.

Collaborates with the Department of Technology Services to troubleshoot and resolve issues associated with software, processes and systems related to budget and fiscal and fiduciary responsibilities City-wide.

Schedules, facilitates, and participates in detailed meetings to address software processes and issues related to current financial, reporting and administrative software platforms and programs.

Receives and processes requests for budget and actual transfers through reallocation requests. Serves as budget liaison on committees addressing city wide financial, operational, personnel and policy issues.

Assists with tasks with post issuance compliance.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting, Finance, Business, Public Administration, Economics or Statistics and two (2) years of progressively responsible budget and management analysis work or any combination of equivalent experience and education; or any combination of equivalent experience and education. Preferred experience in the following: Google Suite, Office Suite, Adobe Suite, ERP/Oracle Systems.

LICENSING AND CERTIFICATIONS: None required but CMFO or CGFM preferred or the ability to obtain.

SUPPLEMENTAL INFORMATION:

Knowledge of budgeting principles; municipal governmental operations; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, standards, policies and procedures; mathematical concepts; financial reporting requirements; governmental accounting principles and practices and analytical methods.

Skill in using a computer and related software applications; preparing a variety of budget and management reports; performing mathematical calculations; analyzing financial data and information; analyzing and evaluating proposed versus actual budget data; preparing budget forecasts; conducting research and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, and grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.