



STATE OF OREGON
invites applications for the position of:

Fiscal Analyst 2 (DCS Budget Analyst)

JOB CODE: DOJ1046

OPENING DATE/TIME: 04/15/10 12:00 AM

CLOSING DATE/TIME: 04/30/10 11:59 PM

SALARY: \$3,727.00 - \$5,187.00 Monthly
\$44,724.00 - \$62,244.00 Annually

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Justice-Administrative Services

DESCRIPTION:

The Department of Justice (DOJ) is pleased to announce a permanent, full time, Fiscal Analyst 2 opening with their Administrative Services' Division, Budget Services Section in Salem, Oregon.

The Budget Services Section is responsible for developing the agency's biennial budget, identifying and forecasting resources necessary to meet planned expenditures, monitoring budget execution; analyzing the fiscal impact of legislation and proposed program changes; and guiding Division Administrators and Program Managers in the monitoring of expenditures to assure that limitations and appropriations are being used within budgetary guidelines.

This position supports DOJ's Division of Child Support (DCS) and Child Support Program (CSP) by analyzing, identifying issues, reporting through meaningful models, and making recommendations to the Program Director and Division Leadership regarding the budget of \$140 million; manages DCS' biennial budget preparation; monitors expenditures; coordinates the biennial budget request and interim Emergency Board requests; prepares fiscal impact reports in conjunction with management; and serves as a resource to the Administrative Services Division by assisting with resolving issues regarding payroll actions or staffing plans.

The Governor has ordered mandatory furloughs to be taken by all employees during the 2009-2011 biennium due to the economic downturn and subsequent state budget short-fall. The total number of unpaid furlough days to be taken during the biennium is determined by the employee's monthly salary and date of hire. Because of this, the advertised salary does not reflect the impact of furlough days required of this position. However, the impact of one furlough day on one's monthly salary should not exceed 5%.

DUTIES & RESPONSIBILITIES:

Primary responsibilities include, but are not limited to:

BUDGET DEVELOPMENT AND EXECUTION

- ♦ Prepare the biennial budget and ensure proper budget management, working closely with management staff. Develop and implement computer-based programs and applications to aide in the development and implementation of the budget. Develop special budget reporting format and prepare charts, tables, and reports. Develop long-range planning documents for CSP Director and DCS Leadership, including forecasting receipts and expenditures. Access the Statewide Financial Management Application (SFMA) data warehouse to extract information on expenditures, design reports, and present information to department management and staff. Analyze and perform specific program budget analyses or special studies upon request. Work with other agencies to resolve budget issues. Develop related presentations and training.

EXECUTION:

- ♦ Prepare revenue and expenditure forecasts and analysis. Monitor expenditures against revenues. Analyze and evaluate spending trends and specific expenditure or revenue issues, reporting to CSP Leadership and noting deviations and making recommendations. Coordinate all related information with the department budget staff and CSP Leadership. Develop information and funding projections for program services modification. Determine where to post expenditures and revenue. Review and analyze data for errors and make appropriate corrections. Evaluate monthly expenditures recorded in SFMA in terms of budget and program activity. Report unusual items to CSP Leadership. Recommend and implement any corrective action, including accounting adjustments. Monitor encumbrances on contracts.
- ♦ Research and make recommendations to the Director in order to resolve program management issues.
- ♦ As requested, provide assistance and oversight for the program to achieve compliance with accounting and reporting guidelines and policies. Perform reviews that include but are not limited to monitoring of the Grant Sub recipients in accordance with OMB A133 Circular as necessary. Reviews
- ♦ Identify and resolve any fiscal matters related to state and federal monies. Prepare and explain monthly CSP allotment plan and monthly financial analysis.

DEVELOPMENT:

- ♦ Advise CSP management on budget processes and issues. Use Essential Budget Level (EBL) trackers to calculate base budget and essential package calculations CSP according to budget instructions throughout the budget development process. Gather data to perform cost analysis and tracking of policy packages, imposed reductions and fiscal impacts on legislative bills. Assist in the preparation of budget narratives and presentation materials for CSP.
- ♦ Input budget data for assigned division into Oregon Budget Information Tracking System (ORBITS) and Position Information Control System (PICS).
- ♦ Analyze trends regarding DHS TANF projections and economic trends for future budget impact.

DEVELOP AND MANAGE THE CSP and DCS STATISTICAL REPORTING SYSTEM

- ♦ Manage tracking systems to measure and forecast collections. Develop and oversee automated management reports to comply with federal and state reporting requirements and audit criteria. Confer and coordinate with the Automation Team to ensure the CSEAS system meets all reporting needs for performance measurement analysis and determine where corrections are needed. Estimate recoveries and monitor performance measures for federal incentives for the program. Prepare and/or oversee preparation of tables, charts, graphs, and periodic mainframe reports. Review information for accounting and statistical reports at federal and state levels. Monitor federal information to determine upcoming changes, funding and incentive pool changes. Monitor cash to ensure an adequate balance of other funds for the program. Estimate grant and prepare federal grant requirements.

MISCELLANEOUS SPECIAL PROJECTS

- ♦ Participate on a variety of special committees or participates on special projects as requested by CSP Leadership. Other budget related projects, as assigned.

Working Conditions

Normal office environment with daily use of personal computer, telephone, fax machine, copier, and other office equipment. Must be able to work extra hours to meet various short deadlines, especially during the budget preparation season and the legislative session. Requires ability to attend meetings on short notice and demonstrate skills in problem solving, decision making, and negotiating with a variety of people representing differing interests. Statewide travel may be required including overnight or weekends. May need to move and transport boxes weighing up to 30 pounds on an occasional basis. Regular and consistent attendance is an essential function for all positions within the Budget Services section. Workload priorities may change frequently and without prior notice.

QUALIFICATIONS & DESIRED ATTRIBUTES:**Minimum Qualifications**

- ♦ Five years of progressively responsible experience that included the preparation, analysis, and administration of a budget or fiscal system; **OR**
- ♦ Five years of professional-level experience in accounting, fiscal auditing, management or program analysis. Experience must have included modeling, forecasting and analyzing fiscal information; **OR**
- ♦ Successful completion of the Department of Administrative Services Budget and Management Public Administrative Trainee Program.

A Bachelor's Degree in Business, Public or Non-Profit Management, Finance, Accounting or a related degree (such as Public Policy, Political Science, Public Administration, Economics or other analytical or technical degree) may substitute for three years of the required experience.

A graduate-level degree in any of the above areas may substitute for four of the five years.

To receive credit for a degree, you must submit a photocopy of your transcripts.

Desired Attributes

- ♦ Professional verbal, written and interpersonal communication skills.
- ♦ Demonstrated skill in prioritizing work, working independently, and completing assignments on time, even when faced with frequent interruptions and changes to governing laws, rules, policies, forms and procedures.
- ♦ Experience working with state fiscal systems and processes.

ADDITIONAL INFORMATION:

To apply, follow the "Apply" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement.

This announcement has supplemental information required for submission. Please see the **SUPPLEMENTAL QUESTIONS** section of this announcement.

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 378-5555 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

Only complete applications will be considered. Be sure to answer all supplemental questions and attach all required documents. Responses to the supplemental questions will determine if you meet the minimum qualifications, any special qualifications and/or desired attributes for the position. Qualified applicants whose responses most closely match the requirements for this position will be invited to interview. Transcripts must be submitted to receive credit for education coursework at the time of application.

CONDUCT EXPECTATIONS: The role of the Oregon Department of Justice is to provide justice and uphold the rule of law. Employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

THE OREGON DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY

VISIT OUR AGENCY WEBSITE AT:

www.doj.state.or.us

Job #DOJ1046
FISCAL ANALYST 2 (DCS BUDGET ANALYST)
DG

OUR OFFICE IS LOCATED AT:

1162 Court Street
Salem, OR 97301
503-378-5555

Fiscal Analyst 2 (DCS Budget Analyst) Supplemental Questionnaire

- * 1. Which of the following best describes your highest related level of education?
- High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework.
- Did not answer
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the focus of your degree?
- Business, Public, or Non-Profit Management
 - Finance
 - Accounting
 - Public Policy
 - Political Science
 - Public Administration
 - Economics
 - Other Related Education
 - None of the Above
- * 5. If you selected "Other Related Education" in question 4, please identify the focus of your degree. If you did not, enter N/A.

- * 6. Have you successfully completed the Department of Administrative Services Budget and Management Public Administrative Trainee Program?
- Yes
 No
- * 7. Which of the following best describes your level of progressively responsible experience that included the preparation, analysis, and administration of a budget or fiscal system or professional-level experience accounting, fiscal auditing, management or program analysis (experience must have included modeling, forecasting and analyzing fiscal information)?
- Less than 6 months
 6 to 11 months
 12 to 17 months
 18 to 23 months
 2 years
 3 years
 4 years
 5 years
 6 years
 7 years
 8 years
 9 years
 10 years or above
 None of the above
- * 8. Was any of your experience in Question #7 related to the budgeting of publicly funded programs?
- Yes
 No
- * 9. Did any of the experience in Question #7 include budgeting for grants or federal matching funds?
- Yes
 No
- * 10. Which of the following programs have you used regularly during the last 9 months?
- FileMaker Pro
 Microsoft Outlook
 Microsoft Excel
 Microsoft Word
 Hyperion
 Oregon Position Inventory Control System
 Oregon Statewide Financial Management Application
 Oregon Budget Information Tracking System
 None of the above
- * 11. Which of the following activities have you performed as a fiscal or budget analyst (not accounting)?
- Formulated budget and cost estimates
 Reviewed and evaluated budget requests
 Reviewed, controlled and reported expenditures
 Forecasted future trends in revenues or expenditures
 Determined future cash flows or budget requirements
 Analyzed and made recommendations about the costs and benefits of alternative methods for financing agency program and administrative operations.

None of the above

* 12. Are you currently an employee of the Oregon Department of Justice in a paid permanent or limited-duration (not temporary) position?

Yes

No

* Required Question