



STATE OF OREGON  
invites applications for the position of:

# Fiscal Analyst 2 Budget Analyst

**JOB CODE:** LEPR0915

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

**CLOSING DATE/TIME:** 04/29/10 12:00 AM

**SALARY:** \$3,727.00 - \$5,187.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Parks & Recreation-Administration

**DESCRIPTION:**

Oregon Parks and Recreation Department's mission is to provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations.

If you would like more information about Oregon Parks and Recreation Department visit (<http://egov.oregon.gov/OPRD/index.shtml>).

- There is one (1) **Permanent**, position with Oregon Parks and Recreation Department, located in Salem, Oregon.
- This position is represented by the Service Employee International Union (SEIU).
- *You must be a current employee of the State of Oregon (this includes regular status, trial service, and limited duration) in order to be eligible for this announcement.*
- This recruitment will be used to establish a list of qualified people to fill the current vacancy.

Applicants are subject to both a Computerized Criminal History and Driver & Motor Vehicle Services check. Adverse background data may be grounds for immediate disqualification. Information obtained in this process will remain confidential.

*Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take furloughs in the biennium 2009-2011.*

**DUTIES & RESPONSIBILITIES:**

**Primary Position Duties**

**The primary purpose of this position is to** function within the Financial Services Division, Budget Unit is to support the development and execution of the Operations Directorate biennial and

fiscal budgets by managing, tracking, researching and analyzing the Directorates' program budgets.

### **Major Duties**

- Develop budgetary needs for the Operations Directorate (including the Acquisition and Facilities Investment Programs (FIP)) and allocation of the operating budget.
- Coordinate directorate budgets by developing funding guidelines, monitoring fund utilization, and identifying new fund allocations in compliance with legislative intent and to insure expenditures do not exceed authorized limitations.
- Consult with management on expenditure patterns. Analyze and forecast expenditure trends.
- Forecast future expenditures (based on trend and/or other analysis) and provide monthly and/or quarterly reports to the Assistant Director for Operations and the Budget Manager that include an executive summary highlighting issues and recommending solutions, actual and forecasted expenditures.
- Prepare cost estimates for policy option packages proposed by the Assistant Director. Provide other cost estimates for the Assistant Director and the Budget Manager to project fiscal needs of projects planned for future biennia.
- Prepare budget narratives for inclusion in the department's published budget book.
- Maintain fiscal tracking systems for use in analyzing data, responding to requests from management, and preparation of regular reports of fiscal status to program managers.
- Maintains list of current projects and approved budgets.
- Approves projects in HUB related to Facility Investment Projects to indicate project is on the approved and funded list and sufficient project budget exists.
- Notify Engineering manager if changes result in amounts exceeding project budget. Analyzes projects for completion status as well as compliance with budgeted amounts
- Sets up project numbers, contract profiles, encumbrances and other accounting expenditure codes as needed and prepares projected cash needs for quarterly allotment requests.
- Calculate position detail and funding for entry into PICS for base, essential and policy position changes and additions into PICS. Input position adjustments to PICS.
- Prepare ad-hoc reports as requested by management and others using the agency's Financial Management System and Brio/Hyperion.
- Act as back up to the fiscal analyst assigned to: Recreation Programs and Planning Directorate, revenue forecasting / monitoring, cash flow, ending balances and appropriation tracker.

### **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.

**Working Conditions**

Extensive use of personal computer for spreadsheets, databases and accessing and releasing input data into mainframe computer. Occasional travel to field offices. Occasional overtime may be required.

**ADDITIONAL INFORMATION:  
HOW TO APPLY**

If you qualify, 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.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 986-0626. 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.

If you have a disability and need assistance completing the application materials, call the OPRD Human Resources Division at (503) 986-0626.

**OPRD is an equal opportunity, affirmative action employer committed to a diverse work place.**

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**VISIT OUR AGENCY WEBSITE AT:**

[www.oregon.gov/OPRD](http://www.oregon.gov/OPRD)

Job #LEPR0915

FISCAL ANALYST 2 BUDGET ANALYST

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**OUR OFFICE IS LOCATED AT:**

725 Summer St N.E., Suite C

Salem, OR 97301

503-986-0626

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**Fiscal Analyst 2 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 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 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. Which best describes your experience working with Brio or other report software?
- Running already created reports  
 Creating queries  
 Creating queries and creating reports  
 No experience with this software
- \* 9. Please select each of the following Accounting duties that you have independently been responsible.
- Coordinate directorate budgets by developing funding guidelines, monitoring fund utilization, and identifying new fund allocations in compliance with legislative intent and to insure expenditures do not exceed authorized limitations.  
 Analyze and forecast expenditure trends.  
 Provide monthly and/or quarterly reports that include an executive summary highlighting issues and recommending solutions, actual and forecasted expenditures.  
 Prepare cost estimates for policy option packages to project fiscal needs of projects planned for future biennia.  
 None of the above
- \* 10. Please list where you gained the experience listed in question 9. If you selected none of

the above please mark N/A

\* 11. Which of the following have you done?

- Analyzing data
- Responding to requests from management
- Preparation of regular reports of fiscal status to program managers.
- None of the above

\* 12. Please list where you gained the experience listed in question 11. If you selected none of the above please mark N/A.

\* 13. Do you have experience working with the Position Inventory Control System (PICS)

- Yes
- No

\* 14. In 300 words or less, please describe what customer service means to you.

\* Required Question