

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: BUDGET ANALYST I -
Budget and Planning

SALARY GROUP: B18

DEPARTMENT: Community Justice Assistance Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tammy McGinty DATE: 04/04/2023

POSITION #: 100194

I. JOB SUMMARY

Performs routine budget preparation and analysis work for the Community Supervision department. Work involves preparing, reviewing, and analyzing budgets and performance measures; and monitoring budget and program performance. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts the review, analysis, and acceptance of the Community Supervision and Corrections Department (CSCD) offices' strategic plans; and assists in the completion of and monitors compliance with plan criteria, plan amendments, program proposals, contracts, laws, regulations, policies, and procedures.
- B. Participates in the scoring, planning, implementation, and monitoring of grant fund programs; and assists in developing and implementing criteria, forms, scoring protocol, and procedures to be used for proposal reviews.
- C. Provides advice and assistance concerning budget and funding procedures and methods; prepares and assists in the preparation of fiscal notes and analyses of legislation; and assists in the preparation of agency budget instructions.
- D. Examines operating budgets to determine whether appropriated funds have been appropriately allocated; advises the department on appropriations not within budgets; and develops and evaluates budget-related performance and workload measures.
- E. Reviews financial and operating budget reports for accuracy and recommends alternate financing strategies; reports fund transfers to appropriate areas; and monitors fiscal activity of capital rider financing.
- F. Assists in the preparation of legislative appropriation requests; assists in the preparation of performance reports to include performance measures in the general appropriations bill; assists with studying and developing budget formulas to prepare appropriation requests; and prepares reports to include fiscal data.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Finance, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning auditing, accounting, budget preparation and analysis, data or statistical analysis, public administration, or program evaluation experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of budget and generally accepted accounting principles and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill in analyzing financial data.

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Page 3 of 3

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.