



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICY AND BUDGET ANALYST III

Job Number: 20001759

Job Code: 94340V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 05/16/1985

Job Revised: 02/24/2006

Grade: 17	Salary (MIN - MID):	Special Entrance Rate:
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists in formulating and executing the budgeting, policy planning, organizational, management, and intergovernmental relations policies and processes of the Commonwealth and its cabinets and departments with the primary level of contact being the State Budget Director and Cabinet Secretaries. Responsible for implementing the ongoing budgeting, policy planning, management, and intergovernmental relations processes statutorily assigned to the Governor's Office for Policy and Management; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with either a bachelor's degree or a graduate degree.

EXPERIENCE:

Must have three years of experience in statewide budgeting in either the state budget office, the Legislative Research Commission's budget-related entities, an agency budget office, or in the executive or legislative budget offices of another state government.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the evaluation and analysis of recommendations prepared by the Secretaries of the various Cabinets in order to assist the State Budget Director in making policy decisions related to the management and operations of state government. Works on a day to day basis with the Secretaries and Commissioners of the various Cabinets and Departments and assists them in the development of policy as it relates to their individual agencies. Assists in the formulation of guidelines and policies for the development of policy planning activities of state agencies and in the development of all the Governor's executive budget materials. Closely monitors the deliberations and testimony before the General Assembly's Appropriations and Revenue Committee, its Subcommittees, and the Capital Projects and Bond Oversight Committee. Represents the State Budget Director in meetings and conferences with state agencies. Directs training of new staff members in the techniques of budgeting, policy analysis, and management review. Counsels staff members on the proper procedures and methods for making analytical studies related to a specific management problem. Serves as the State Budget Director's representative for all designated purposes.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.