

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Program Budget Analyst V
Position Number 124800
Department: Law Enforcement
Division: Deputy Director of Administration
Branch: Administrative Services
Section: Accounting/Budgeting Staff
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

The Accounting/Budgeting Staff plans, directs, and coordinates comprehensive program, services, and functions which include departmental administrative services, management and procedures, programs of policy development/management, statewide collective bargaining research/support and strategic research. The Fiscal section oversees the accounting, budgeting, payroll, and vouchering duties for the department.

Purpose of the position:

This position serves as the subject matter expert in operational budget preparation, justification, and execution. In addition, this position collaborates with other Fiscal staff to achieve a coordinated approach to departmental planning, programming, and budgeting, including unified research and data needs and integrated automated data processing.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Budget Preparation, Planning, Analysis, and Execution 55%

1. Receives, interprets, and transmits budget preparation instructions from the Department of Budget and Finance (B&F), together with the necessary budget preparation forms to the department's operating divisions. Reviews and analyzes requests and expenditure plans to ensure that they are properly prepared and properly justified. [1] [2] [3]
2. Reviews a program plan, analyzes proposed operating budget request over the six-year planning period in terms of nature, purpose, scope and need of the programs and whether programs should be enlarged, reduced, eliminated or maintained at the current level of services, and makes initial recommendations of resource allocation level in relations to the attainment of program objectives. Coordinates and assists the staff divisions in the development of the Program

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Financial Plan, including the revisions/establishment of program objectives and effectiveness measures. [1] [2] [3]

3. Coordinates the preparation of annual expenditure plans and requests for operant budget allotments; reviews submissions for realistic and effective expenditure plans within fiscal constraints imposed by the Legislatures and B&F; checks and verifies monthly expenditures against FAMIS reports and requests for allotments for accuracy and compliance with budget implementation instructions, and that justifications are complete. [1] [2] [3]
4. Reviews, evaluates, comments, and makes recommendations on program proposals and requests for unbudgeted resources. Evaluations tools used may include break-even, cost-benefit analysis, and trend-over-time analysis. Reviews, analyze, and project program fund allotments and revises them as necessary. Coordinate and assists the division in considering the transfer of funds between programs of DLE and prepares the justification and forms to request the executions of the transfer. [1] [2] [3]
5. Prepares tables, data, and narratives explaining the budget recommendations to the Director and participates in final review of the department's program budget request prior to its submission to B&F. Prepares tables and narratives explaining the final budget recommendations as determined by B&F and the Legislature. [1] [2] [3]

B. Program Evaluation and Special Studies

35%

1. Conducts special studies, budgetary reports and other reports needed by the department for B&F and Legislature. [1] [2] [3]
2. Recommends the undertaking of new programs; and where approved, researches to develop program objectives, measure of effectiveness, staffing and funding levels, and program activities which will assure the desired level of effectiveness and efficiency. [1] [2] [3]
3. Liaise with division program managers and support staff to explain and interpret budget instructions and special reports request by B&F and Legislature. [1] [3]
4. Participates in the formulation of special reports, charts, and tables supporting testimonies by the Director, which outline program plans and budget requests to the Senate Ways and Means, House Finance and other Legislative Committees. [1] [3]
5. Maintains assigned program staffing controls; reviews, evaluates, and makes recommendations in requests on requests for filling vacancies, and establishment/creation and abolishment of positions. [1] [3]

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C. Other Duties as Assigned

10%

1. Receives, interprets, and transmits Non-Tax Revenue instructions from B&F, together with the necessary forms to the department's operating division. Compiles and reviews reports for accuracy and compliance with instruction. [1] [2] [3]
2. Coordinates and assists the staff and line divisions in the revisions of the programs' Budget Maintenance report (BJ Tables). Receives, checks, and verifies BJ tables for accuracy to reflect current program fun allotments and position count. [1] [2] [3]
3. Coordinates the preparation of Variance Report, which provides a basis to evaluate the effectiveness of assigned programs and reviews each submission for accuracy and compliance with implementation. [1] [2] [3]

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 12544854

Class Title: Fiscal Officer I

B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

The incumbent works independently and instructions from the supervisor are limited to a general indication of goals and objectives with methods and procedures of attainment left to the incumbent.

Assistance Provided

Incumbent is expected to request assistance only in instances where the influence and authority of the supervisor are required on problems of major complexity such as the development of budget policies and determinations on critical assignments that relates essentially to the conformance/attainment of objectives.

Review of Work

Completed work and review are reviewed as needed.

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C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural Guidelines

Hawaii Revised Statutes
Hawaii Administrative Rules
Department of Law Enforcement Policies and Procedures
B&F Policy and Procedures
Applicable State and Federal Laws

2. Use of Guidelines

All duties, responsibilities, and activities are performed in accordance with applicable State and Federal laws and departmental rules and policies.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

Principles of public administration; functions and organization of State government; report writing; cost/benefit analytical techniques; statistics; economics including price theory and theory of the firm; the State's program structure and related administrative policies and procedures; underlying concepts and related background of assigned programs principles, methods and techniques of budget and program evaluation analysis work; policies, laws, rules and regulations relating to State budget and program planning processes; the organization and functions of departments as they relate to budget and program evaluation analysis; current and proposed legislation that affect the State budget and budget process.

B. Skills/Abilities:

Conduct program studies; apply the full range of program evaluation principles, methods and techniques to various types of assignments; deal effectively with a large number of program managers, write effective reports; integrate a broad range of facts and derive sound conclusions; present legislative testimony as required; exercise judgment, tact, and discretion in applying and explaining instructions, policies and procedures; apply knowledge of departmental organization and functions as they relate to the budget and program evaluations processes; present facts clearly both orally and in writing; learn and apply principles of supervision; and analyze, evaluate and make sound decisions on the most complex problems.

C. Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

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D. Experience:

Specialized Experience: Three and one-half (3 ½) years of progressively responsible professional experience involved, as a primary emphasis, the performance or technical analytical work in the evaluation of operating programs to determine their effectiveness in achieving desired objective. Technical analytical experience for the purpose of these classes includes the following areas of concentrations:

- A. Program Analysis and Evaluation – Program analysis and evaluation is the systematic organization of information in useful ways to assist in making better informed decisions by examining the probable costs and consequences of alternative course of action. The experience must demonstrate familiarity with such statistical analytical methods and techniques as break-even, cost benefit and regression analysis, and business process modeling.
- B. Program Planning – Program planning is that process by which an organization decides upon its objectives, selects the methods to attain these objectives, and subsequently measures the degree to which its objectives have been achieved. The experience must have involved direct participation in such activities as the review, analysis, and evaluations of program plans and budget requirements; preparation and recommendations in regard to program goals, policies, and priorities; development of fiscal policies and financial plans, development, establishment and application of work measurements devices and techniques and standards for the evaluation of program performance.
- C. Program Budgeting – Program budgeting is that process by which organizations allocate funds to attain objectives. Qualifying experience and activities must have involved direct participation in the preparation and review of budgets and program plans for major programs. This includes appraisals and comparisons of various program activities in terms of their contributions to overall program goals and objectives; analysis of how and what degree existing levels of resources such as human capital, equipment, materials, and funds are meeting program goals and objectives; how variations in increments of resources would impact upon program goals and objectives; revision of objectives, programs and budgets in light of changing conditions and experience.

VI. TOOLS, EQUIPMENT & MACHINES

Computer and computer software applications (Word, Excel, PowerPoint, etc), printer, copier, scanner, calculator

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