



POSITION: **BUDGET AND PROGRAM ANALYST (PS101184)**
Position is located in San Francisco, CA

SALARY RANGE: **\$96,387.20 - \$116,500.80 annually plus excellent benefits**
Employee pays up to 7% of salary/wage toward CalPERS retirement plan

DATE POSTED: **August 3, 2017**

CLOSING DATE: **Open Until Filled (First Review of Applications is on 8/24/17)**

OPEN TO: **All Qualified Applicants**

OPENINGS: **1 Vacancy and to Create an Eligibility List**

POSITION DESCRIPTION:

Under general direction of the Director of Budget and Electronic Revenue Collection and the Auditor-Controller, responsible for assisting with the preparation of the District's budget and participating in complex, sensitive, and detailed analytical work in the areas of budgets, finances, program operation and economic, regulatory and administrative policy. Provides internal customer service by assisting managers and executive level staff in complex analysis, operational problem-solving, and budget preparation/monitoring. Performs other position-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university. Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement.
- Minimum of 3 – 5 years of progressive full-time, recent position-related experience in budget preparation, budget analysis, financial analysis, operations analysis, or relevant administrative policy analysis.
- Experience in the public sector, working with teams and facilitation skills is desirable.
- Experience in examining large capital contracts is desirable.

Budget and Programs Analyst (PS101184)

LICENSE(S):

- Must possess and maintain a current, valid California Driver's License and satisfactory driving record.

PHYSICAL REQUIREMENTS:

- Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds
- Most work is conducted in an office environment
- Must be flexible in working to meet short turnaround deadlines

ESSENTIAL RESPONSIBILITIES:

- Performs a wide variety of financial analysis, including financial forecasting, revenue projection, revenue analysis, modeling and cost/benefit analysis.
- Performs special studies for the District, and coordinates assigned activities with other District departments, divisions, and outside agencies.
- Coordinates and creates the annual financial projections for the District.
- Analyzes financial impacts of District plans, facilities, services, operations, expenditures, funding programs, and strategies.
- Coordinates and assists in the preparation of the District's budget including baseline projections, objectives and performance measures.
- Works with other managers to assist in preparing the departmental budgetary requests.
- Maintains and tracks the budget issues in financial systems that include budget transfers, budget adjustments, and monthly budget reports.
- Examines current program operations and makes recommendations to management on efficiency and effectiveness improvements as well as implement the solution as assigned.
- Reviews contracts and provides technical assistance to staff on financially related policies, procedures, and requirements.
- Analyzes existing and proposed administrative financial policies and procedures.
- Performs regular and year-end budgetary analysis for management and the Board of Directors.
- Provides cost evaluations and financial advice to District management, and written reports that provide Board of Directors, District Officers, and managers with alternative action plans to make sound fiscal decisions.
- Provides financial analysis of operating systems.
- Assists in examining all fiscal analysis performed on decisions before the Board of Directors for clarity and accuracy.
- Reviews District operations relative to cost and benefit and industry benchmarks.
- Plans, coordinates, researches, and prepares reports for special studies such as impact on revenues, cost reduction, and operating and capital budget analysis.
- Performs complex administrative and financial analyses, including problem identification, selection of methodology, evaluation of alternative solutions, and presentation of findings to management.
- Creates and maintains complex data sets to trend, analyze, and make recommendations.
- Leads, advises, or supports others when assigned to special projects
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance is required.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

KNOWLEDGE OF:

- Governmental fiscal and financial management principles, methods, and systems.
- Principles and practices of budget preparation and administration; statistical techniques; pertinent federal, state, and local regulations; principles and procedures of financial record keeping and reporting; and technical report writing styles.
- Principles, procedures, and methods of government auditing desirable.
- Implementing or converting to enterprise wide automated budgeting and accounting systems desirable.
- Microsoft Office (Word, Excel, Outlook and PowerPoint), Microsoft Access, and computerized accounting systems and controls.

ABILITY TO:

- Understand business operations, administrative functions, and support functions in the context of analyzing the data.
- Make practical and operations recommendations or financial recommendation after reviewing the data.
- Ask the appropriate question to get to the resolution of the issue or topic.
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues; develop sound solutions to management problems; persuade, justify, and project consequences of decisions and/or recommendations; consult with and advise management on a wide variety of issues; deal tactfully and persuasively with others in controversial situations; plan, organize, and conduct work assignments under minimal direction; collect, interpret, and evaluate data of a complex and specialized nature.
- Demonstrate High level of analytical skills required to find solutions to complex budget, financial, administrative, and technical issues.
- Demonstrate excellent written and oral communication skills; strong management and organizational ability; knowledge of District financial functions; critical and analytical thinking, and time management abilities.
- Collect, synthesize, and analyze a wide variety of information while using discretion.
- Plan, prepare, review, and present clear and concise findings and reports to management.
- Maintain effective professional relationships at all organizational levels, with District Officers, managers, and with other agencies.
- Demonstrate business acumen, integrity, and good judgement.
- Effectively use a personal computer and learn the software applicable to the department.
- Demonstrate exceptional analytical aptitude, be detail oriented as well as understand broad perspectives.
- Work in a team environment as well as independently.
- Work in a fast-paced environment.

APPLICATION PROCEDURE

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Supplemental Questionnaire (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

*****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

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08/03/2017 MP

**Human Resources Administration
Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**