Job Posting

Department: 81 - Executive Offices
Organization: 817000 - Ex Pa Comm On Crime & Dlqntcy
Job Code/Title: 81200 - Budget Analyst 2
Position Number: 97751
County: Dauphin
Work Location: PA Commission on Crime & Delinquency
3101 N. Front Street
Harrisburg, PA 17101
Type of Job: Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: A3
Seniority Unit:
Type Position: Permanent / Full Time
Salary Range: $45,066 - $68,519
Pay Schedule / Range: MA / MA07
Posting Length: 15 days
Posting Dates: 4/4/2016 - 4/18/2016
Contact Number: (717)265-8469 or theford@pa.gov
Information: WORK HOURS: 8:00 AM - 4:30 PM
PLEASE NOTE: This position is also being posted as a Budget Analyst 1 under a separate announcement.
PLEASE ALSO NOTE: If you previously applied for this position under the posting dated 1/15/2016 - 1/29/2016, you will be considered under this announcement as well.

Description of Duties: This position is under the supervision of the Chief of the Budget/Procurement Section. The employee is responsible for advanced technical work relating to the formulation and administration of agency budgets. The following represents the duties and responsibilities of this position:

Preparation of required information and data for the Commission's annual budget request, materials for the legislative hearings, and the rebudget consisting of 43 funds including six state appropriations, 25 federal appropriations, seven restricted revenue funds, and five executive authorizations.

* Preparation of various agency budget request documents for inclusion in the agency budget request, such as program revision requests, complement summaries, major object summaries, internal budget worksheets, etc.

* Preparation of fiscal and statistical data required for the Appropriation Committee budget hearings including the compilation of the contract listing and the Requests for Approval of Federal Funds.

* Provides technical advice and assistance to the agency program managers on problems and negotiates minor points of disagreement.

Analysis of appropriation bills and development and submission of the rebudget based on approved funds. This includes revision of original budgets and preparation of analysis and justifications in support of the rebudget.

Monitors state appropriations.

* Reviews monthly budget and accounting reports to maintain expenditure controls.

* Identifies any expenses/commitments that have not been coded correctly and ensures that the

necessary corrections are made.

* Preparation and justification of any required budget transfers to the Governor's Budget Office.

* Establishes the necessary account codes to monitor and control state and federal appropriations.

* Processes expenditure adjustments as necessary.

* Processes budget transfer/return when needed.

* Monitors payroll throughout the year.

* Maintains knowledge of policies, practices, and systems to monitor state funds for the agency.

* Updates monitoring spreadsheets monthly.

Participates in the mid-year lapse and year-end closing.

Designated PCCD's Procurement Officer.

* Maintains records of contract costs for inclusion in the agency's budget submissions.

* Verifies Commission approval for designated procurements with program funds.

* Maintains and prepares fiscal reports for program funded procurements in the Egrants system.

* Provides a lead role in the fiscal and administration areas in the development of service contracts.

* Assists program managers with request for proposals, evaluating of work statements, evaluating variations from budgets, and making adjustments and revisions as appropriate.

* Consults with agency legal counsel regarding procurements as needed.

* Identifies and resolves all funding and payment issues.

* Purchases commodities and services in accordance with the principles and practices of governmental accounting including the Commonwealth's Procurement Law. This includes: researching state contracts; reviewing of work statement used as a basis for bids; receiving bid proposals from vendors and determining lowest responsible bidder; maintaining communication with vendors regarding bid results, delivery and payment; verifying open encumbered document balances; and processing any necessary changes to documents.

* Verifies and justifies items received and charges on invoices for services and supplies; determines proper method of payment; processes good receipts as required; and ensures all invoices are coded to the proper fund, cost center, general ledger account, and internal order consistent with agency's budget.

* Evaluates spending trends to determine and recommend budget allocations.

* Monitors encumbrances on purchase orders. At fiscal year-end and when purchase documents are complete, liquidates remaining balances.

* Maintains an up-to-date spreadsheet in the unit's shared directory for all purchasing documents.

Utilizes the Purchasing Card Program for payment of commodities and services through the Administration and Finance purchasing card in accordance with the Management Directive.

* Maintains proper documentation of information including invoices/receipts, approvals, and

purchase documents for audit purposes; reconciles Activity Statement on a monthly basis; notifies Program Coordinator of any discrepancies; and resolves discrepancies. Serves as a source of support for other agency cardholders by providing direction and helping to resolve disputes.

* Approves all purchases to ensure cardholder compliance with the Commonwealth procurement policies and Purchasing Card Manual.

Processes all IT procurement and monitors approved IT Budget.

* Prepares funding distribution for Staff Aug PO.

* Monitors all changes to Staff Aug POs.

* Updates all spreadsheets for IT procurements as needed.

Responsible for the accounting of augmentations to state appropriations.

* Prepares necessary general invoices to request augmentations from other state agencies.

* Ensures necessary revenue codes have been established.

Works on special fiscal assignments as required under the direction and guidance of the supervisor.

Essential Functions: * Apply governmental accounting principles and practices
* Apply current budget administration theory
* Prepare written reports and financial statements
* Use SAP, SRM, Excel, Egrants, and various other software programs
* Apply procurement rules and regulations
* Organize and prioritize work assignments
* Communicate effectively both orally and in writing
* Maintain effective working relationships
* Use a computer and other standard office equipment
* Travel as required

Last Date Job Applications Will Be Accepted: **Monday, April 18, 2016**

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: One year of experience as a Budget Analyst 1; OR two years of experience in technical budget administration work; and a bachelor's degree; OR any equivalent combination of experience and training.
2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

Eligibility - Competitive Promotion Without Examination Only

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
   - Budget Analyst 1
   - Administrative Officer 1
   - Accountant 1

Selection Criteria

2. Minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 24 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.
4. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 4/18/2016.

Application Instructions

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717)265-8469

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Monday, April 18, 2016**:

1. Completed Civil Service Application (0.40 MB)
2. Most Recent Employee Performance Review
3. Submit a request for consideration in the form of a memorandum, letter, or bid form which must be accompanied by a resume which reflects work history and education.

If interested in applying by mail, please send above specified materials to:

CONTACT PERSON: Theresa Ford
ADDRESS: 3101 N. Front Street
Harrisburg, PA 17110
TELEPHONE: 717-265-8469
EMAIL: theford@pa.gov

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