

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

PROMOTIONAL EXAM # 1173

PROMOTIONAL EXAM FOR: Budget Specialist (formerly Business Analyst)

SALARY: \$75,012.81 ~ \$96,470.65/yr.

This examination is open to permanent classified employees of the City of Waterbury

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

IMPORTANT:

Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

UNTIL SUFFICIENT APPLICATIONS RECEIVED

SUMMARY OF CLASSIFICATION:

This class is accountable for independently performing a full-range of tasks in the development and administration of the City's fiscal policies as relates to school construction and capitol project management and oversight of projects and audits. Coordinates with various city, or Education departments, in order to conduct Business Process Improvement (BPI) reviews, analyze current operational procedures, identify problems, gather requirements, perform needs analysis and analyze specific requirements for reporting, focusing on Lawson Software.

Guidelines for Use: This is a very responsible position designed specifically to expand, enhance, and support the full utilization of Lawson software. This position is responsible for analyzing existing information processes, workflows and systems to evaluate effectiveness and develop new processes to improve production, productivity or workflow as required. Affect Business Process Improvements supported by comprehensive fact gathering, data analysis, systems and process improvement recommendations, and appropriate reporting. As required, this position assists in providing guidance and training to all Enterprise Resource Planning (ERP) end users. This position assumes an active role in maintaining and monitoring data quality and data integrity throughout the ERP. Additionally, this position oversees the maintenance of expenditures and revenue accounts specific to Education.

EXAMPLES OF DUTIES: (Illustrative only)

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

Acts as technical backup to financial management positions to automate functions; Analyzes, reviews and makes recommendations on budget requests and options in terms of City functions, policy, programs and objectives; Certifies as to the availability of funds forwarding of contracts or other purposes; Conducts research projects; Confers with and instructs administrators and department heads in process and implementation of financial objectives; Consults with and advises administration in preparation and presentation of budget requests and options; Consults with and advises personnel on fiscal policy, procedures and operations and other financial management matters;

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EXAMPLES OF DUTIES Continued: Creates accurate and meaningful reports for departmental decision makers using MS Excel, Crystal and other reporting tools; Creates Lawson user groups to promote problem resolution; Creates, updates and maintains policy and procedure manuals; Develops training documents; Establishes and maintains procedures for record retention; Implement new procedures, expands use of financial software to fully utilize capabilities and modules, from testing to implementation and follow-up; In the Education department, oversees Accounts Payable and Receivable; Interprets and monitors City spending, capital, revenue, and program accomplishments in accordance with established policy and legislative intent; Is responsible for fiscal oversight of projects and audits related to school construction and capital projects; Is Responsible for reconciling and verifying bank accounts and trial balances of all ledgers; Makes Presentations; Oversees maintenance and development of pension and OPEB actuarial schedules or Education budget; Participates in implementation of Lawson time and attendance; Perform miscellaneous duties as directed by the Chief; Performs a full range of financial analysis work for Citywide services and programs including programmatic, revenue and capital portions of the budgets; Performs analytical work involving examination of budgetary controls, fiscal operations and purchasing functions; Provides analysis of City's overall financial position for inclusion in the official statement; Provides consultation, advice and functional assistance to business staff on fiscal management and financial information systems; Provides input and analysis for on-going refinement of program budget development and budget option process; Provides training to City staff; identifies and analyzes appropriate benchmarks and best practices; Recommends budget or program revisions; Records complex journal entries, prepares balance sheets and financial statements involving multiple accounts; Researches Finance, Education, and payroll users' Lawson software questions; Reviews Citywide fiscal management policies, procedures and systems; Reviews requests for Personnel Service Agreements and Purchase Service Contracts; Supervises the keeping of expenditures, revenue accounts, general and subsidiary ledgers; Train City or BOE personnel on Lawson Finance and Payroll Modules via classroom training and worksite visits; Work with IT, to support pre-release testing efforts, for Lawson and actively represent the department on Lawson upgrade implementation; Performs related duties as required. Supervise accounting/auditing and clerical staff as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental program budgeting and governmental accounting; Knowledge of the principles of organization and management including public administration; Some knowledge of research techniques and statistical principles and procedures; Advanced computer skills including spreadsheet, mail merge, database queries and report writing, ability to automate tasks; Advanced skills utilizing Microsoft Office tools, including Outlook, Word, PowerPoint, Access and Excel; Considerable interpersonal skills; Comprehensive knowledge of principals and operations of integrated middle-tier ERP environment, Including: General Ledger, Accounts Receivable, Accounts Payables, Budgeting, Reporting, Purchasing and Requisition and Payroll; Ability to analyze budgetary and financial management problems accurately and develop effective courses of action; ability to design and interpret graphic representations; Ability to effectively communicate verbally and through writing, including speaking before groups of employees and leading training classes; Ability to interpret of instructions furnished in written, oral, diagram, or schedule form and the ability to implement change. Ability to read, analyze and interpret documents such as financial reports and software user guides; Ability to solve practical problems and deal with a variety of variables; Ability to utilize financial information systems; Ability to work with individuals from diverse backgrounds.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception		X					
Standing		X			Color Distinction		X					
Walking		X			Peripheral Vision		X					
Sitting			X		Driving		X					
Lifting		X			Physical Strength:							
Carrying		X			Little Physical Effort (-10 lbs.)							
Pushing		X			Light Work (-20 lbs.)			X				
Pulling		X			Medium Work (20-50 lbs.)			X				
Climbing		X			Heavy Work (50-100 lbs.)		X					
Balancing		X			Very Heavy Work (100+ lbs.)		X					
Stooping		X			Environmental Conditions							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching		X			Wetness		X					
Handling		X			Humidity		X					
Grasping		X			Extreme Noise or Vibration			X				
Twisting		X			Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids		X					
Repetitive Motion			X		Exposure to dampness		X					
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X					
Visual Acuity/Near			X		Mechanical Hazards			X				
Visual Acuity/Far			X		Physical danger or abuse		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

Waterbury Public Schools is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

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IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Seven (7) years professional experience in budget preparation, financial management or operations including budget responsibility.
(Note: Professional experience in budget management will be interpreted as principal responsibility for such aspects of budget as planning, preparation and administration. Professional experience in financial management or operations will be interpreted as principal responsibility for a combination of budget work and financial planning, accounting, purchasing and/or financial analysis and reporting.)
- Two (2) years of supervisory or lead experience in financial management or operations.

Certifications and licenses:

- Type 085 Certificate with School Business Administrator endorsement.
- Incumbents in this class may be required to possess a current Motor Vehicle Operator's License with a good driving history.

SUBSTITUTIONS:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Public Administration, Business, Economics, Finance or closely related fields may be substituted for one (1) additional year of the General Experience.

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. **APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

8/13/19 JP