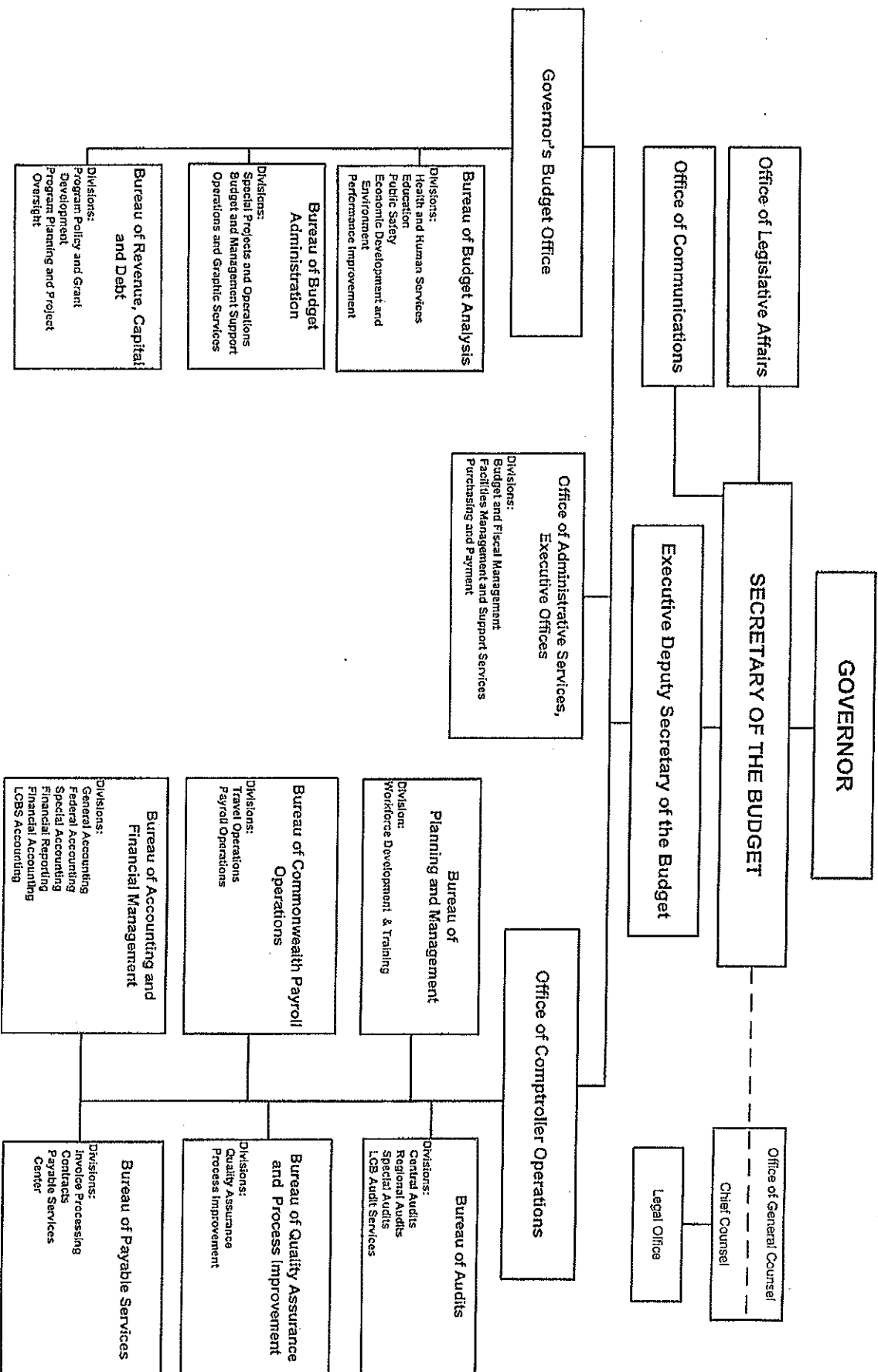


# GOVERNOR'S OFFICE OF THE BUDGET

OR-14-001  
January 21, 2014



Job Code	Pay Scale Group	Pay Scale Type	Bargaining Unit	Civil Service or Non-Civil Service	Executive Board Change	Last Change Effective
<b>08295</b>	<b>12</b>	<b>MA</b>	<b>A3</b>	<b>N</b>	<b>682-02</b>	<b>5/18/2010</b>

Click on Job Code for current expanded information, on Pay Scale Type for current Pay Scale Type, on Civil Service or Non-Civil Service to obtain the Evaluation Guide (if available), on Executive Board Change to obtain the Executive Board amendment listed and on Last Change Effective to obtain history.

05/18/10

08295

DIRECTOR, BUREAU OF BUDGET ADMINISTRATION

**DEFINITION:** This is highly responsible advanced technical budget analysis and administrative work directing the Bureau of Budget Administration in the Governor's Budget Office.

The employee in this job directs the administration of the Commonwealth's annual operating budget cycle through the development and implementation of budget and rebudget instructions and guidelines, management of the Office's budget preparation database and production of budget reports, and preparation and production of the Governor's Executive Budget. Work involves overseeing the analysis, management and administration of budget data to ensure accurate and up-to-date information for all appropriations in the Commonwealth's budget for reporting and inclusion in the Governor's Executive Budget. Work also includes preparation of the technical budget and rebudget instructions for use by agencies in the development of annual budget requests and overseeing the development of various management reports and communications, such as financial statements, appropriation tracking runs and complement and lapse reports to provide executive management with budget status information throughout the budget process. Duties involve coordinating with other bureau directors within the Governor's Budget Office to ensure the accuracy and timeliness of the production of the Governor's Executive Budget and other key state budgetary documents and communications. Work also involves coordinating with the Chief Legislative Analyst in the review and analysis of appropriations bills to develop and issue Expenditure Symbol Notification letters authorizing agencies' implementation of the Commonwealth's enacted budget. Work also involves serving as the liaison to the Office for Information Technology for the development and implementation of budgetary processes into the Integrated Enterprise System. Supervision is exercised over budget analysts performing analytical and advanced technical work throughout the budget cycle. Work is performed with considerable independence under general direction from the Director of the Governor's Budget Office and is reviewed through conferences and written reports for adherence to established policies and procedures and achievement of objectives.

**EXAMPLES OF WORK:** Leads the development of instructions for the preparation, analysis, and control of departmental budgets.

Coordinates monthly reporting for the Budget Secretary and the Governor's senior staff regarding major developments in the implementation of the current year budget.

Coordinates with the Office for Information Technology to integrate new enterprise resource planning system functionality into the budget process.

Leads in the management and administration of the Office's budget preparation database throughout the budget process.

Supervises the examination of budget estimates for completeness, accuracy and conformance with procedures, regulations and policies.

Plays a key management role in the production and editing of the Governor's

Executive Budget document.

Coordinates the annual year-end closing process for the Governor's Budget Office and oversees all lapse transactions.

Coordinates with the Office of Comptroller Operations to ensure funds are accounted for in accordance with laws, regulations and policies.

Performs the full range of supervisory duties.

Participates in the performance of subordinates' work consistent with operational or organizational requirements.

Performs special projects and other duties as assigned.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Knowledge of the principles and practices of budget administration as related to governmental procedures, practices, and objectives.

Knowledge of the principles and practices of public administration and finance.

Knowledge of the principles and practices of office management.

Knowledge of the structure and operations of state government and its relationship to federal, regional and local governments.

Knowledge of the principles and practices of effective supervision.

Ability to analyze and interpret budget data and information.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

**MINIMUM EXPERIENCE AND TRAINING:** Six years of technical budget administration work that included three years in a supervisory capacity; and a bachelor's degree;

or

An equivalent combination of experience and training.

Job Code	Pay Scale Group	Pay Scale Type	Bargaining Unit	Civil Service or Non-Civil Service	Executive Board Change	Last Change Effective
<b>08190</b>	<b>13</b>	<b>MA</b>	<b>A3</b>	<b>N</b>	<b>999-99</b>	<b>7/1/2002</b>

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06/01/1991

08190

#### DIRECTOR BUREAU OF BUDGET ANALYSIS

**DEFINITION:** This is administrative and highly responsible technical work in directing the Bureau of Budget Analysis in the Office of the Budget.

The employee in this class is responsible for directing the development, monitoring and administration of the Commonwealth's operating and capital budgets from agency funding requests through program implementation; for analyzing agency annual budget requests to determine consistency with policies and laws, reasonability of funding request, and programmatic justification; and for preparing and justifying funding and program recommendations to the Secretary of Budget, Deputy Secretary for Budget and the Governor. Work involves directing the preparation of the budget document, the explanation of budget recommendations to agencies and the explanation and justification of the Governor's Budget to legislative appropriation committee hearings. Supervision is exercised over a staff of management and technical employees. Work is performed with considerable independence under general direction from the Budget Secretary and the Deputy Secretary for Budget who review work through conferences, reports and effectiveness of results.

**EXAMPLES OF WORK:** Directs the Commonwealth's operating and capital budget process from agency funding requests through program implementation.

Directs the analysis of annual agency budget requests to determine consistency with the Governor's and Budget Secretary's policies, laws and the State and Federal constitutions; reasonability of funding requests; and programmatic justification.

Directs the preparation and justification of agency funding and program recommendations to the Governor, Budget Secretary and Deputy Secretary for Budget and appearances before legislative appropriation committee hearings to explain and justify the Governor's Budget.

Directs the preparation of the budget document and the explanation of budget recommendations to agencies.

Directs the analysis of proposed legislation for State and Federal constitutionality; consistency with current fiscal, administrative and programmatic policies; and cost and program implications.

Directs the conduct and participation in multi-agency committees responsible for the development of major position programs, legislation and implementation of the Governor's Initiatives.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Knowledge of the principles and practices of budget administration with special reference to governmental objectives, procedures and practices.

Knowledge of the principles and practices of public administration.

Knowledge of the principles and practices of office management and supervision.

Ability to plan and direct a professional staff engaged in budget analysis.

Ability to apply and promote the use of management techniques to program operations.

Ability to aid and encourage program administrators to utilize the budget process in current and long-range planning.

Ability to identify and analyze significant trends and policies from reports and factual data.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with department heads, subordinates, associates and representatives of other governmental agencies.

MINIMUM EXPERIENCE AND TRAINING: Seven years of progressively responsible experience in technical budget administration work, including four years of experience in an administrative or supervisory capacity; and a bachelor's degree;

or

Any equivalent combination of experience and training.

Job Code	Pay Scale Group	Pay Scale Type	Bargaining Unit	Civil Service or Non-Civil Service	Executive Board Change	Last Change Effective
08290	13	MA	A3	N	999-99	7/1/2005

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01/01/1988

08290

DIRECTOR OF REVENUE, CASH FLOW AND DEBT

**DEFINITION:** This is highly responsible and advanced professional revenue forecasting and debt analysis work in directing the Bureau of Revenue, Cash Flow and Debt in the Office of the Budget.

The employee in this class directs the development and evaluation of revenue estimates, the preparation of cash flow estimates for capital funds and the General Fund, the establishment of major payment schedules for operating funds, the analysis and preparation of legislation concerning debt and bond issues, the analysis of the municipal bond market, the preparation of debt issue schedules and the development and preparation of all materials relevant to bond issues and tax anticipation notes. Significant aspects of the work include the recommendation of the timing and sizing of all general obligation bond sales and the coordination of bond issue documents, including the official statement for the issue, in conformance with all laws, regulations and standards. The employee is responsible for the continuing compliance of Commonwealth bond and note issues with federal tax regulations, fostering and maintaining a positive relationship with bond rating agencies and the investment banking community, preparation of presentations to rating agencies and other groups and making recommendations on the refunding of existing Commonwealth debt.

**EXAMPLES OF WORK:** Advises Secretary of the Budget and other state officials on the need for bond issues, the current outlook of the municipal bond market, possible effects of proposed legislation on the bond market or bond issues, status of the financial reputation of the Commonwealth, need for short term borrowing, or similar topics.

Directs the development of borrowing schedules, including timing and amount of planned general obligation bond sales and the analysis of cash flow estimates to projected borrowing needs.

Recommends the need for deferred payment and scheduling payment of large obligations.

Directs the development of information and methods of presentation for the improvement of the Commonwealth's credit rating and presents information as necessary to major financial institutions.

Maintains liaison with municipal rating agencies, bond underwriters, investors, institutions, and others having interest or information about the financial condition of the Commonwealth.

Reviews and evaluates the underlying assumptions and methodology of revenue estimates and advises the Deputy Secretary for Budget of their appropriateness or recommends revisions; monitors receipt of revenues and determines revenue flow's conformance to previous estimates.

Directs the development and drafting of materials for bond offerings in coordination with the bond counsel, Auditor General and State Treasurer's Offices, and the Budget Secretary to assure compliance with Securities and Exchange Commission regulations and other appropriate rules and regulations. Directs research and analysis on assigned special projects.

Directs the computation of bond maturity schedules, the verification of the accuracy of bids and the development of factual information regarding tax-free status and other factors of financial desirability for prospective purchasers of bond issues.

Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Knowledge of laws and regulations concerning the issuance of municipal bonds.

Knowledge of the state's budget process.

Knowledge of the organization of state government especially as it relates to the financial environment.

Knowledge of monetary practices, the banking industry, macroeconomics, investments, and investment procedures.

Knowledge of financial markets and investment procedures, particularly as they relate to municipal bonds.

Knowledge of the principals and practices of supervision and office management.

Ability to plan and direct work of a professional staff engaged in financial and revenue analysis.

Ability to develop and write proposals and resolutions for bond issues.

Ability to analyze reports of financial and economic forecasters and identify significant trends and the importance of those trends to the Commonwealth's revenue structure and the municipal bond market.

Ability to plan, organize, and carry out assignments independently.

Ability to present findings effectively, orally and in writing.

Ability to establish and maintain effective working relationships with associates, officials, and the public.

**MINIMUM EXPERIENCE AND TRAINING:** Five years of experience in market analysis, economic research, economics, or budgeting, including or supplemented by one year of work which provided exposure to revenue estimating, and investments in the municipal bond market, and a bachelor's degree with major course work in economics, finance, business, or a closely related field;

or

Any equivalent combination of experience and training. A master's degree in economics may be substituted for one year of the required non-specialized experience.

Job Code	Pay Scale Group	Pay Scale Type	Bargaining Unit	Civil Service or Non-Civil Service	Executive Board Change	Last Change Effective
<b>09360</b>	<b>12</b>	<b>MA</b>	<b>A3</b>	<b>N</b>	<b>694-11</b>	<b>3/5/2012</b>

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03/05/2012

09360

#### DIRECTOR, GOVERNOR'S INNOVATION OFFICE

**DEFINITION:** This is highly responsible portfolio management and managerial work directing the activities of the Governor's Innovation Office in the Office of Administration.

The employee in this job is responsible for planning, coordinating, and directing the identification, implementation, and evaluation of programs, systems, and processes to improve operations, efficiencies, and customer service and to increase productivity within state government in the disciplines of procurement, technology, human resources, management, organization, and operations. Work includes ensuring the improvement of state government performance and customer responsiveness by directing the coordination, communication, and provision of internal and external expertise in a project team structure. Work also includes directing the planning and coordination of enterprise-wide and multi-agency initiatives and projects designed to improve efficiency, reduce costs, and enhance customer service within the Commonwealth; developing goals, objectives, and priorities and developing and implementing policies to ensure optimization of Commonwealth resources and efficiency of operations; and developing agency performance measures to evaluate, track, and report results. An important aspect of this work involves providing consultation and making recommendations to the Governor's Office and the Secretary of Administration on issues of management, administration, and productivity. Work is assigned by the Secretary of Administration through an innovation portfolio. Progress and portfolio health is reviewed regularly with the Secretary of Administration, staff in the Governor's Office, and the innovation steering committee.

**EXAMPLES OF WORK:** Directs the activities of the Governor's Innovation Office.

Advises the Governor's Office, Secretary of Administration, innovation steering committee, and other senior management and executive staff on managerial and administrative policies and issues.

Oversees the identification of innovation initiatives to reduce costs and long-term structural changes to generate savings, eliminate waste and duplication, and improve customer service.

Provides direction and leadership to Agency Innovation Teams to ensure that the Governor's vision and objectives are realized through innovation initiatives at the agency level.

Directs the development, implementation, and evaluation of enterprise-wide strategic initiatives.

Oversees the planning, implementation, and evaluation of enterprise-wide, multi-agency, and agency-specific projects and initiatives.

Performs the full range of supervisory duties.



The employee in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.

Performs related work as required.

REQUIRED KNOWLEDGES SKILLS AND ABILITIES: Knowledge of the principles and practices of public administration.

Knowledge of research techniques used in policy analysis.

Knowledge of principles and techniques used in program analysis and planning.

Knowledge of the structure and operations of government including financial administration, human resources management, budgeting, procurement, and information technology.

Knowledge of the principles and techniques of strategic planning.

Knowledge of the principles of contract management.

Knowledge of the principles of project management.

Knowledge of the principles and methodologies of eliminating waste and continuously improving organizational structures, functions and objectives.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS: Six years of professional experience in management policy consulting or analysis work, including two years in a supervisory or managerial capacity; and a master's degree in public policy, business administration, public administration or related field;

or

An equivalent combination of training and experience that includes two years of management policy consulting or analysis work in a supervisory or managerial capacity.