

From: Kling, Colleen <cokling@pa.gov>  
To: Soura, ChristianChristianSoura@gov.sc.gov  
Date: 3/14/2014 3:51:39 PM  
Subject: RE: GBO Position Descriptions

Christian,  
Here it is.

Interesting... now that I'm looking at it, my job title is wrong in the field at the top but it's right in the description below. My current job is Executive Budget Specialist 3.  
Colleen

Commonwealth of Pennsylvania

STD-370

## POSITION DESCRIPTION

Last Name	First Name	MI	Personnel Number
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Job Title                                      Job Code                      Working Title                                      Position Number

Department	Organization	Organization Code
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Supervisor's Last Name                      Supervisor's First Name                      Supervisor's Job Title                                      Supervisor's Pos Number

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)							Explain any schedule variations:
8:30 am	5:00 pm	37.5	S	M	T	W	T	F	S	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

The Executive Budget Specialist 3 is responsible to analyze fiscal and budgetary issues, including agency budget and rebudget requests, budgetary transactions, fiscal policy issues, proposed legislation and regulations and performance measures. The Executive Budget Specialist 3 is also responsible to operate in conjunction with the overall office mission to develop, coordinate and monitor the execution of a balanced financial plan for the commonwealth consistent with the Governor's priorities.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

This is advanced professional fiscal policy, legislative review and budget analysis work in the Governor's Budget Office.

Budget Analysis – Responsible to know all revenue and spending plans for agency budgets and programs.

The Executive Budget Specialist 3 provides direction to agencies for the implementation of programs and the reporting of the status of program implementation; examines budget estimates for completeness, accuracy and conformance with procedures, regulations and policies; provides consultation to agency executives and fiscal officers on difficult budgetary problems; examines requests for budget revisions; prepares correspondence to explain why budget revisions are being altered or denied; provides strategic advice and assistance to agency officials in the preparation of departmental budgets, including the interpretation of budget policies; prepares and assembles fiscal and statistical data, charts, graphs and reports for use in budgetary evaluations and budget hearings; and attends budget hearings and other meetings with high level government officials to communicate fiscal policy and budget analysis information.

Specific duties and responsibilities – prepares analysis of agency cost-to-charge budgets to develop funding recommendations for inclusion in the Governor’s Executive Budget and enacted budget; prepares recommendations regarding allocation amendments, waivers to lapsing/encumbrance provisions, Complement Authorization Requests, correspondence, etc.; works with the Office of Comptroller Operations as required to ensure that funds are accounted for in accordance with current laws, regulations and policies; prepares staff recommendations during the annual rebudget process consistent with the Administration’s and Governor’s Budget Office policy, complement, budget and accounting requirements.

Fiscal Policy Analysis – Responsible to know all major fiscal policy issues affecting agency budgets and programs.

The Executive Budget Specialist 3 designs and conducts research on complex policy issues and develops recommendations; initiates and prepares the review of state programs and develops fiscal policy recommendations; meets with local, state and federal officials to gather information and identify program and policy conflicts in governmental services; contacts program recipients, providers and managers to gather information to support research findings; and makes recommendations for resolution.

Specific duties and responsibilities – analyzes program revision requests to develop funding recommendations for inclusion in the Governor’s Executive Budget and enacted budget; directs agencies in methods to monitor, coordinate and report on the progress of new program implementation or program changes; and conduct studies of complex, critical and/or emerging program or policy areas using scientific research methods.

Legislative Analysis – Responsible to know major state statutes and regulations governing agencies and programs and to understand and evaluate the impact of pending legislation and regulations.

The Executive Budget Specialist 3 reviews proposed legislation and regulations, their potential impact on the budget and preparation of recommendations to support or reject proposals; provides information to legislative committees as to research considerations and interpretation of policy recommendations; and reviews programs and other government initiatives and the provision of comments on proposed legislation.

Specific duties and responsibilities – works with the Legislative Director in the Governor’s Budget Office to develop legislation required to implement budget and policy recommendations; provides legislative analysis and recommendations to legislative contacts in the Governor’s Office; develops fiscal notes for all proposed legislation and regulations; drafts alternative legislative language to resolve potential issues of conflict or concern; and confers with the Legislative Director on communications with General Assembly staff.

Performance Improvement – Responsible to be familiar with agency performance plans and performance measures and to ensure that agency budgets and performance plans conform with one another.

The Executive Budget Specialist 3 reviews agency performance plans to ensure that strategic goals and targets are in conformance with the Administration’s goals and are supported by the agency budget and rebudget requests; notifies the Performance Improvement Manager when a potential conflict arises; and ensures conformity between fiscal recommendations and performance measures.

Specific duties and responsibilities – reviews agency performance plans; understands agency performance measures; and confers with the Performance Improvement Manager on variance in performance measures from expected trends.

Communication – Responsible to foster strong communication and working relationships and to assist in the development of communication material.

The Executive Budget Specialist 3 is responsible to communicate regularly with the division manager and office directors on key budgetary issues that arise, either verbally, via email, or in written communication. The Executive Budget Specialist 3 participates in projects which cross teams and agency assignments and the

communication of fiscal policy and budget recommendations through various media, including public presentations and electronic documents; fosters strong working relationships; and communicates effectively verbally and in writing.

Specific duties and responsibilities – communicates effectively with office directors and upper management, agency staff and the Governor’s senior staff; negotiates professionally for the interests of the Administration and the Governor’s Budget Office; and plays a key role in preparing and editing the Governor’s Executive Budget document, Budget in Brief, correspondence, newsletters, etc.

**Decision Making:** *Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor’s signature.*

**DECISION MAKING:**

Work projects are assigned by the Division Manager. The Executive Budget Specialist 3 may independently identify issues to be addressed. Work is performed with considerable independence and with freedom to make necessary commitments and decisions. The Executive Budget Specialist 3 is responsible and accountable for the analysis and recommendations resulting from that analysis. Work results and recommendations are reviewed by the Division Manager through conferences, meetings and project reports.

**Requirements Profile:** *Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: Professional Engineer License*

1. N/A
2. N/A
3. N/A
- 4.
- 5.
- 6.

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Conduct fiscal and program analysis
2. Communicate effectively – written and verbal form
3. Use mathematical concepts
4. Attend meetings at various locations
5. Work extended hours on short notice
6. Operate a computer and general office equipment
7. Utilize Microsoft Office software
8. Represent Governor’s Budget Office interests
- 9.
- 10.

**CERTIFICATION**

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Acknowledgement	Job Title: Ex Bdgt Spcst 2	Date
Supervisor's Acknowledgement Christine Baldini	Job Title: Ex Bdgt Mgr	Date 10/25/2013 3:43:35 PM

<b>Reviewing Officer's Acknowledgement</b>	<b>Job Title:</b>	<b>Date</b>
John Guyer	Dir Bur Bdgt Anlys	10/25/2013 3:44:05 PM

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From: Soura, Christian [mailto:ChristianSoura@gov.sc.gov]  
Sent: Friday, March 14, 2014 2:29 PM  
To: Kling, Colleen  
Subject: GBO Position Descriptions

Hey,

If you have a minute this afternoon, do you mind calling me real quick? I've got a question about GBO position descriptions. Thanks.

CLS

Christian L. Soura  
Deputy Chief of Staff

(803) 543-0792  
[ChristianSoura@gov.sc.gov](mailto:ChristianSoura@gov.sc.gov)