



<b>Classification Title</b>	Budget and Performance Analyst	<b>Code</b>	168200
<b>Department</b>	Finance	<b>FLSA</b>	Exempt
<b>Pay Range</b>	Professional 09	<b>Represented</b>	No

**GENERAL SUMMARY**

With direction from the Budget and Performance Administrator, the Budget and Performance Analyst performs a combination of highly complex professional budget and strategic performance management work for the Pierce County Finance Department. This is a senior level position with emphasis on complex research and analysis, forecasting and reporting, financial and programmatic evaluation, performance management and analysis, and budget development and implementation.

**SERIES CONCEPT**

None

**ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Work with assigned departments to develop data-driven performance measures and benchmarks that support the County’s strategic plan, goals, and budget. Provide insight into how financial investments advance strategic plan goals and affect performance outcomes.
- Identify, propose, plan and carry out analytic projects; provide options to address policy issues. Gather and analyze quantitative and qualitative information for assigned departments to support proposals, plans and decisions; examine financial records for consistency and compliance.
- Prepare accountability and performance reports, including impact and outcome reviews for County initiatives, projects, and programs, budget variances and other efforts to support decision making.
- Prepare materials for presentations to the Executive, Council, Department directors and staff, and the public.
- Serve as the primary analyst for assigned departments in the preparation and administration of the County’s biennial budget and supplemental budgets; implement and administer the County’s adopted budgets; prepare expenditure and revenue projections; provide staffing costs and salary projections; review County contracts for fiscal integrity and available funding; and evaluate program effectiveness and key performance indicators
- Perform ongoing departmental budget reviews for adherence to County budgetary requirements and administration of adopted budget. Analyze trends and future needs/requirements, revise projections, and make recommendations for changes as necessary. Effectively tie performance outcomes to the budget.
- Produce complex spreadsheets, models, forecasts, and cost calculations.
- Work with program, accounting, and financial system staff to ensure appropriate tracking of performance measures.
- Prepare accountability and performance reports, including impact and outcome reviews of County



initiatives, projects, and programs.

- Serve as a financial resource to staff in other County departments.
- Communicate with staff in other departments to solve problems, provide information and guidance, and explain financial and performance management procedures.
- Leads assigned projects and/or performs other duties as assigned.

**Other Job Functions**

- Perform other job functions as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor's degree in Finance, Budgeting, and/or Accounting, Public/Business Administration or a related field, and four (4) years of progressively responsible experience in governmental budgeting and/or performance management, OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.

**Licenses or Certifications**

**OTHER JOB REQUIREMENTS**

Must meet travel requirements to attend meetings at various locations. Must authorize and complete a background check prior to employment. Work a flexible schedule, to include evenings, weekends, holidays. Maintain regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.

**PREFERRED QUALIFICATIONS**

Related finance certifications are desirable.

**SUPERVISION**

This position has no supervisory responsibility. May be assigned lead responsibilities.

**COMPETENCIES**

**Knowledge of:**

- Principles, concepts and practices in government budgeting and accounting involving fiscal controls, budget management, strategic planning, performance management, reporting and assessment.
- Methods and materials used to prepare revenue and expenditure projections.

**Skill in:**

- Working with a variety of individuals from diverse backgrounds.
- The proficient use of systems software, spreadsheet software and computers.
- Use of independent judgment and effective decision-making and problem solving.
- Researching, analyzing and interpreting policies, rules and procedures appropriately.
- Working with a variety of individuals from diverse backgrounds.

**Ability to:**

- Apply sound business, analytic, and financial acumen.
- Develop and monitor large complex operational and capital budgets with multiple funds.
- Explain clearly, verbally and in writing, information of a technical and financial nature.
- Understand and follow written and verbal instructions.



- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

**WORKING ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is conducted primarily in an office environment on a daily basis. Extended periods of concentration and sedentary work is required. Finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with this classification.