



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00019277 E1
Opening Date: 10/26/2009
Closing Date: 12/31/2009



**Budget Management Analyst (WMS Band 1) - WSP in Olympia
(NB00019277)
\$45,000 - \$63,000 annually (WMS Band 1)**

Agency Information

Washington State Patrol
Budget and Fiscal Services
Olympia, WA
~~~~~

About our Agency:

The Washington State Patrol (WSP) is a professional public safety agency made up of dedicated professionals who work hard to improve the quality of life as well as prevent the unnecessary loss of life on a daily basis. The WSP has approximately 2,400 employees and is organized into five bureaus: Field Operations, Technical Services, Forensic Laboratory Services, Fire Protection, and Investigative Services. More than half of all WSP employees work in a variety of non-commissioned jobs to support the Patrol's mission.

Mission Statement:

The Washington State Patrol makes a difference every day, enhancing the safety and security of our state by providing the best in public safety services.

Vision:

To be the best public safety agency in the United States.

Values:

Every employee is a critical member of a team committed to:

- Strong leadership
- Effective partnerships
- Professional excellence
- Acting with integrity and accountability
- Respecting and protecting individual rights
- Earning the trust and confidence of the public

**Duties**

As the primary budget analyst for one or more Washington State Patrol bureaus, the incumbent is responsible for ensuring

**Requisition Title:** Budget Management Analyst (WMS Band 1) - WSP in Olympia (NB00019277)

the biennial budget development for the assigned bureau(s) is accurate and complete and that the preparation of the budget conforms to the decisions of the Washington State Patrol management and the standards of the Office of Financial Management.

The incumbent is also responsible for monitoring program performance against the approved spending and business plans and for developing official financial information provided to OFM, the legislature, and other affected users.

#### ESSENTIAL FUNCTIONS:

- Jointly, with the assigned Bureau staff, craft a biennial budget that reflects the policy direction and decisions of the legislature and agency executive staff, making financial estimates of the costs and savings connected with proposed legislative and policy changes, and identifying emerging policy issues.
- Review and recommend approval of initial allotments and allotment amendments prepared in conjunction with the assigned program to ensure completeness and conformity with legislative intent and an approved business plan.
- Monitor program performance against approved allotments. Track, analyze, and report status of program projects and implementation of budget provisos. Conduct budget studies and program analysis that may result in recommending changes to improve program management and oversight.
- Assess the need for budget requests and draft specific decision packages in concert with assigned divisions.
- Interpret intent and impact on service delivery of various legislative proposals. Prepare fiscal notes reflecting agency policy and financial implications. Prepare expenditure, revenue, and workload trends for agency-proposed legislation.
- Conduct independent research to determine trends, developments, and procedures that have fiscal implications on the agency. Prepare budget information for use in legislative hearings and executive staff meetings. Prepare fiscal impact statements for proposed personnel actions.

## Qualifications

#### REQUIRED QUALIFICATIONS:

- Minimum of three years of combined experience in budgeting, accounting, contracting, and/or auditing.
- Speak and write clearly and concisely, listen effectively and adapt communication, both written and oral, to different audiences.
- Ensure quality and timeliness of work, be responsive to problems, and achieve results within tight timeframes.
- Possess the ability to get along with others, cultivating good relationships with program personnel and others affected by budget development and implementation.
- Establish day-to-day priorities, balancing "big picture" against short term needs.

#### DESIRED QUALIFICATIONS:

- Bachelor's Degree in Business, Finance, Accounting, Management, Public Administration, or any applicable or related field.

## Special Notes

#### HOW TO APPLY:

**Requisition Title:** Budget Management Analyst (WMS Band 1) - WSP in Olympia (NB00019277)

Applications will be accepted electronically at [www.careers.wa.gov](http://www.careers.wa.gov).

To be considered for this position, please include the following in the "Attachments" tab of your application (in Word or PDF format):

- A current resume.

- A letter of interest that describes your experience with developing budget requests, allotments and fiscal note requests. Provide clear, detailed information about your education and job-related experience.

This position is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing. It will be to the applicant's advantage to submit application materials as soon as possible.

~~~~~

POLYGRAPH & BACKGROUND INVESTIGATION:

A background investigation, including a polygraph exam, is required due to the nature and security requirements of the position. Applicants will be required to sign releases of information and shall not have access to any investigative materials and files. The background investigation is part of the pre-employment selection process and is not a commitment to employment.

Education verification is part of the background investigation. If you are selected for the background investigation portion of the hiring process you will be required to submit official transcripts, indicating the education level earned, to the WSP Human Resource Division. Please do not send these transcripts at the time of application. If you are selected to continue on to the polygraph and background portion you will be asked to provide transcripts at that time.

~~~~~

#### BENEFITS:

WSP offers excellent benefits, which includes excellent health and retirement benefits, generous paid vacation and holidays, promotional opportunities, continuous learning opportunities, talented co-workers, meaningful and ethical work, and serving citizens and making a difference.

### **Other Information**

If you have questions regarding this announcement, please contact Darlonna Vaughan at (360) 704-2313 or [darlonna.vaughan@wsp.wa.gov](mailto:darlonna.vaughan@wsp.wa.gov).

~~~~~

Persons with a disability, who need assistance in the application or assessment process, or those needing this announcement in an alternative format, may call (360) 704-2317. Applicants that are deaf or hard of hearing may call through the Washington Relay Service 7-1-1 or TDD# (360) 586-0660.

~~~~~

The Washington State Patrol actively supports diversity in the workplace and is an Equal Opportunity Employer.

**Requisition Title:** Budget Management Analyst (WMS Band 1) - WSP in Olympia (NB00019277)