SANTA ANA, CITY OF (CA) invites applications for the position of:

Budget Analyst (UC)

SALARY:
$36.44 - $46.52 Hourly  
$1,457.77 - $1,860.92 Weekly  
$6,317.00 - $8,064.00 Monthly  
$75,804.00 - $96,768.00 Annually

OPENING DATE: 03/03/21

CLOSING DATE: 04/04/21 11:59 PM

TYPE OF RECRUITMENT: Open Competitive

DESCRIPTION:
The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

Under direction, performs responsible and professional staff work in developing, preparing, and monitoring the City's budget.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:
Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policy. Participates in budget team conferences and makes recommendations regarding budget requests. Assists in coordinating the preparation of the proposed budget document for presentation to the City Council. Assists departments with the collection, compilation, and reporting of cost recovery information. Conducts studies and prepares reports and presentations on financial matters, management methods, and administrative and operating systems and procedures. Acts as an administrative liaison in assisting department budget staff in preparing department budget requests. Analyzes and provides fiscal control of budgetary expenditures. Performs research activities concerning organizational structure, staffing, operations, procedures, and policies. Coordinates and participates in community budget meetings. May attend City Council or committee meetings. May assist with the preparation of bond disclosures, debt management, and the City's 457 deferred compensation plan. Performs other functions as assigned.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS
Successful performers are trustworthy, maintain confidentiality, portray confidence, and work well with others. They are adaptable, self-motivated, engage in personal development, and implement best practices. They enjoy complex, fast-paced, and challenging assignments which test their analytical and financial management skills. They understand the importance of the City's budget, multi-year financial forecasting, and community engagement.

MINIMUM QUALIFICATIONS:
Two years of increasingly responsible experience in governmental budgetary and financial activities, including administrative, productivity, and organizational analysis. Graduation from an accredited four-year college with a degree in public or business administration, finance, economics, accounting, or related field may be used in combination with experience to meet the minimum qualifications and desired knowledge, skills, and abilities.
**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: principles and practices of public administration, municipal finance, budgeting and budget procedures, research techniques, and methods and procedures.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Excel, PowerPoint, and Outlook, and financial and budget software applications.

Ability to: gather, organize, analyze, and interpret data; draw sound conclusions from assembled information; develop alternative solutions to problems; present research findings and ideas concisely and effectively orally and in writing; exercise resourcefulness in addressing and resolving problems; establish and maintain effective working relationships with municipal officials, managers, employees, and the general public.

**SPECIAL MINIMUM REQUIREMENTS**

Must be willing and able to work evenings, weekends, and holidays, as needed.

**SELECTION PROCESS:**

All applicants are required to complete and submit a City application form and a Supplemental Application Form (SAF) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SAF. To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: [Online Employment Application Guide](#).

Applications and SAFs will be reviewed by the Human Resources Department. Those applicants possessing the most pertinent qualifications will be invited to continue in the selection process, which will include:

**Written Exam:** (Qualifying) which will evaluate applicants’ knowledge of public administration, budgeting, data analysis and reporting, business statistics, and reading comprehension.

**Writing Skills Examination:** (Qualifying) which will evaluate applicants' ability to properly convey information in writing. The areas that will be evaluated may include: content, English usage and grammar, and clarity and organization.

**Oral Interview Examination:** (Weight of 100%) will evaluate the candidates' experience, training, education, and abilities in relation to those factors which are essential for successful performance on the job.

The Human Resources Department may waive an examination component. If an examination component is waived, the remaining component will have a weigh of 100%. Candidates must achieve a passing score in every component of the selection process in order to be placed on the eligible list.

**APPLICATIONS MAY BE FILED ONLINE AT:**

http://www.santa-ana.org

Human Resources, M-24
PO Box 1988
Santa Ana, CA 92702
714-647-5340

Job #59-21 OC
BUDGET ANALYST (UC) OC