

**State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us**

**STAFF BUDGET ANALYST - 10662
\$ 42,477.60 - \$ 64,502.40**

*This salary will increase by 3.5% effective September 1, 2007

**Department: Finance
Location: Montgomery**

TYPE OF EXAMINATION

A **promotional** register will be established for all applicants who meet the minimum qualifications listed below. Qualified applicants will be evaluated based on their training and experience. This evaluation will comprise 95% of the final grade and an average of the applicant's service ratings for the last three years will constitute the remaining 5%.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following:

- Current permanent Merit System status as a Budget Analyst or Staff Accountant by the closing date indicated below.
- Bachelor's degree in Accounting, Business or Public Administration, Economics, Finance, or closely related field from an accredited* college of university.
- Two (2) years of professional experience in budgeting, accounting, or fiscal operations.

KIND OF WORK

This is advanced professional work in the field of budget administration. Employees in this class examine the operations of agencies with relatively complex budgets; contact fiscal and operating officials to provide technical assistance on problems of average difficulty and to negotiate minor points of disagreement; obtain facts on details of organization and costs needed in budget preparation and administration; examine budget requests for completeness, accuracy, and conformance with policies, procedures, and regulations; review requests for budget revisions and recommend approval or denial; draft correspondence to explain the action taken; analyze monthly agency budgeting and accounting reports to maintain expenditure controls; assemble fiscal and statistical data in chart, graph, or report form for budgetary evaluations and budget hearings; maintain files of budgetary information; participate in budget hearings with agency officials; analyze the impact of appropriation and general bills on agency programs and operations and prepare reports on findings; prepare appropriations and general bills for introduction in the legislature; assist in tracking bills through the legislative process; and perform special analyses using computer skills.

HOW TO APPLY

Use an official Application for Examination form. You can get the form at this office or Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **August 22, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list. They will be notified when they should apply again. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

***Veteran's credits are NOT allowed on promotional examinations.
Individuals currently on the register MUST reapply to remain eligible for employment.***
THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.