

**TEXAS DEPARTMENT OF MOTOR VEHICLES
JOB REQUISITION**

Job Requisition #: 022309

Business Title: Y247 / Budget/Forecasting Analyst III

Classification Title: Budget Analyst III

Business Unit: DMV Finance

Salary: 3944.25 - 4770.00 Per
Month

Salary Group / Class: B21 / 1157

Number of Openings: 1

Work Location Address:

CAMP HUBBARD - BUILDING 1
4000 JACKSON AVE
AUSTIN, TX 787316000

**Opening
Date:** 04/11/14

Closing Date: 05/02/14 at 5pm

Type of Employment: Regular Full-Time

Type of Driver's License Required: Class C

Shift: FIRST

Travel (Overnight): Yes - 5%

You are encouraged to apply on-line at <http://www.dmv.state.tx.us/careers/apply-online.htm>. You may also drop off or mail a paper application to DMV Employment Office, 4000 Jackson Ave, Austin, Tx 78731 between the hours of 8am and 5pm. **If you elect to apply using a paper application, the department will only accept a completed State of Texas Application for Employment.**

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process in accordance with the Americans with Disabilities Act of 1990.

GENERAL DESCRIPTION

Performs highly complex budget preparation and analysis work in support of the Texas Department of Motor Vehicles, Financial and Administrative Services Division. Monitors budgets for assigned divisions, prepares, analyzes and reviews budget requests, and analyzes expenditures trends and revenues for administrative planning purposes. Duties also include preparing or assisting with preparation of budget instructions, policies and procedures. Contributes to and assists in the preparation of the biennial appropriation request and agency operating budget. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

MINIMUM REQUIREMENTS

Education and Experience

Bachelor's degree in finance, accounting, business administration/management or a related field plus five (5) years progressively responsible experience in budget/financial analysis, forecasting or related area. Additional experience in budget/financial analysis or related area may be substituted for education on a year for year basis. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.). Experience with State of Texas budget reporting requirements and accounting principles and practices is preferred.

Competencies

Thorough knowledge of
Fiscal planning, governmental accounting practices and procedures

Budget development, monitoring, and implementation
Budgeting methods and procedures
Financial analysis methodologies

Considerable knowledge of
Financial management and accounting systems
The legislative process including operational/fiscal impact statements

Working knowledge of
Governmental policies and procedures
Applicable laws, rules and regulations

Proficient skill in
Prioritizing and organizing work assignments
Communicating complex ideas and information clearly, concisely and effectively
The use of personal computers and applicable programs, applications and systems
Compiling and evaluating legislative and annual budgets
The use of Microsoft Office, including Word, Excel and Powerpoint

Ability to
Review and analyze complex information

ESSENTIAL DUTIES

Prepares and monitors operating budget for assigned TxDMV divisions.
Contributes to and assists in the preparation of the Legislative Appropriations Request (LAR), Annual Operating Budget, and reports to oversight agencies.
Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made.
Monitors agency budget and expenditures to ensure they are within legislatively appropriated levels.
Informs management of budget deviations, problems, and events likely to affect operations; explains causes; and measures impact on department mission and resources; and suggest solutions.
Reviews requests for additional funds, evaluates justifications, recommends actions and answers inquiries on budget/resource related matters.
Produces and runs scenarios to generate monthly Executive Summary and/or monthly ad hoc reports for administrative planning purposes.
Maintains listing of budgeted positions for each division and performs monthly salary expenditure analysis.
Performs other job-related duties as assigned.

CONDITIONS OF EMPLOYMENT

Official sealed transcripts of all college hours/degrees listed on State of Texas application will be required on or before the first day of employment if selected for the position.

Driver's record check will be conducted by the Department. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business.

Must attend work regularly and observe approved work hours.

All department employees who are reasonably suspected of working under the influence of alcohol or drugs while on duty are subject to Reasonable Cause Drug or Alcohol Testing.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office or <http://www.twc.state.tx.us/>.

Department employees or family members are prohibited from having, directly or indirectly, any monetary interest in any contract with a department project.

As part of its employment process, TxDMV may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

REMARKS

The salary range on this job posting reflects the minimum and maximum allowed by the state classification salary schedules; however, budget considerations may result in salary offers below the maximum of the posted range.

Initial screening is based on the Education and Experience minimum requirements defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency requirement in the summary of experience). **If you elect to apply using a paper application, the department will only accept a completed State of Texas Application for Employment.**

No attachments such as resumes, pictures, letters of recommendation, references and/or training records or certificates will be accepted. Such attachments will not be given any consideration and will be removed from the application form and destroyed.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

An internal applicant who is selected for a position in their current salary group that has the same state title is not eligible for a salary increase. An internal applicant who is selected for a position in their current salary group with a new state title may receive an increase up to 3.4%.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER