



Administrative Office of the Courts

BUDGET AND FISCAL NOTE ANALYST

Scope of Responsibility

Responsible for planning, implementing, monitoring and evaluating program components related to estimating the impact of legislation on the courts and AOC. Identifies needed areas of budget information improvement; designs and implements projects in response to needs. Provides planning and budget input for the Judicial Branch. Works with agency revenue forecast staff to develop and enhance alternate revenue forecast models. Provides forecast analysis for expenditures and revenue to agency management and to the legislature.

Reports to the Comptroller in the Management Services Division. Works independently with minimal supervision. Decision-making is according to broadly defined guidelines and procedures, and some areas require interpretation and/or development of possible approaches. Coordinates fiscal note responsibilities and legislative interactions with the Associate Director, Judicial and Legislative Relations. Interacts with judges, agency management, AOC staff, staff assigned to manage specific projects, the county clerks and clerks' staff, court administrators, and administrators' staff. Provides information to legislative staff, legislative committees, Office of Financial Management staff (OFM) and other state agencies as appropriate for revenue and expenditure information. May supervise and/or direct and review the work of other professional staff.

Essential Activities

- Primary responsibility for the preparation of judicial impact fiscal notes and decision packages. Analyzes and evaluates proposed legislation and its probable impact upon project and program goals.
- Coordinates responses for fiscal notes to the legislative staff. Prepares briefing documents that describe the impact of proposed legislation.
- Coordinates information for fiscal note requests. Performs complex computations for fiscal note preparation for the courts and AOC.
- Reviews and coordinates the work of AOC staff, court personnel and others involved in the successful completion of fiscal notes and decision packages.
- Analyzes and reports the results of legislation that has passed where agencies in the Judicial Branch received unfunded mandates and prepares reports for management.
- Evaluates court programs, operations, and procedures relative to the budget needs of the Branch.
- Periodically surveys courts regarding local and state funding.

- Assesses revenue proposals such as adjusting costs, fees, and assessments using inflation factors, other states' information, etc. Assesses the consistency and reliability of budget data as it is used in end user procedures and reporting requirements. Leads efforts to improve or maintain fiscal note data quality.
- Represents the AOC in meetings with court personnel, clients and government agencies on issues regarding budget and fiscal forecast.
- Performs other duties as assigned.

Key Competencies

- Ability to establish and maintain professional working relationships with co-workers, management and other constituents. Accomplishes work objectives in cooperation with agency, court, and other professional colleagues.
- Expert organization and implementation skills.
- Expert ability to understand and implement effective problem solving techniques and communication skills and methods.
- Expert knowledge of the statewide budget and accounting systems used by AOC.
- Expert knowledge of state government, laws and legislative process.
- Logically integrate various ideas, intentions and information to form effective goals, objectives, timelines, action plans and solutions.
- Effectively identify potential tasks, activities and timelines necessary to achieve a stated purpose. Develops a clear understanding of required action steps.
- From a large array of possible actions, accurately identify those that are most pertinent, critical and time sensitive.
- Develop plans and strategies that clearly identify the purpose, critical actions, priorities, timelines, scope, methodology and expected outcomes.
- Accurately assess the resources necessary to carry out planned actions. Perceives the impact and implication of decisions made regarding resources.
- Acquire and integrate input from others regarding critical actions, timelines, sequencing and priorities.
- Anticipate potential problems as well as opportunities and adjusts plans based on input.
- Ability to work on multiple assignments concurrently, plan work to accomplish assignments, manage time to complete assigned tasks within the structure set by supervisor.

- Ability to identify, analyze and resolve problems in a consultative process, bringing problems together with recommendations for solutions.
- Can be relied upon to achieve excellent results with little need for direct oversight.
- Able to independently develop written materials and communicate technical and non-technical information, consistently communicate effectively both orally and in writing.
- Exhibit ability to exercise judgment and make timely, sound strategic decisions and recommendations consistent with organizational objectives. Ability to think critically in decision-making and problem solving situations.
- Earn the trust, respect and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.
- Maintain confidentiality.

Qualifications and Credentials

A Bachelor's degree of business administration, public administration or closely allied field; **AND**:

Eight (8) years of work experience in financial management or budgeting in a government agency. Demonstration of relevant experience may substitute for education requirement.

SALARY RANGE: 67

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- Workweek may fluctuate depending on workload or agency need.
 - Overnight travel may be required based on business need.
 - This position is not covered under the Fair Labor Standards Act (FLSA).