HUMBOLDT STATE UNIVERSITY

Budget Analyst

Review: July 26, 2017

(Job #17-64) Administrative Analyst/Specialist II (Exempt), Budget Analyst, $4,693-7,617/month. Appointments are typically made at the beginning of the salary range. This is a full-time, 12-month, benefited, position with a one-year probationary period in the College of Natural Resources & Sciences Dean's Office. Anticipated starting date will be August 9, 2017.

Position Summary: Under the general supervision of the Dean, incumbent provides fiscal and administrative support to the college and all cost centers within the college.

Duties: Incumbent serves as a liaison for the college, working with other administrative and support offices to research, analyze, evaluate, coordinate, and process data to make budgetary recommendations. Working independently, incumbent prepares budget-forecasting reports; prepares initial budget allocations for college cost centers; and advises and makes recommendations to the Dean. Incumbent takes a leadership role implementing projects or procedures related to college objectives; investigates, develops, modifies, and updates databases for the management of college budgets, including faculty and staff salaries, cost center budget allocations, and university budget distributions; analyzes historical spending patterns, evaluates needs, and advises and consults with the Dean, directors, department chairs, and cost center managers regarding budget projections, allocations, and expenditures. Individually or collectively, incumbent helps directors, department chairs, and faculty resolve complex budget problems related to grants, hiring personnel, and allocations. Analyzes and reviews data for accuracy and potential impact of budget allocations from the Office of Academic Affairs (OAA); advises the Dean and OAA of any discrepancies or omissions. Advises and makes recommendations to department chairs, administrative support staff, and faculty based on broad and in-depth knowledge of college financial administration; proposes and implements new and innovative budget policies and procedures as needed in the area of cost center budget monitoring and fiscal organization; consults with individual department chairs and faculty to advise and recommend different options associated with the buyout problems and to bill grants; monitors expenditures in all accounts under the jurisdiction of the college. With regard to statistical analysis and reporting, the incumbent uses standard software packages related to budget preparation and analysis; researches and develops statistical reports for OAA, the Dean, and department chairs; advises the Dean in the analysis of various fiscal and personnel reports; makes oral and written presentations regarding fiscal and administrative matters to the Council of Chairs; provides timely and accurate data on a variety of subjects to the college, university and Chancellor's office; recommends most effective method of summarizing and presenting data to a particular audience. In the area of personnel administration, the incumbent consults with individual department chairs and provides advice regarding classification, step, level and budget impacts of personnel appointments (faculty and staff); monitors college-approved travel requests; reviews and evaluates all faculty and staff appointment documents, leave requests, separation documents, and retirement requests for accuracy and fiscal impact on the department or college; reviews requests for faculty assigned time as it is tied to class size, number of lab-quiz sections, and contract release obligations.

Minimum Qualifications, Education and Experience: Bachelor's degree and/or 4 years of progressively responsible administrative budget/financial experience including analysis, evaluation, reports, and independent performance.

Preferred Qualifications: General knowledge of HSU/CSU budget system and of the procedures for appointment of faculty and staff. Familiarity with CMS, OBI, and other campus wide software packages.

Knowledge, Abilities and Skills: The position requires a high level of individual responsibility because of the degree of independent performance required. The successful candidate must have the ability to work independently and achieve goals set by the Chancellor's Office, University, OAA, and college; ability to take a leadership role in coordinating tasks involving all college cost center areas; skill in investigating and analyzing budget-related problems; skill in organizing and modifying an overall budget structure; ability to define problem areas, collect data, do preliminary analyses and make appropriate recommendations; ability to write clear and concise analytical comments and budget summaries; ability to read budget reports in a variety of formats; skill in planning, organizing, coordinating and performing work in situations where diverse demands are involved; skill in the research and development of procedural recommendations while establishing and maintaining effective working relationships in a

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large and complex college with diverse needs; ability to effectively communicate, both in oral and written form, with a variety of people at various levels of rank campus wide; professional experience working with a diverse population; ability to listen and interpret various approaches to budget issues; ability to interpret and use a variety of documents from various sources related the budgets of the university, OAA, and the college. Skill to investigate and analyze budget-related problems. Ability to research, develop, and communicate alternatives and to participate in decision-making meetings. High level of skill to use a variety of current spreadsheet, database, and wordprocessing software packages, including Word, Excel, PowerPoint, Access and Windows.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- HSU Employment Application;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-64) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Wednesday, July 26, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code:1038

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: July 12, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.