

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Federal Program Budget Analyst **Position Number:** 13008, 33218, 81110

Location: Helena **Department:** Transportation

Division and Bureau: Administration Division, Commitment Mangement Bureau

Section and Unit: Federal Funds Management Section

Job Overview:

This position serves as an entry level Federal Program Budget Analyst and performs tasks in support of the Department's federal-aid highway program and federal fund obligation business processes. Work with FHWA federal-aid regulations and funding scenarios, the MDT highway construction program, and business processes within the section. May perform review and back up duties for other staff. This position reports to the Federal Funds Management Section Supervisor.

Essential Functions (Major Duties or Responsibilities):

Level 1.1

Federal Program Preparation Policy and Monitoring - 90%

- Works on Federal Highway Administration (FHWA) federal programs including eligible activities that fall within each program's funding budget levels and the federal share of funding allowed based on the program and sliding scale rules.
- Uses federal program terminology to understand and complete the Authorization Process and Appropriation process at the federal level. Ensures the application is correct when MDT receives funding.
- Evaluates basic federal-aid, project budget modifications, end date extension requests and closing requests, ensuring all documents are received. Perform reviews and provide feedback on federal-aid projects programmed by other professional staff

within the section.

- Reviews the various funding scenarios, categories and phases in any given project and foresees how the associated expenditures and funding scenario will flow through the federal-aid billing system.
- Performs distribution of project agreements on a daily basis for project budget modifications and new authorizations ensuring accuracy of information entered into financial systems. Reconciles the FMIS project agreements to the Fiscal Programming Database to ensure appropriations and other data match between the systems.

Level 1.2

Federal Program Preparation, Policy and Monitoring – 70%

- Conducts analysis of requests for project budget modification increases and utilizes established Fiscal Management Information Systems (FMIS) reports and internal monthly apportionment and obligation reports to ensure federal appropriations and current year obligation authority are available for the project funding being requested. Reviews MDT program budget memos to ensure the requested increase does not exceed any MDT program budget caps. Works with program to resolve issues. Reviews third party agreements to ensure the funding request is consistent with the third party agreement on file and works with supervisor if an amendment is needed. Completes budget adjustments for the project in the systems.
- Reviews work of others within the section to ensure all necessary information required is present within the federal and state systems. Works with other members within the section to resolve discrepancies and fix errors/ommissions in budget modification request or request for new project funding.
- Conduct analysis of requests for project budget modification decreases and closing requests. Utilizes established Fiscal Management Information Systems (FMIS) reports and internal monthly apportionment and obligation reports to ensure appropriations and current year obligation authority being released aren't at risk of lapsing during the current federal fiscal year.
- Inform supervisor about possible noncompliance issues concerning applicable state and federal rules governing federal project setup. Discusses possible changes to the funding request to comply.
- Meet deadlines associated with the MDT/FHWA partnership agreement and the performance measures that apply to the Federal Funds Management section.
- Informs supervisor of appropriations shortfalls based on rules for the transfer of funding between the federal programs as budget needs arise within other

appropriation categories.

- Updates simple project budget estimates annually for the TCP in multiple financial systems ensuring accuracy of data while analyzing project budget changes. Ensures the construction engineering budget is in alignment with the work being proposed. Ensures the federal share aligns with U.S. Code Title 23.
- Attends the annual Tentative Construction Program (TCP) meeting.
- Provides Backup to Level 1.1 staff within the Section.

System Development and Reporting – 20%

- Develops job aids based on how computer systems operate, including relationships between data and the importance of data integrity, to utilize while working in the FMIS system as well as other internal financial systems used by the section.
- Utilizes excel formulas and pivot tables to compile information from multiple systems into reports.
- Utilize the business intelligence reporting between the systems to pull and analyze the information. Update manual instructions when system changes occur. Build a knowledge base on how Business Intelligence reporting works and utilize this knowledge for use in other systems with tools of this nature.

Other Duties - 10%

Perform a variety of other duties and activities as assigned by Administration management in support of the Department mission and objectives. May participate in the development of the 5-year Tentative Construction Plan and participates in system testing as necessary.

Supervision:

The number of employees supervised is: None

Physical and Environmental Demands:

- Work is conducted in an office environment
- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remain seated for extended periods of time, with occasional walking, standing, bending, reaching
- Operating a personal computer

Knowledge, Skills and Abilities (Behaviors):

KNOWLEDGE

Knowledge of the theory, principles, practices and techniques of fiscal management and financial analysis.

Knowledge of applicable state and federal laws, regulations and procedures. Specialized knowledge of financial and management systems within the Montana Department of Transportation.

SKILLS

- Formulate useful recommendations based on analysis of financial transactions
- Interpret various types of financial, planning and engineering information and reports/plans
- Effective written and verbal communication skills when formulating and presenting recommendations to MDT personnel and supervisor
- Apply interpersonal negotiation techniques
- Ability to function in a computerized work environment
- Analyzing, comparing and compiling data
- Ability to meet inflexible deadlines
- Ability to prioritize and multi-task

Minimum Qualifications (Education and Experience):

Level 1.1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Business or a related field.

No experience required.

Level 1.2

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Business or a related field.

This position requires a minimum of 1 year of related work experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

Fingerprint check

Valid driver's license

Background check

Other: Describe

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Budget Analyst 1

Job Code Number: B32012

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date