



CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:

Management Analyst (Budget Analyst) (Re-Issued 05/03/2022)

SALARY:	\$53,759.97 - \$82,454.33 Annually
DEPARTMENT:	Office of Management, Budget, and Grants
OPENING DATE:	04/19/22
CLOSING DATE:	05/17/22 05:00 PM
DESCRIPTION:	

Vacancy is in the Budget, Development, and Control function of the Management, Budget and Grants Department. Under general supervision, to provide a full range of budgetary, fiscal and operations analysis by performing complex professional work in the development and administration of the City's operating programs, including budgetary and organizational analysis, program performance and budgetary monitoring and the formulation of procedures which implement program goals and objectives. Performs a full range of budgetary and financial analysis work for City departments and programs. Develops analytical approaches to ascertain the accuracy and reasonableness of information provided. Analyzes, reviews and makes recommendations on elements of the annual budget process, ensuring the accuracy of all financial and programmatic information. Performs independent, analytical and technical work involving data sets from Enterprise Resource Planning (ERP) financial system(s) and arithmetical formulas. Utilizes ERP systems for financial records, data and reports. Routinely reviews revenue, payroll and expenditure data. Independently provides forecasts of City department budgets, identifying all budget to actual variances to support the Department in sound management and projection of the City's overall financial position. Presents analyzes to senior leadership. Provides input or recommendations on resolving budgetary variances. Researches and adheres to city policies. Performs and takes the lead in a variety of annual and per diem research and analytical projects and/or reports, including determinations of the financial impact of proposals. Monitors the performance of programs operated by City departments and through third party contracts and provides feedback and recommended improvements to department heads. Conducts studies to understand operations and determines needed changes in organizational and staffing patterns leading to more effective departmental management. Identifies efficiencies and improvements for prudent fiscal management operations. Independently creates professional communications, reports and presentations. Works with and provides financial and programmatic assistance to City department directors and other senior staff. Performs related work as required.

This is a non-bargaining unit position. The hours of work are 40 per week and the above salary includes 5% in lieu of overtime.

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure the Knowledge of the principles and practices of public administration as it relates to the management of state and

local governments; Knowledge of progressive public budgetary, financial and administrative methods and procedures; Knowledge of City and State laws as they pertain to the powers and practices of the City. Ability to analyze administrative systems and practices, to identify difficult organizational problems, and to recommend practical solutions; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with municipal officials, department heads, employees and the general public;

QUALIFICATIONS:

Open to all applicants who meet the following qualifications:

Graduation from an accredited four year college or university with major coursework in public administration, business administration, economics, project management, finance or a closely related field. Three (3) years of increasingly responsible experience in budgetary and administrative analysis. Municipal experience preferred.

A Master's degree in public administration or closely related field from an accredited college or university may be substituted for part of the experience requirement. Wherever possible, appropriate equivalents will be considered.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

HARTFORD RESIDENCY PREFERRED.

APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.

OTHER INFORMATION:

The examination will consist of an evaluation of training and experience as indicated on the application.

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3-12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

NOTE:

ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.

IN ADDITION TO CHECKING YOUR EMAIL INBOX FOR RECRUITMENT CORRESPONDENCE, PLEASE ALSO CHECK YOUR JUNK AND SPAM FOLDERS.

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Must submit a [Veteran's Preference Form](#), along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hartford.gov>

Position #00929
MANAGEMENT ANALYST (BUDGET ANALYST) (RE-
ISSUED 05/03/2022)

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

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humanresources@hartford.gov

Management Analyst (Budget Analyst) (Re-Issued 05/03/2022) Supplemental Questionnaire

* 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

Yes No

2. Do you think the job of a management analyst requires teamwork? Why?

3. What would you say is an essential quality all management analysts must-have?

* Required Question