



**University of Texas at El Paso
Job Description**

Job Code: 9173
Job Title: Budget and Policy Analyst
Department: Budget Office
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 10, 2012

Summary: Under minimal supervision and with considerable latitude for the use of initiative and independent judgment, researches state laws, legislative bills, Texas Higher Education Coordinating Board rules, and other State, Federal, and local mandates as they pertain to higher education and assesses possible impact and recommends policy actions and modifications.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Coordinates with internal/external entities to collect, manage, and analyze data; verifies information for completeness and accuracy.

Compiles data for report generation that satisfies internal/external reporting requirements.

Provides timely data analysis and generates reports for dissemination at presentations, trainings, and board meetings.

Designs, implements, and manages relational databases to meet obligatory set of data required by funding agencies; records and arranges information in specified order or groupings.

Develops specialized management reports to facilitate the analysis of complex financial activities and prepares recommendations for policy, procedure, control, or action.

Provides interpretation of financial policies, governmental legislation, accounting theory, or financial regulations. Identifies trends and recommends improvements accordingly.

Assists in the preparation of studies, reports, and analyses in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, cash flow projections, and business forecasts.

Interprets and applies University financial policies, government legislation, and accounting theory.

Works extensively with all MS Office suite products, Human Resource and Finance ERP systems, specifically Peoplesoft, and other institutional software systems, such as Banner Hyperion, etc.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities None

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree in business, public administration, or related field.

Minimum Experience required: Five years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee must occasionally lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.