



**BUDGET OFFICE ANALYSIS**  
**Staff and Core Responsibilities: Back Up Plan**

Staff	Core Responsibility	1st Back Up	2nd Back Up
<b>Budget and Revenue Manager</b>  1st Back Up = 0 2nd Back Up = 3	Overall Budget Management (Planning, Strategic Thinking, and Process)	Principal Management Analyst (A)	Principal Management Analyst (B)
	Finance Committee (Analysis and Special Projects Support)	Principal Management Analyst (B)	Senior Management Analyst
	Budget Systems and Technology Advancement Initiatives (New Systems and Upgrades to Existing Budget and/or Financial Systems; Analytics; Report Development; Software Upgrades; Data and Information Integration; Participation in Citywide and/or Other Department System Development and Upgrades, as needed)	All (Depending on System and/or Initiative)	All (Depending on System and/or Initiative)
	Budget Policies Development and Implementation (Citywide and Finance Department Policies, Business Processes, and Procedures impacting the Budget Office)	All (Depending on Policy)	All (Depending on Policy)
	Budget Office Support to and Coordination with Finance Department and Other City Departments (Inter-Departmental Concerns, Business Process Development, and Other Inter-Departmental Support)	All (Depending on Project)	All (Depending on Project)
	[Example Other Departments: PW Sewer Division CSD, Rates, and Reserve Policy]		
	[Example Finance Department: Department Audit Response and Implementation of Mitigation Measures]		
	Budget Office Staff Supervision, Training, and Development (Including Succession Planning, Hiring, Discipline, and Other Personnel Management)	Principal Management Analyst (A)	Principal Management Analyst (B)
	Special Projects	All	All



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<b>Principal Management Analyst (A)</b>  1st Back Up = 6 2nd Back Up = 6	City Budget Preparation and Adoption (Overall Process; Expenditure Budget Development, Monitoring, Tracking, and Reporting; Budget Manual)	Principal Management Analyst (B)	Budget Manager
	Citywide Cost Plan and Intergovernmental Services Charges (Review, Updates, Department Support, Charges To/From, and Consultant Contract Administration)	Principal Management Analyst (B)	Senior Management Analyst
	Quarterly and Periodic Budget and/or Financial Reports and Updates (Including Monthly Reports to CMO and Departments)	Principal Management Analyst (B)	Senior Management Analyst
	Research and Special Projects	All	All
<b>Principal Management Analyst (B)</b>  1st Back Up = 5 2nd Back Up = 6	Revenue Budget (Revenue Projections, Budget Development, Monitoring, Tracking, and Reporting)	Principal Management Analyst (A)	Budget Manager
	Master User Fees and Charges (Citywide Centralization, Periodic Updates, Studies, and Consultant Contract Administration)	Principal Management Analyst (A)	Budget Manager
	Authorized Positions Control and Personnel Budget (P1 and P2 process; Clean Up; Centralization, Integration, and Administration)	Senior Management Analyst	Principal Management Analyst (A)
	Debt Service Support	Principal Management Analyst (A)	Senior Management Analyst
	Research and Special Projects	All	All



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<b>Senior Management Analyst</b>  1st Back Up = 5 2nd Back Up = 4	City Capital Improvement Program (Preparation, Adoption, and Ongoing Monitoring)	Principal Management Analyst (A)	Principal Management Analyst (B)
	Performance Measures (Budget Office, Finance Department, and/or Citywide)	Principal Management Analyst (B)	Principal Management Analyst (A)
	Budget Office Public Portal and Transparency Initiatives (Maintain Budget Office Webpage; Prepare and Publish Budget Reports and Public Information; and Vendor Contract Administration)	Management Analyst	Principal Management Analyst (A)
	Finance Committee Special Projects Support	Management Analyst	Principal Management Analyst (A)
	Budget Office Policies, Process, and Procedures Manual (Author and/or Editor, QA/QC)	Management Analyst	Principal Management Analyst (B)
	Research and Special Projects	All	All
<b>Management Analyst</b>  1st Back Up = 3 2nd Back Up = 0	Overall Administrative Support to Budget Office (Daily Operations Support, Data entry, Finance Committee, CMO Ad Hoc Reports, Special Projects, etc.)	Senior Management Analyst	Principal Management Analyst (A)
	Contracts and Agreements Administration for Budget Office (PO, Administration, Tracking, etc.)	Senior Management Analyst	Principal Management Analyst (B)
	Department Budget Transfers Process (Budget Office Liaison and Approval)	Senior Management Analyst	Principal Management Analyst (A)
	Budget Office Policies, Process, and Procedures Manual (Librarian/Keeper)	Senior Management Analyst	Principal Management Analyst (B)
	Research and Special Projects	All	All