



**POSITION: PRINCIPAL BUDGET & PROGRAMS ANALYST /
BUDGET ANALYST (PS101577)**

Position is located at the Administration Building
Golden Gate Bridge Toll Plaza, San Francisco, CA

The Budget unit has a Professional Development Program which allows consideration and appointment of eligible candidates at the appropriate position level. The unit has the following position levels: 1) Associate Budget Analyst; 2) Budget Analyst; 3) Senior Budget Analyst; and 4) Principal Budget Analyst.

To allow us to assess the level that you will best qualify for, please respond to the attached Supplemental Questionnaire.

SALARY: \$88,316.80 to 144,019.20 annually plus excellent benefits, for the successful candidate who meets all of the qualifications of the position.

Employee pays 7% of salary/wage toward CalPERS retirement plan

Salary placement is dependent on the position level that the candidate will qualify for.

OPEN TO: All Qualified Applicants

DATE POSTED: December 21, 2021 (Tuesday)

CLOSING DATE: Open until Filled
1st Review Date of Applications: January 7, 2022 (Friday)
2nd Review Date of Applications: January 28, 2022 (Friday)

OPENINGS: One (1) and to Create an Eligibility List

POSITION SUMMARY:

Under general direction of the Director of Budget and Electronic Revenue and the Auditor-Controller, leads Agency budget process and participates in complex, sensitive, and detailed analytical work in the areas of budgets, finances, program operation and economic, regulatory and administrative policy. Performs other position-related duties as assigned.

MINIMUM QUALIFICATIONS FOR PRINCIPAL ANALYST:

Education and/or Work Experience

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university. Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement. **Applicants who do not possess a degree should attach a statement supporting additional recent position related experience**
- 5 years of progressive full-time, recent position-related experience in budget preparation, budget analysis, financial analysis, economic analysis, examination of large construction contracts, or relevant administrative policy analysis
- Supervisory experience and public sector experience is highly desirable
- Strong computer experience with accounting systems and controls including strong working knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint)
- Principles, procedures, and methods of government auditing is desirable.
- Experience in implementing or converting to enterprise wide automated budgeting and accounting systems is desirable

***** Please refer and respond to the supplemental questionnaire to determine your eligibility for the Associate Budget Analyst, Budget Analyst or Senior Budget Analyst.**

ESSENTIAL RESPONSIBILITIES:

- Leads Budget Team in the annual budget process and takes a lead role in performing annual long-term financial projection
- Performs a wide variety of complex financial analysis, including financial forecasting, revenue projection, revenue analysis, modeling and cost/benefit analysis
- Performs and leads special studies for the District as well as coordinates assigned activities with other District departments, divisions, and outside agencies
- Analyzes financial impacts of District plans, facilities, services, operations, expenditures, funding programs, and strategies for Board, staff and public
- Leads the preparation of the District's budget including baseline projections, goals, objectives and performance measures
- Work with other managers to assist in preparing the departmental budgetary requests, ensures accuracy and timely completion
- Maintains and tracks the Budget issues in the Financial Systems that includes Budget Transfers, Budget Adjustments, and Monthly Budget Reports
- Takes the lead on examining current program operations and makes recommendations to management on efficiency and effectiveness improvements
- Reviews and creates contracts as needed as well as provides technical assistance to staff on financially related policies, procedures, and requirements
- Analyzes existing and proposed administrative financial policies and procedures

- Performs regular and year-end budgetary analysis for management and the Board of Directors
- Leads and works closely with analysts in other departments
- Assists in examining all fiscal analysis performed on decisions before the Board of Directors for clarity and accuracy
- Must maintain confidentiality of District information at all times
- Plans, coordinates, researches, and prepares reports for special studies such as impact on revenues, cost reduction, and operating and capital budget analysis
- Performs complex administrative and financial analyses, including problem identification, selection of methodology, evaluation of alternative solutions, and presentation of findings to management
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of:

- District financial functions
- Governmental fiscal and financial management principles, methods, and systems
- Principles and practices of budget preparation and administration; statistical techniques; pertinent federal, state, and local regulations; principles and procedures of financial record keeping and reporting; and technical report writing styles

Skills or Ability to:

- Review financial and transactional data, synthesize/analyze information and apply a contextual narrative for stakeholders. This includes reviewing data trends and anomalies, and developing written memorandums and presentations that would accompany quantitative information. Data research and written communication and graphic translation of data for multiple purposes will be a routine task
- Demonstrate customer service with a high level of accountability and responsiveness, and in some cases handle proprietary information in line with agency protocol
- Work with and communicate transportation operations and/or technical matters
- Confidently speak with management about work being accomplished, respond to questions, and explain challenges that require attention
- Tactfully navigate large organizations and competing stakeholders and build relationships
- Thoroughly manage, track and report large amounts of data, and ability to analyze trends, synthesize data, and make recommendations
- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues; develop sound solutions to management

problems; persuade, justify, and project consequences of decisions and/or recommendations; consult with and advise management on a wide variety of issues; deal tactfully and persuasively with others in controversial situations; plan, organize, and conduct work assignments under minimal direction; collect, interpret, and evaluate data of a complex and specialized nature

- Find solutions to complex budget, financial, administrative, and technical issues
- Use excellent written and oral communication skills; strong management and organizational ability; critical and analytical thinking, and time management abilities
- Collect, synthesize, and analyze a wide variety of information while using discretion
- Plan, prepare, review, and present clear and concise findings and reports to management
- Maintain effective professional relationships at all organizational levels, with District Officers, managers, and with other agencies
- Demonstrate business acumen, integrity, and good judgment
- Examine large capital contracts
- Effectively use personal computer and learn software applicable to the department
- Demonstrate strong customer service skills
- Lead, coach, and/or support interdisciplinary teams to complete complex, long-term projects
- Work in a team environment as well as independently
- Follow the safety and health rules and safe working practices applicable to the job

PHYSICAL REQUIREMENT:

- Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds. Must be flexible in working to meet short turnaround deadlines. Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.
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APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Applicants who do not possess a degree; attach a statement supporting additional, recent qualifying position related experience
4. Supplemental Questionnaire (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION may include: **

- Assessment of education, training and experience
- Skills Assessment
- Oral Panel Interview
- Department Interview for Final Candidates
- Background, Employment and Security Investigation

***The District will only invite those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

12/20/2021 MP

Human Resources Administration
Human Resources Department
GGBHTD
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San Rafael, CA 94901-5318