

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.920
	STATE OF HAWAII	2.921
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	Minimum Qualification Specifications	2.925
	for the Classes:	2.926

PROGRAM BUDGET ANALYST I, II, III, IV, V & VI

**Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirement**

Applicants must have had experience of the kind and quality described in the statements below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory Aptitude (Years)	Total Experience (Years)
Program Budget Analyst I	0	0	0
Program Budget Analyst II	1/2	0	1/2
Program Budget Analyst III	1-1/2	0	1-1/2
Program Budget Analyst IV	2-1/2	0	2-1/2
Program Budget Analyst V	3-1/2	0	3-1/2
Program Budget Analyst VI	4-1/2	*	4-1/2

### **Specialized Experience**

Progressively responsible professional experience which involved, as a primary emphasis, the performance of technical analytical work in the evaluation of operating programs to determine their effectiveness in achieving desired objectives. Technical analytical experience for the purpose of these classes includes the following areas of concentration:

- A. Program Analysis and Evaluation - Program analysis and evaluation is the systematic organization of information in useful ways to assist in making better informed decisions by examining the probable costs and consequences of alternative courses of action. The experience must demonstrate familiarity with such statistical analytical methods and techniques as break-even, cost benefit and regression analysis; and business process modeling
  
- B. Program Planning - Program planning is that process by which an organization decides upon its objectives, selects the methods to attain these objectives, and subsequently measures the degree to which its objectives have been achieved. The experience must have involved direct participation in such activities as the review, analysis, and evaluation of program plans and budget requirements; preparation and recommendations in regard to program goals, policies, and priorities; development of fiscal policies and financial plans; development, establishment and application of work measurement devices and techniques and standards for the evaluation of program performance.
  
- C. Program Budgeting - Program budgeting is that process by which organizations allocate funds to attain objectives. Qualifying experience and activities must have involved direct participation in the preparation and review of budgets and program plans for major programs. This includes appraisals and comparisons of various program activities in terms of their contribution to overall program goals and objectives; analysis of how and to what degree existing levels of resources such as human capital, equipment, materials, and funds are meeting program goals and objectives; how variations in increments of resources would impact upon program goals and objectives; revision of objectives, programs, and budgets in light of changing conditions and experience.

Applicants for Program Budget Analyst II must possess Specialized Experience in only one area of concentration. Applicants for Program Budget Analyst III and above must possess Specialized Experience in at least two of the three areas of

concentration. Experience in each area of concentration must be for a minimum of six months to be creditable. Specialized Experience in the different areas of concentration can be gained concurrently.

Applicants for Program Budget Analyst VI must have at least one (1) year of Specialized Experience comparable to the Program Budget Analyst IV level in the State service. In addition, the Specialized Experience must have included at least two and one-half (2-1/2) years of work experience in the determination of resource allocation, and evaluation of programs.

### **Supervisory Aptitude**

\*Applicants for Program Budget Analyst VI, must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Substitutions Allowed**

1. A master's degree from an accredited college or university in business or public administration or a closely related field may be substituted for all of the requirements for Program Budget Analyst II.
2. A Ph.D. degree from an accredited college or university in business or public administration, or a closely related field, may be substituted for all of the requirements for Program Budget Analyst III.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes PROGRAM BUDGET ANALYST I, II, III, IV, V and VI, which were approved on July 16, 2012.

DATE APPROVED: 10/14/13

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development