UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
Senior Budget Analyst
$50,244 Min to $70,368 Mid (Minimum of Range to Midpoint of Range)
Job Number: 20100223
Close Date: 8-18-10

Job Summary:

Under direction of the Director, Operating Budget and the Coordinator of Resource Management, the Senior Budget Analyst provides supporting budgetary analysis, reporting, and data collection for the budget related to compensation, benefits and non-salary price increases and support for budget submittals to the State Department of Finance and other State agencies. Specific areas of work include development of projections and allocations of cost increase funds; coordination with Human Resources in the preparation of Regents' Budget materials; development of selected Regents' Budget and Governor's Budget data. Incumbent prepares materials that are used for budgetary presentations, reporting, responses to information requests, and State budget negotiations; conducts necessary consultation and research to recommend appropriate course of action. Incumbent works with supervisors to resolve short-term problems as well as complete long-term projects; completes the necessary tables and narrative for the budget allocation process.

Job Requirements:

Bachelor's degree in the finance, statistics, public policy, or an allied field and two to four years relevant experience providing analytical support in a public policy setting (preferably in higher education or the public sector); or an equivalent combination of education and experience.

Strong analytical skills to research, extract, review, organize, and report pertinent data in a systemic way; ability to identify relationships, patterns, and trends, and define key issues; ability to produce reports in a variety of formats to support decision-making and planning. Experience accessing, manipulating, evaluating, and documenting large datasets using automated financial systems, relational databases, data query tools, and spreadsheets for informational retrieval; general knowledge of statistics, e.g., measures of central tendency (mean, mode, mean), normality, and distribution. Effective written and verbal communication skills as demonstrated by the ability to articulate ideas, thoughts, and information in a logical manner and sequence; ability to synthesize and present complex policy issues clearly and succinctly for a wide variety of audiences. Interpersonal skills and acumen to work collaboratively and productively with UCOP and campus staff and State agency representatives. Meticulous attention to detail as demonstrated by regularly verifying all work thoroughly to ensure accuracy; demonstrated ability to work with sensitive information and maintain confidentiality. Proficiency with MS Office Suite (including pivot table, charting and drawing functions in Excel and PowerPoint) and other standard office applications.
Develop analysis and reports on issues related to university salaries and benefits in response to external.

**Preferred Skills:**

Understanding of higher education in general and the University of California in particular, including its policies and practices and its mission.

For a complete job description or to apply for this position, please visit: [jobs.ucop.edu/applicants/Central?quickFind= 53721](http://jobs.ucop.edu/applicants/Central?quickFind=53721)

To review a complete list of all of UCOP’s open positions please visit the University of California Office of the President Employment Website: [http://jobs.ucop.edu](http://jobs.ucop.edu)

**The University of California is an Equal Opportunity/Affirmative Action employer.**