

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Budget Policy Analyst/1297**

Function and General Scope

Positions assigned to this class are responsible for performing budget and policy analysis for the University. Typical duties include, but are not limited to, developing, designing, implementing and modifying University-wide budgetary and accounting policies and procedures; establishing procedures for developing, monitoring and analyzing budgets and budget revisions; acquiring, interpreting and disseminating University budget information; and assuming responsibility for major budget functions for the University such as development of biennium budget request maintenance level needs, forecasting revenues and expenditures, budgeting for special programs or analyzing of equipment needs and funding.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in accounting, business or public administration or other relevant field and four (4) years of experience in finance or budget administration which has included the use and development of spreadsheets, graphics and databases. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.