



SANDAG

*Stimulate your mind,
expand your skills, and accelerate
your professional development while
working on important issues that
impact the lives of people all around
the San Diego region.*

Senior Budget Program Analyst



■ THE POSITION

The San Diego Association of Governments (SANDAG) is seeking a dedicated and collaborative individual to join our team of talented and valued employees as a Senior Budget Program Analyst. An integral member of the Budget team, the Senior Budget Program Analyst will perform a variety of complex technical, analytical, and administrative budgetary functions.

■ THE IDEAL CANDIDATE

The ideal candidate will be an experienced professional who is detail oriented, organized, analytical, and self-motivated with excellent customer service and communication skills.

This position is ideal for those that possess:

- » Experience evaluating expenditure trends, analyzing financial commitments, and preparing revenue projections.
- » Experience preparing clear, concise, and comprehensive budgetary financial statements, correspondence, reports, and studies appropriate to both technical and non-technical audiences.
- » Computer software proficiency using various program budget and financial software systems, experience with Tyler Munis/ERP being desirable.
- » The ability to utilize sound judgment when working with internal and external stakeholders is essential to this position.
- » The ability to research and analyze financial issues, evaluate alternative solutions, develop sound conclusions, and prepare recommendations.
- » Demonstrated experience with laws, regulations, and reporting requirements pertaining to governmental budget preparation and administration; familiarity with various federal, state, and local funding sources used for regional transportation projects is highly desirable.

Education and Experience

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

Education: A Bachelor's degree from an accredited college or university, with major course work in finance, accounting, business administration or a related field. A Master's degree is desirable.

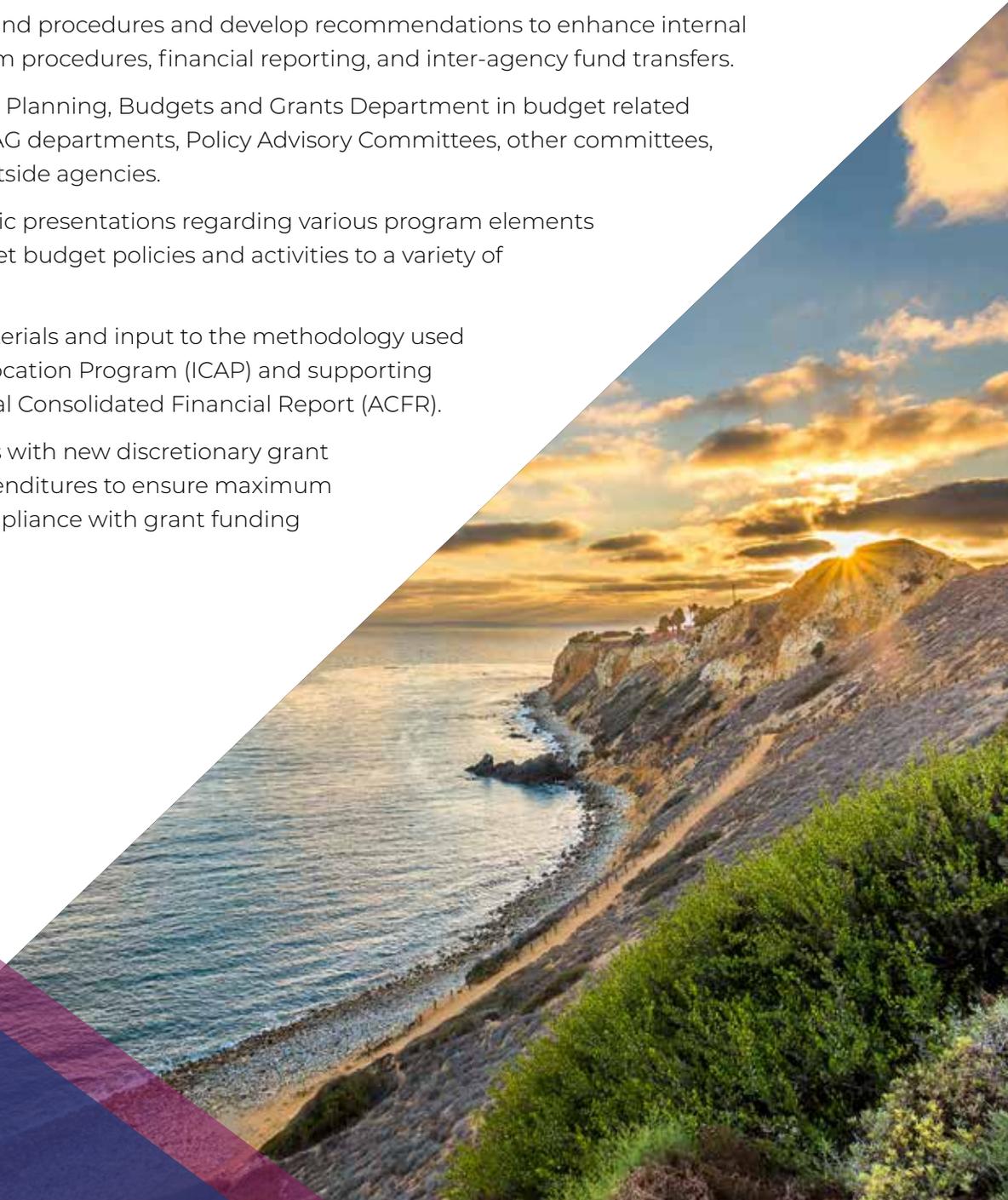
Experience: A minimum of five years of increasingly responsible, recent professional finance, accounting, or budget administration experience.

■ POSITION RESPONSIBILITIES

As the Senior Budget Program Analyst, you will perform numerous technical, analytical, and coordination functions to develop the Annual Program Budget, monitor ongoing budget performance, prepare budget amendments, and prepare various reports.

Examples of core job responsibilities are listed below.

- » Coordinate and advise project managers and directors with budget development, amendments, and project revenue.
- » Serve as project manager for preparation of the Annual Program Budget by communicating timelines, deliverables, and other key information needed to ensure critical milestones are met.
- » Participate in expenditure and revenue forecasting activities such as conducting historical program/project cost analyses and preparing estimates for future budget cycles.
- » Evaluate fiscal policies and procedures and develop recommendations to enhance internal controls, financial system procedures, financial reporting, and inter-agency fund transfers.
- » Represent the Financial Planning, Budgets and Grants Department in budget related matters to other SANDAG departments, Policy Advisory Committees, other committees, elected officials, and outside agencies.
- » Prepare and make public presentations regarding various program elements and explain and interpret budget policies and activities to a variety of audiences.
- » Provide supporting materials and input to the methodology used for the Indirect Cost Allocation Program (ICAP) and supporting schedules for the Annual Consolidated Financial Report (ACFR).
- » Assist project managers with new discretionary grant awards by tracking expenditures to ensure maximum use of funding and compliance with grant funding requirements.



■ ABOUT SANDAG

SANDAG serves as the forum for regional decision-making for the San Diego region and is one of the most recognized regional planning agencies in the nation, with responsibilities that cover a broad range of complex, interrelated program areas. Its commitment to improving the quality of life for everyone who lives in the San Diego area is at the forefront of everything they do and is a shared goal among its team members.

SANDAG knows that all employees - no matter what role they play or how long they've been with SANDAG - are essential to its continued success. Dedication. Competence. Innovativeness. Integrity. These are some of the qualities they look for. And in return, they are committed to providing a supportive atmosphere where employees can develop to their full potential. If you're excited by change, motivated by challenges, and eager to satisfy the people you serve, there's a place for you at SANDAG.

SANDAG's Commitment to Equity

SANDAG holds themselves accountable to the communities they serve. They acknowledge they have much to learn and much to change; and they firmly uphold equity and inclusion for every person in the San Diego region. This includes historically underserved, systemically marginalized groups impacted by actions and inactions at all levels of our government and society.

SANDAG has an obligation to eliminate disparities and ensure that safe, healthy, accessible, and inclusive opportunities are available to everyone. The SANDAG equity action plan will inform how they plan, prioritize, fund, and build projects and programs; frame how they work with its communities; define how they recruit and develop its employees; guide its efforts to conduct unbiased research and interpret data; and set expectations for companies and stakeholders that work with them.

SANDAG is committed to creating a San Diego region where every person who visits, works, and lives can thrive.



SANDAG

Vision Statement

Pursuing a brighter future for all

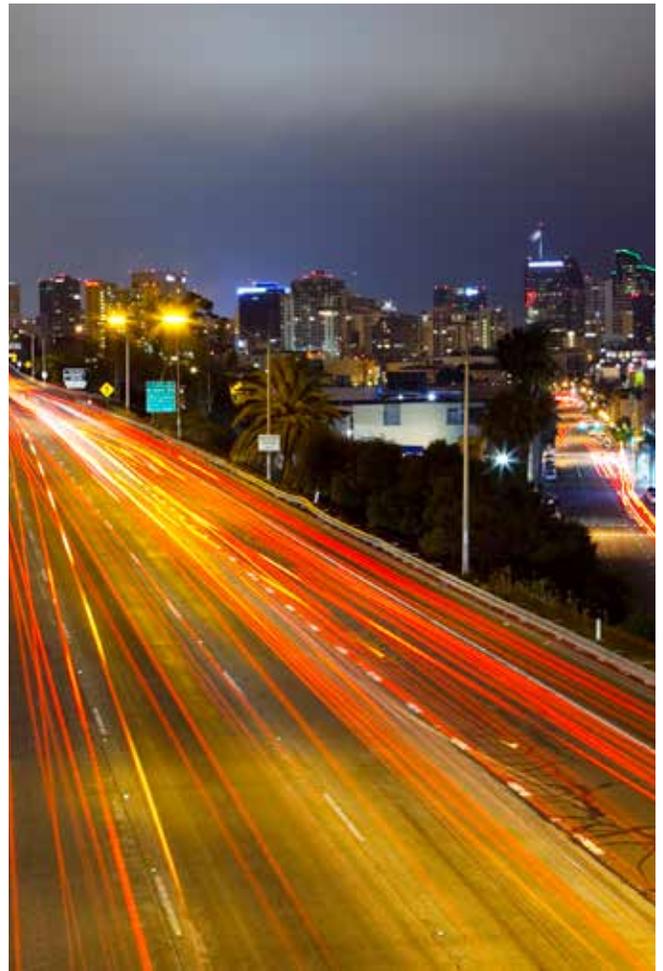
Mission Statement

We are the regional agency that connects people, places, and innovative ideas by implementing solutions with our unique and diverse communities.

■ THE DEPARTMENT

SANDAG has great pride in being a fiscally responsible public agency and is committed to providing easily understood information about its priority projects and programs to its stakeholders. The annual budget is where the agency's strategic initiatives and priority projects come to life. In May 2022, the Board of Directors adopted the FY 2023 Annual Program Budget totaling approximately \$1 billion.

The Financial Planning, Budgets and Grants Department coordinates development of the Program Budget which has three key components – the Overall Work Program (this represents the agency's core planning and research functions), the Regional Operations budget, and the Capital Improvement Program budget. Through a highly collaborative effort that includes project managers and agency Executives, the annual budget identifies numerous programs, projects, and services that align to the SANDAG strategic goals and priorities, and allocates funding from 30 different federal, state, and local sources that are provided in the form of formula and discretionary grants, city revenues, and local transportation sales tax revenues.



■ THE COMMUNITY

San Diego, renowned for its idyllic climate and 70 miles of pristine beaches, is California's second largest city with nearly 1.3 million citywide residents and more than 3 million residents countywide. San Diego offers world-class dining, professional sports, and entertainment options typical of a large metro area, but the patchwork of distinct neighborhoods fosters strong community ties. Within its borders of 4,200 sq. miles, San Diego County encompasses 18 incorporated cities and numerous other charming neighborhoods and communities. The city recognized the importance of its neighborhoods when it organized its 2008 General Plan around the concept of a "City of Villages". Residents gather at festivals and farmers markets, meet friends at beaches and parks, and regularly bump into friends and acquaintances at local bars and restaurants.

San Diego County has an award-winning park system featuring 152 facilities across 56,000 acres of land, including parks, camping parks, sports parks, community centers, open space preserves and historic sites. The San Diego Unified School District is the main district serving the San Diego metro area. The district operates 124 elementary schools, 42 middle schools, and 33 high schools. All 41 charter schools in San Diego are also administered by the San Diego Unified School District (SDUSD). San Diego is home to several world-famous universities and colleges, plus several smaller educational venues focused on specific trades or skills.



■ COMPENSATION & BENEFITS

The Senior Budget Program Analyst position has a salary range of **\$81,525 to \$126,364** per year; the starting salary will depend on the qualifications and experience of the selected candidate.

SANDAG offers comprehensive benefits, to include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs.

Additionally, SANDAG offers the following:

- » A 9/80 flexible work schedule
- » Pay-for-performance merit increases
- » CalPERS pension plan with employer and employee contributions
- » Excellent health insurance options for employees and their families
- » Education Assistance of up to \$5,250 a year for regular employees
- » A transit pass for use on the bus, express bus, Trolley, and Coaster at no cost to the employee
- » Paid time off including 12 paid holidays, 2 floating holiday days, and 18 paid time off (PTO) days per year





■ APPLICATION AND SELECTION PROCESS

Application materials will be screened in relation to the education and experience minimum requirements criteria outlined in this job announcement. SANDAG reserves the right to invite only the most closely qualified applicants to participate and move forward in the recruitment process for this position.

It is anticipated that interviews will take place the first week of July with an expected start date in August 2022. To be considered for this rewarding career opportunity, please submit your application, résumé, and cover letter at:

<https://www.governmentjobs.com/careers/CPSHRRS/jobs/3587669/senior-budget-program-analyst>

For more information, please contact: Sandi Craig, Budget Manager, (619) 699-6998, sandi.craig@sandag.org

Additional Information

SANDAG will accommodate persons who require assistance to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

All newly hired SANDAG employees are subject to an annual driving record check; additional background checks (e.g., criminal checks, credit checks) may be required depending on the scope of job responsibilities. All new employees must show acceptable proof of identity and evidence of authorization to work in the United States within three days of hire.

SANDAG requires all new employees to be fully vaccinated for COVID 19 within 45 days of hire; the COVID-19 vaccine booster also is required within 30 days from the date of hire, or 30 days after becoming eligible for a COVID-19 vaccine booster, whichever is sooner; reasonable accommodation requests will be considered.

SANDAG employees are expected to work in-person in our San Diego office.

SANDAG

SANDAG is an equal employment opportunity employer.