



City of Sunnyvale
Budget Analyst - I / II

SALARY	\$122,718.00 - \$165,658.00 Annually	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	25-00033
DEPARTMENT	Finance	DIVISION	Budget
OPENING DATE	06/09/2025	CLOSING DATE	6/30/2025 5:00 PM Pacific

Description

BUDGET ANALYST I/II
Full-Time, Regular Employment Opportunity

Salary Rates Effective July 6, 2025
Budget Analyst I \$122,718 - 153,397
Budget Analyst II \$132,526 - 165,658

The City of Sunnyvale is seeking a highly skilled Budget Analyst I/II to join the Department of Finance. This position offers a unique opportunity to contribute to the development and oversight of Sunnyvale's performance-based budget within a collaborative and dynamic environment.

The selected candidate will serve as the primary fiscal liaison for City departments, providing in-depth analytical support and informing strategic recommendations to the Office of the City Manager. Success in this role requires a detail-oriented, forward-thinking professional with strong analytical expertise, exceptional customer service, and outstanding presentation abilities.

Additionally, the ideal candidate will demonstrate advanced proficiency in Excel, leveraging data-driven insights to enhance process efficiencies, ensure data integrity, and deliver comprehensive analysis.

DISTINGUISHING CHARACTERISTICS

Budget Analyst I is the entry-level classification in the professional Budget Analyst series. Initially, incumbents perform assigned duties under general supervision, while learning related policies and procedures. Budget Analyst I is distinguished from the Budget Analyst II classification by the performance of less than the full range of duties assigned to the Budget Analyst II. As experience is gained, there is greater independence of action within established guidelines.

Budget Analyst II is an experienced journey-level classification in the series. Incumbents are expected to independently perform the full scope of duties associated with the performance of professional budget activities under direction. Budget Analyst II is distinguished from the higher-level classification of Budget Manager in that the Budget Manager has a greater scope of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Budget Analyst I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to

perform the full scope of work, and meets performance expectations. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Essential Job Functions

(May include, but are not limited to, the following):

- Participates in the development of the annual City budget by reviewing and analyzing budget submittals; makes recommendations related to revenue sources and funding levels; and prepares long-range financial plans.
- Conducts analytical studies of complex and sensitive financial or organizational issues; analyzes proposals for immediate and long-term policy and fiscal impacts on specific departmental operations and on a Citywide basis; makes recommendations based on findings.
- Prepares expenditure and revenue recommendations in oral and written form.
- Maintains a current understanding of financial and policy and program issues in the assigned area of responsibility; maintains awareness of the impact of such issues on a Citywide basis.
- Conducts fiscal investigations and prepares written and oral reports with recommendations for action.
- Facilitates budget process in cooperation with other City department managers, department directors, and executive management; schedules and coordinates meetings with operating departments in order to review and finalize budget submittals.
- Reviews budget related documents prepared by operating departments for completeness and accuracy; provides feedback and direction regarding budget related documents to all levels within the organization.
- Analyzes and develops process, procedures, work simplification, computer applications and methods of achieving intended outcomes.
- Prepares reports, documentation and correspondence; coordinates and assembles a variety of financial and statistical information for inclusion in reports and presentations; may make presentations.
- Collaborates with other City staff by providing consultation services in areas of expertise.
- May represent the Finance Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
- May coordinate interdepartmental teams and complex projects and studies; manages programs and projects of a complex and varied nature.
- May supervise other professional, administrative and support staff as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Budget Analyst I

A Bachelor's degree from an accredited college or university in economics, accounting, finance, business administration, public administration or a closely related field; AND

Three years of increasingly responsible management and/or administrative analytical work experience, including two years of experience related to budget management or financial analysis.

Budget Analyst II

A Bachelor's degree from an accredited college or university in economics, accounting, finance, business administration, public administration or a closely related field; AND

Five years of increasingly responsible management and/or administrative analytical work experience, including two years performing budget management or financial analysis in a public sector agency similar to the City of Sunnyvale.

A Master's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university may substitute for one year of management and/or administrative analytical work experience for both the Budget Analyst I and Budget Analyst II levels.

Knowledge of:

Budget Analyst I

- Theory, principles and practices of budgeting and finance.
- Principles, programs and practices of fiscal analysis and research methodology.
- Financial systems software and the general application of information technology systems to forecasting and analysis.
- Concepts and techniques of costing services and products.
- Office methods, procedures, software and equipment.

Ability to:

- Learn to collect, interpret and evaluate narrative and statistical data pertaining to fiscal and management matters and translate results into coherent, well-written reports.
- Analyze and understand complex issues related to assigned area of responsibility and develop effective recommendations.
- Learn City of Sunnyvale performance-based budgeting concepts and apply these concepts to all fiscal issues.
- Manage and organize large amounts of data in an accurate and easily understandable manner; effectively design accurate and complex spreadsheets.
- Perform financial analysis utilizing current technology comparable to that employed by the City of Sunnyvale.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Knowledge of:

Budget Analyst II

The above, plus:

- Current principles and practices of municipal agency budgeting.
- Laws and regulations governing the financial operations of a local governmental agency.

Ability to:

Budget Analyst II

The above, plus:

- Plan, organize and prioritize responsibilities in order to complete projects and reports in a timely and accurate manner; maintain accurate records.
- Effectively and simultaneously manage a variety of tasks and assignments, work effectively under the pressure of deadlines.
- Function effectively with minimal supervision and use independent reasoning to solve complex problems and develop recommendations for action.

Willingness to:

Work irregular hours as necessary in order to meet deadlines and achieve objectives.

License/Certificates:

Possession and continued maintenance of a valid California class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Performance-based budget experience and advanced computer skills
- Master's degree in public or business administration

Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources by **Monday, June 30, 2025, at 5:00pm (postmarks or faxes are not accepted)**.

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on Jobs. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the oral examination process scheduled for **Thursday, July 17, 2025**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for **August 6, 2025**.

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Managers Association (SMA).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job- YouTube \(5:13\)](#)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Budget Analyst - I / II Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing**

the work experience section of the application.

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐ Yes

☐ No

***QUESTION 2**

Based on your qualifications, which level(s) are you applying for:

☐ Budget Analyst I

☐ Budget Analyst II

☐ Both, Budget Analyst I and II

***QUESTION 3**

Do you have a Bachelor's degree from an accredited college or university in economics, accounting, finance, business or public administration or a closely related field?

☐ Yes

☐ No

***QUESTION 4**

If you are applying for Budget Analyst I, do you have at least three years of increasingly responsible management and/or administrative analytical work experience, including two years of experience related to budget management or financial analysis? A Master's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university may substitute for one year of management and/or administrative analytical work experience.

☐ Yes

☐ No

***QUESTION 5**

If you are applying for Budget Analyst II, do you have at least five years of increasingly responsible management and/or administrative analytical work experience, including two years performing budget management or financial analysis in a public sector agency similar to the City of Sunnyvale? A Master's degree in economics, accounting, finance, business administration, public administration or a closely related field from an accredited college or university may substitute for one year of management and/or administrative analytical work experience.

☐ Yes

☐ No

*QUESTION 6

Based on your answers to questions 4 and 5, please briefly describe your years of increasingly responsible management and/or administrative analytical work experience including experience related to budget management or financial analysis below. Please include the agency you worked for, the dates you worked for them, and your specific duties you were responsible for below. If you do not have this experience, please indicate N/A below.

*QUESTION 7

Using a specific example, please briefly describe your experience performing a complex financial analysis, including developing conclusions and recommendations based on the analysis and communicating this information to senior management. Please use an example that demonstrates your ability to successfully facilitate a positive outcome in a scenario where your manager may not have agreed with or had divergent views regarding your analysis. In your response, please briefly describe: (1) the analysis you performed. (2) the nature of the disagreement. (3) how you handled this situation? (4) what were the results of your efforts? If you do not have this experience, please indicate N/A below.

*QUESTION 8

Can you describe a time when you worked closely with multiple departments to develop or adjust a budget? How did you ensure effective communication and alignment across teams? Additionally, how do you approach collaboration with other departments to gather necessary financial information and ensure budget needs are met? If you do not have this experience, please indicate N/A below.

*QUESTION 9

Please briefly describe your experience with performance-based budgeting below. If you do not have this experience, please indicate N/A below.

* Required Question