

**Job Title:** Budget Analyst  
**Location:** Downtown Denver, Colorado  
**Primary Physical Work Address:** 1300 Broadway, Denver CO 80203  
**Salary Range:** \$5,136 - \$6,420 Monthly  
**Opening Date:** 11/24/2021  
**Closing Date/Time:** 12/12/2021, 11:59 PM Mountain Time  
**Job Type:** Full Time

**Please Follow the Instructions Below on How to Apply**

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### **OFFICE OF THE COLORADO STATE PUBLIC DEFENDER**

Colorado's Office of the State Public Defender (OSPD) maintains a reputation as one of the top organizations in the nation specializing in the delivery of indigent criminal defense. We operate as an independent agency within the Judicial Branch of Colorado State Government with nearly 1,000 dedicated employees assigned to twenty-one Regional Trial Offices, a centralized Appellate Division, and a centralized Administrative Office. The mission of OSPD is to defend and protect the rights, liberties and dignity of those accused of crimes who cannot afford to retain counsel. We do so by providing constitutionally and statutorily mandated representation that is effective, zealous, inspired and compassionate.

We seek to hire professionals who are dedicated to furthering our mission and demonstrate compassion in their service to our clients. We are a fast paced, team-oriented environment, where self-motivation and a personal commitment to high performance are important attributes for success.

#### **DESCRIPTION OF JOB:**

This position performs professional-level budget and financial analyst work under the general direction of the Budget and Finance Director. The position applies professional theory, principles and practices to conduct research, data and trend analysis, projections and reporting to support management budget and policy decisions. This position performs work as an individual contributor or member of a collaborative, problem-solving team; and, may present, train or explain work processes or advise others on how to apply the processes within the system.

#### **Typical duties and responsibilities include, but are not limited to:**

- Conducts comprehensive research and statistical analyses of caseload standards and operating budgets to analyze trends and assess budget needs. Prepares trend and budget projections.
- Presents caseload-driven data and trend information to the Senior Management Team that is considered in formulating short and long-term budget, operation and resource planning objectives and goal-setting decisions.
- Provides technical assistance to managers on cost analysis, budget preparation and budget allocation.
- Consolidates and summarizes data and prepares budget schedules, footnote reports, and budget narratives for budget appropriations, expenditures and projections. Completes annual budget schedules and makes necessary adjustments within each. Reviews CORE transactions to monitor budget against actual expenditures.
- During the legislative session, reviews bills to determine relevance to OSPD. Compiles and analyzes caseload and fiscal data to determine resources and costs required to implement legislative changes. Drafts fiscal note responses for the agency.
- Coordinates with managers and subject matter experts to assess fiscal and policy impact of legislative bills and decision items.
- Serves as point of contact with the JBC analyst, legislative staff and other legislative committee members as needed to respond to questions, review and clarify information provided in the annual budget request and fiscal notes.

- Prepares and updates budget, planning and performance reports as required for the Smart-Act, legislative committee requests, and other financial reporting requirements.
- Drafts budget proposals for routine and ongoing operations and processes.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Required Education and Experience:**

Bachelor's degree from an accredited institution in accounting, finance, business or public administration, or a closely related field; and, two years of professional-level experience in analyzing and projecting budgets, trend analysis, and budget cycles from development to implementation.

Experience which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the required bachelor's degree.

A master's degree in public administration, public policy or business administration may substitute for up to two years of experience.

### **Preferred Qualifications:**

- Experience in local, state or federal budget processes;
- Working experience or knowledge of legislative processes;
- Experience working in an environment serving indigent populations;
- General understanding of judicial or criminal justice systems.

## **HOW TO APPLY**

Please e-mail your **resume and cover letter** to:

Kristi Rudy, Human Resources, [Kristi.Rudy@coloradodefenders.us](mailto:Kristi.Rudy@coloradodefenders.us)

No later than **Sunday, December 12, 2021**, 11:59 p.m. (Mountain Time).

Your credentials should address how your skills and experience meet the qualifications for the position, and your interest in working for the Office of the State Public Defender.

(Only candidates selected for interviews will be contacted.)

## **BENEFITS**

For a summary of employee benefits (health, dental, life and disability) please visit:

<https://stateofcoloradobenefits.com/>. Other benefits include retirement plan options through Colorado PERA [www.copera.org](http://www.copera.org), ten paid holidays a year, and paid-time-off for personal and sick leave. Additional information about the Office of the Colorado State Public Defender can be found at: <http://www.coloradodefenders.us/>

## **NON-DISCRIMINATION**

The Office of the Colorado State Public Defender provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, gender, age, sexual orientation, gender identity, religion, disability or other protected status, in accordance with applicable federal, state and local laws. Consistent with this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including the application and selection process. If you have a disability and require reasonable accommodation, please contact Laura Darrow at, [laura.darrow@coloradodefenders.us](mailto:laura.darrow@coloradodefenders.us).