



To: Becky Butler, Risk and Budget Director

From: Rachel Lester, HR Generalist Senior

Date: April 7, 2025

RE: Budget Analyst III Salary Analysis

Purpose of the Analysis

This compensation analysis evaluates market comparability for the proposed Budget Analyst III classification within the Budget Department of Lewis County. The objective is to establish a salary range that supports recruitment and retention, accurately reflects job complexity, and is consistent with positions of similar scope and responsibility in other Washington counties. This position also serves as a foundational step toward establishing a career ladder within the Budget Series, offering advancement opportunities and operational depth.

Overview of the Proposed Position

The proposed Budget Analyst III role is designed to support County-wide operational and capital financial initiatives through advanced financial analysis, capital project budget management, and strategic planning. Under the guidance of the Budget and Risk Director, this position will be responsible for:

- Oversight of capital project financial planning and reporting.
- Leading budget preparation and forecasting for the County's Capital Facilities Plan (CFP).
- Managing capital grant activities and ensuring regulatory compliance.
- Supporting internal departments in financial strategy, system implementation, and project analysis.

- Preparing reports, policy recommendations, and presentations for the BOCC and external stakeholders.

This role will require a high level of technical knowledge, financial acumen, and interdepartmental coordination to support the County’s growing capital programming needs.

Market Comparison Methodology

Comparable classifications were identified across multiple Washington counties through a survey of public job descriptions and salary schedules. The analysis excluded most Auditor’s Office roles due to their more technical accounting focus and emphasized positions in Budget, Finance, and Public Works departments.

A total of 13 counties were analyzed, including Clallam, Cowlitz, Clark, Franklin, Kitsap, Mason, Thurston, Whatcom, and Whitman. Titles reviewed included Budget Analyst, Financial Manager, Fiscal Analyst, and Senior Accountant roles with responsibilities in capital finance, grant oversight, budget forecasting, and internal controls.

The data is as follows:

Title	Starting Salary	Salary Cap	Education and Experience	Misc.
Fiscal Specialist V - PW	\$ 61,194	\$ 74,568	Bachelor’s degree from an accredited college or university in accounting, business, or related field of study preferred; or in lieu of a Bachelor’s degree, seven years of high-level financial experience.	Department specific, highest degree of Fiscal Specialist.
Budget & Policy Analyst	\$ 66,612	\$ 76,428	Five (5) years of budgeting, accounting, or policy experience, preferably in a government setting, or a combination of education, training and experience, which would provide required skills, knowledge and ability to perform the job. Bachelor’s	This position performs a variety of tasks to assist the Office of Financial Management and the Board of County Commissioners (BOCC). Duties include; budget preparation, forecasting analysis, expenditure and revenue tracking, budget and investment tactics, and reviewing cost allocation plans.

			<p>Degree in Accounting, Business, Public Administration, or closely related field preferred. Able to understand and interpret complex financial data; ability to conduct research and develop clear, concise analytical reports; and possess effective written and oral communication skills. Knowledge of general office practices and procedures, governmental structure, accounting, policy, and budget theories and practices. Proficient in the operation of a personal computer and use of Microsoft office products including: Word, Access, and Power Point. Special emphasis on expertise in use of Microsoft Excel.</p>	<p>This position will also conduct research and recommend changes to county code and policy, track and recommend changes to state and federal legislation, and occasionally represent the county at public events.</p>
Senior Accountant - Auditor	\$ 76,048	\$ 92,657	<p>A Bachelor's degree in Accounting, Finance, Business Administration, or a related field is required. A minimum of five (5) years of increasingly responsible accounting experience is required. A Master's</p>	<p>Highest degree of Accountant (aside from CFO).</p>

			degree in Accounting, Finance, or a closely related field may substitute for up to two (2) years of required experience, reducing the experience requirement to three (3) years for candidates with a qualifying Master's degree.	
Public Works Chief Financial Analyst	\$ 76,128	\$102,190	Bachelor's degree in business administration, accounting, or finance. Five years' recent and continuous experience in accounting. Five years leading and directing projects. Government accounting experience utilizing BARS.	This position participates in the internal audit program and financial controls processes including equipment, technology, procedures, documentation, communication, coordination, and department wide training, according to current Public Works Department and County practices, in order to provide reasonable assurance that assets are safeguarded, financial information is reliable, and in compliance with applicable laws, regulations, policies, and procedures.
Financial Manager II - MCSO	\$ 78,193	\$ 97,653	Bachelor's degree in accounting; Five (5) years of progressively responsible experience in governmental accounting and the Washington State	Finance Manager for ALL funds within the assigned department. Supervisory duties.

			Budgetary Accounting and Reporting System; Two (2) years lead or supervisory experience	
Management Analyst, Senior	\$ 82,920	\$116,076	Positions at this level typically require a bachelor's or advanced degree in a financial or administrative discipline and substantial and responsible experience in administrative analysis, budgeting, auditing or a related field, preferably including public sector experience at the local government level.	Duties emphasize research, analysis, and development of recommendations in areas such as budgeting and financial planning, organizational analysis, policy formulation and service delivery.
Financial and Administrative Service Manager	\$ 83,741	\$112,403	Bachelor's degree in Finance, Business Administration, Public Administration, or a closely related field is required. Two years of supervisory or management experience. Four years of progressively responsible work experience in monitoring and developing large complex budgets with multiple funds, accounting, financial planning.	Within the PW Department. The position ensures the financial integrity of all budget and accounting activities in alignment with State and Federal Laws, industry standards, and accepted financial and business practices.

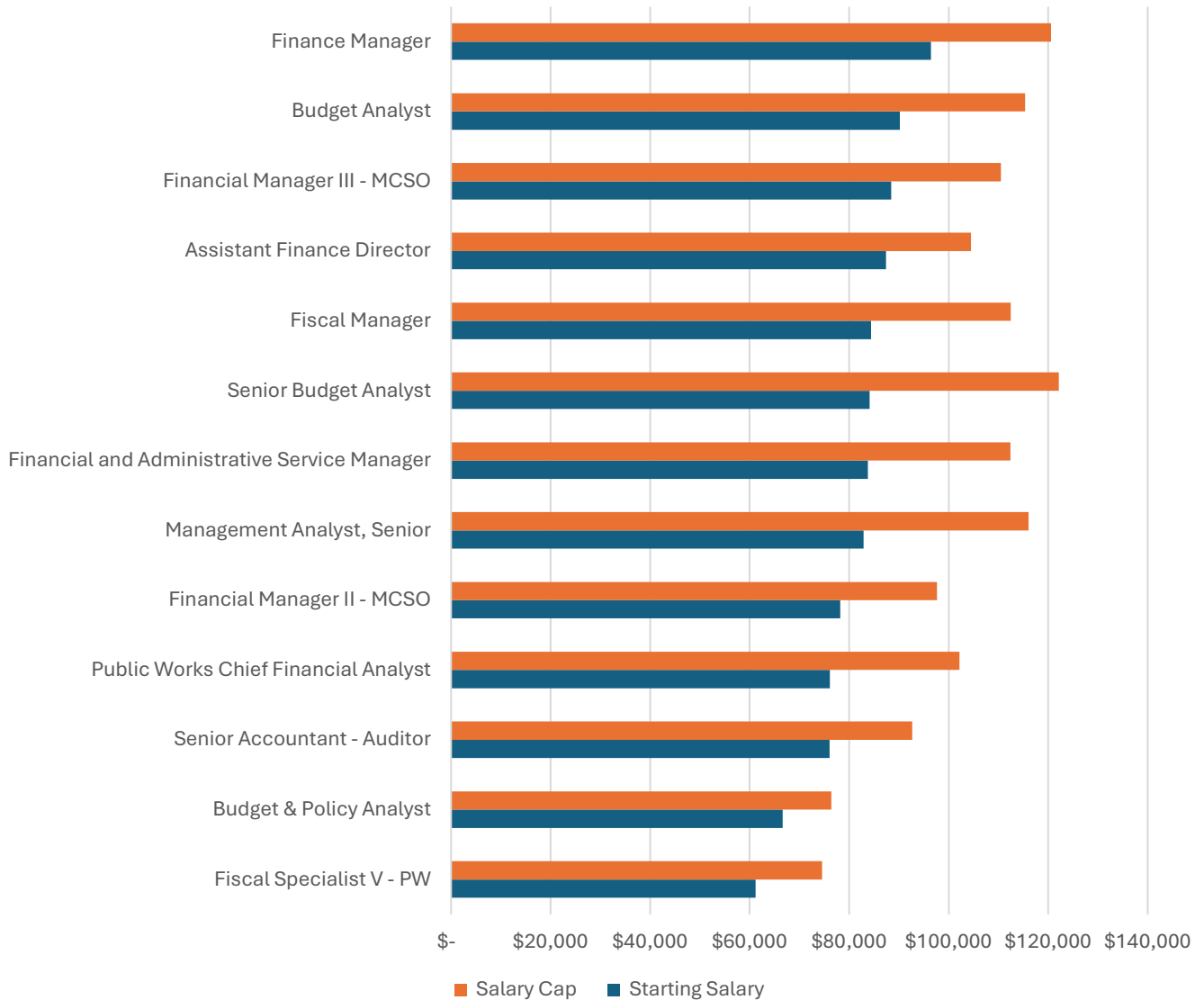
Senior Budget Analyst	\$ 84,120	\$122,148	Requires a Bachelor's degree in public or business administration, accounting, finance or a closely related field with a minimum of three intermediate -level, financial accounting courses AND six years of progressively responsible experience in accounting including three years preparing detailed organization -wide budgets. Must be a Current Certified Public Accountant (CPA) and maintain throughout employment.	Plans, issues instructions, and coordinates the preparation and compilation of the County budget and related material. Monitors budget; prepares forecasts, cost projections and comprehensive reports. Leads and balances team and individual responsibilities.
Fiscal Manager	\$ 84,384	\$112,488	Bachelor's degree in Finance or Business Administration. Coursework must have included college-level commercial and/or governmental accounting courses. Additional related experiences may be substituted for education on a year-for-year basis. Must have a minimum of four years progressively responsible experience in accounting with at least two years in governmental	Responsible for the management, coordination, development, and maintenance of the department's annual and ongoing budget control systems and processes, conducts special accounting studies, maintains complex accounting systems for multiple funds and assists with policy planning, grant/contract administration, and department payroll functions.

			accounting. Two years' supervisory experience required.	
Assistant Finance Director	\$ 87,422	\$104,478	Bachelor's degree from an accredited college or university in accounting, finance, economics, business, or a related field, OR; Five years of experience in finance, accounting, auditing, financial reporting, or budgets. Preference will be given to experience with government. Specialized training of equivalent length providing the required knowledge, skills, and abilities may also be considered.	This position provides accounting and financial control work for the County and administrative support to the Chief Finance Administrator. This position performs as the active Chief Finance Administrator in his/her absence and assists the Chief Finance Administrator in the management of the Administrative Services and Finance department to ensure effective and efficient services are provided to the County.
Financial Manager III - MCSO	\$ 88,469	\$110,485	Bachelor's degree in accounting; Five (5) years of progressively responsible experience in governmental accounting and the Washington State Budgetary Accounting and Reporting System; Two (2) years lead or supervisory experience	Same job description as above, with higher pay.
Budget Analyst	\$ 90,159	\$115,342	Bachelor's Degree in accounting, finance, business administration, public	This position performs professional level financial analysis, budgeting, forecasting and management

			<p>administration, economics, statistics, or directly related field. Four years of financial, budget, and/or accounting experience related to area of assignment.</p> <p>Preferred: two or more years of progressively responsible work experience with special emphasis on governmental accounting and governmental grant management.</p>	<p>reporting; is responsible for planning, evaluation, preparation, presentation, organizing, developing and monitoring budgets for county departments and employing officials. This position is responsible for recommending updates and County-wide position control, organization structure, and the centralized budget.</p>
Finance Manager	\$ 96,456	\$120,576	<p>Bachelor's Degree in a related field, or five years of relevant experience, or a combination of education, training and experience that would ensure the effective executive of the duties of the job. Experience in payroll tax compliance and administration of a compensation and personnel management requisition system. Demonstrated professional competency in the field of personal computers and software use and applications. Experience developing and</p>	<p>This position is responsible for employee position controls, all aspects of salary and payroll information, in addition to managing all aspects of their PeopleSoft HR application system including leading project development or modifications, future program development, training, etc.</p>

			maintaining effective position tracking systems, earnings, and deduction programs, preferably with PeopleSoft.	
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Budget Analyst III Salary Analysis



Key Findings

- **Salary Ranges:** The majority of comparable positions had starting salaries ranging from \$76,000 to \$90,000, with salary caps extending up to \$122,000.
- **Job Complexity & Classification:** Positions with responsibility for capital planning, grant management, and organizational budgeting were commonly classified at mid- to senior-analyst or manager levels.
- **Education & Experience Requirements:** Most roles required a Bachelor’s degree in Finance, Accounting, or a related field, and 5–7 years of progressively responsible experience, with many positions giving weight to governmental or capital finance experience.
- **Notable Comparables:**
 - Kitsap County’s Budget Analyst position starts at \$90,159, capping at \$115,342, and closely aligns with the functional responsibilities of the proposed position.
 - Whatcom County’s Senior Budget Analyst (starting at \$84,120) manages enterprise-wide budget planning and provides strong alignment for long-term career ladder development.
 - Franklin County’s Public Works Chief Financial Analyst and Financial & Administrative Services Manager demonstrate similar levels of complexity in budget oversight, with ranges between \$76,000 and \$112,000.

	\$ 61,194	0%		\$ 74,568	0%
	\$ 66,612	8%		\$ 76,428	8%
	\$ 76,048	15%		\$ 92,657	15%
	\$ 76,128	23%		\$ 102,190	31%
	\$ 78,193	31%		\$ 97,653	23%
	\$ 82,920	46%		\$ 116,076	86%
	\$ 83,741	54%		\$ 112,403	64%
	\$ 84,120	62%		\$ 122,148	100%
	\$ 84,384	69%		\$ 112,488	71%
	\$ 87,422	77%		\$ 104,478	50%
	\$ 88,469	85%		\$ 110,485	57%
	\$ 90,159	92%		\$ 115,342	79%
	\$ 96,456	100%		\$ 120,576	93%
Average	\$ 81,219			\$ 104,423	
Lewis Co Competitive Position					
	Min	50%		Recommended grade	126 Step 3
	Mid	55%		\$ 82,675	
	Max	62%			

Recommendation and Proposed Placement

Based on the comparative market data and internal evaluation of duties and responsibilities, it is recommended that the Budget Analyst III classification be placed at Grade 126, Step 3 on the Lewis County salary grid, resulting in a proposed starting salary of \$82,675.

This placement reflects:

- Alignment with 55% of the market range, as guided by the Board of County Commissioners.
- Competitive positioning within the regional labor market to attract and retain qualified candidates.
- Recognition of the higher-level analytical responsibilities and capital finance functions assigned to this role.

Conclusion

The creation and classification of the Budget Analyst III position supports the strategic goals of the Budget Department and addresses the County's increasing need for advanced financial oversight in capital planning. A structured career progression within the Budget Series will promote employee development, succession planning, and organizational continuity. Adopting the proposed salary range will ensure that the County remains competitive while responsibly managing fiscal resources.