

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | 1. Agency Position No. NL 11661 | |
|--|--|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Orlando, FL | | 5. Duty Station Orlando, FL | |
| 6. OPM Certification No. | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Explanation (Show any positions replaced) Replaces NL 07863 | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive | |
| 13. Competitive Level Code 1232 | | 14. Agency Use | | 15. Classified/Graded | | 16. Organizational Title of Position (if different from official title) | |
| a. U.S. Office of Personnel Management | | b. Department, Agency or Establishment | | c. Second Level Review | | d. First Level Review | |
| Official Title of Position | | Pay Plan | | Occupational Code | | Grade | |
| Budget Analyst | | GS | | 0560 | | 12 | |
| e. Recommended by Supervisor or Initiating Office | | 17. Name of Employee (if vacant, specify) | | 18. Department, Agency, or Establishment | | c. Third Subdivision | |
| | | | | Department of the Army (DA) | | Resources Management Division (R) | |
| | | | | a. First Subdivision | | d. Fourth Subdivision | |
| | | | | U. S. Army Materiel Command (AMC) | | Financial Management Division (RF) | |
| | | | | b. Second Subdivision | | e. Fifth Subdivision | |
| | | | | Simulation, Training and Instrumentation Command (STRICOM) | | Signature of Employee (optional) | |
| 19. Employee review - This is an accurate description of the major duties and responsibilities of my position. | | | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | 22. Position Classification Standards Used in Classifying/Grading Position | |
| Richard Gilmour, Chief, Financial Management Division | | | | USOPM PCS, Budget Analysis Series, Jul 81 | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | |
| Signature | | Date | | Signature | | Date | |
| | | 2/22/00 | | | | 22 FEB 00 | |
| 23. Position Review | | Initials | | Date | | Initials | |
| a. Employee (optional) | | | | | | | |
| b. Supervisor | | | | | | | |
| c. Classifier | | | | | | | |
| 24. Remarks | | | | | | | |
| This is a full performance position. BUS: 7777 | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | |

BUDGET ANALYST
GS-560-12

INTRODUCTION:

This position is located in the Financial Management Division, Resources Management Directorate, US Army, STRICOM. This position functions as a Senior Budget Analyst responsible for budget analysis on a variety of programs and appropriations.

DUTIES:

- Formulates prepares, defends and presents various budget estimates for multiple appropriations. Researches compiles, and summarizes data concerning such things as incremental funding, multiyear contract requirements and general support data for formulation of budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports.
- Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures occur on a timely basis in accordance with the annual plan and regulatory controls, and are within amounts programmed. Report variations in excess of accepted funding limitations to management.
- Recommends transfer of funds between object class and line item accounts under the same appropriation or program element when funds needed to cover increases in obligations or expenditures fall outside established limits.
- Verifies the accuracy and adequacy of budget justification data submitted in support of budget estimates or requests for additional funds by comparison with source documents (e.g., employment statistics, project reports, payroll records, and baseline cost estimates).
- Prepares data summaries for inclusion in routine and special reports on budget execution. Tabulates cost data on individual projects (e.g., specific programs, analytical support services or Army/Navy agreement) and applies basic statistical formulas (e.g., cost-benefit ratios) to budgetary data to determine the effects of changes in levels of funding for current projects.

- As assigned, performs designated segments of more complex budgetary assignments of higher graded co-workers. For example, prepares the budget estimates for such things as support service requirements, data processing requirements and segments of the technology base program.

- Drafts procedural guidance to division chief/team leaders concerning the format for submission of annual estimates of funding needs.

- Maintains a thorough knowledge of appropriate regulations, instructions guidelines, etc. to be able to provide inputs to decisions regarding programs under his/her cognizance.

FACTORS

1. Knowledge Required by the Position FL 1-7 - 1250 points

- Knowledge of and skill in applying the principles and practices of budget formulation to review, edit, and consolidate budget estimates from the various organizational elements of STRICOM, and to adjust data in related forms and schedules.

- Knowledge of and skill in applying the principles, practices and methods of budget execution to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved of the budget.

- Knowledge of budgetary and financial relationships with workloads of organizational components to determine whether funds are being obligated and expended in accordance with goals and objectives of STRICOM's annual plan.

- Practical knowledge of the organizational structure, programs and projects budgeted for to determine whether estimates of funding needs and requests for allotments are in line with program plans and goals.

- Skill in identifying, categorizing, and analyzing quantitative data in order to relate the effects of changes

in funding levels to personnel staffing levels, travel, and project requirements.

- The incumbent will be required to make extensive use of automated data input and retrieval systems, electronic spreadsheets and other ADP based techniques. Use of these various systems will require a working knowledge of ADP data input/output, formatting and manipulation techniques as they apply to budget process.

2 . Supervisory Control - FL 2-3 - 275 points

Works under the general supervision of the Chief, Financial Management Division who assigns work in terms of continuing responsibility for the budget of specific organizational segments and/or programs, general budgetary objectives, and specific deadlines for completion of actions. The employee is expected to plan and carry out assignments independently in accordance with office standard operating procedures and accepted practices for accomplishing work in each phase of budgeting. The supervisor provides advice and assistance on problems or conditions of an unusual nature which are not covered by regulations and guides. Completed work is evaluated on the basis of results achieved i.e., the extent to which advice, analysis, and recommendations meet the budgetary needs of assigned programs and personnel.

3 Guidelines - FL 3-3 - 275 points

- A large number of DA, AMC, and STRICOM policies, regulations, and directives are available which provide guidance and instructions on the various phases and processes of budgeting. The employee must use judgement in locating, interpreting, and applying the intent of provisions in the guides to budgetary situations which are not specifically covered (e.g., reprogramming actions subject to reporting requirements of higher headquarters).

The incumbent interprets general funding requirements in terms of needs, plans, and policies, and informs managers of those requirements which affect their programs and budgetary resources.

4. Complexity - FL 4-3 - 150 points

Work involves comparing and contrasting current and historical budget and workload data for the same or closely related programs and activities to discern trends in spending and anticipate needs for funds or reprogramming actions.

Budget Formulation Phase

Reviews, verifies, and analyzes data submitted for consistency with financial and program objectives, and adherence to instructions. Considers information on current and past costs in financial statements and reports. Recommends alternative courses of action to be taken by operating divisions in adjusting estimates of funding needs. Provides project directors and other members of the acquisition team with procedural and regulatory guidance concerning availability of or limitations on use of funds for supplies, travel, equipment, contracts, and related expenditures. Consolidates estimates into appropriate decision packages format for submission and presentation to Command Group and/or higher headquarters. Reviews, organizes, and edits narrative justification for estimates submitted by program activities. The work requires identifying, considering, and analyzing the relationships between costs and scheduling of program activities (e.g., analytical support services and temporary employees), and the amount and timing of needed funding.

Budget Execution Phase

Monitors, reviews, and checks requests for allotments of funds from approved operating budgets to assure that funds are being spent for proper purposes in accordance with annual plans and budget schedules. Certifies the availability of funds and notifies other offices. Relates expenditures as necessary to program accomplishments, and identifies spending trends. Prepares regular and recurring reports on budget execution based upon analysis and consideration of program and budget variables. (e.g., changes in workload and changes in funding levels. Difficulty is encountered in discerning trends in spending and in relating trends to changes in program funding needs and work accomplishments.

5. Scope and Effect - FL 5-4 - 225 points

The purpose of the work is to budget for the annual operations for funds that are relatively stable. Activities budgeted for present few problems in either budget formulation and execution. Advice and recommendations facilitate the conduct of the STRICOM's supply, maintenance, personnel, and data processing programs and functions, and affect the number and employment status of personnel in those activities. Work has a direct effect on the organization's personnel and programs from the standpoint that increases

support provided to the user community.

6. Personnel Contacts - FL 6-3 - 60 points

Contacts are with co-workers within the RF Division, accountants, data processing specialists, program representatives, and other persons who provide information about the programs and budgets of the various devices. The incumbent has frequent telephone and occasional face-to-face contact with various AMC and DA officials regarding funding allocations and budget/operating procedures.

7. Purpose of Contacts FL 7-3 - 120 points

The purpose of contacts within the division is to exchange information about the organization's functions, programs, and budget to obtain compliance with established budget policies and regulations and/or persuade managers to follow recommended course of action concerning the use of MCB funds in the budget and to provide technical and regulatory guidance of a factual nature to management regarding the formulation of budget estimates and execution of approved budgets. The employee coordinates funding for program plans and goals with the budget cycle and financial plans of STRICOM. Contacts with AMC and DA are for the exchange of budgetary information and data, clarification of guidance and negotiating for sufficient resources to support mission accomplishment.

8. Physical Demands - FL 8-1 - 05 points

The work is sedentary and requires no special physical abilities.

9. Work Environment - FL 9-1 - 05 points

The work is performed in an office environment with no unusual risks or discomfort.

Total points - 2365

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NSA 1017201

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."