

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
NL12010

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, LF		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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		13. Competitive Level Code 0507	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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 checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use			

15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Budget Analyst	GS	560	05		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army		c. Third Subdivision Directorate for Resources Management	
a. First Subdivision US Army Materiel Command		d. Fourth Subdivision Financial Management Division	
b. Second Subdivision USA STRICOM		e. Fifth Subdivision	

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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 RICHARD C. GILMOUR Chief, Financial Management Division		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date 9/19/00	Signature	Date

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.

Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, FAJ Chief of Staff		22. Position Classification Standards Used in Classifying/Grading Position	
Signature	Date 9/20/00	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.	

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Bus Code: 7777  
This is an Upward Mobility position. Target grade is GS-7, NL12011. Full performance level is GS-11, NL1922, intervening grade GS-9, NL12012.

25. Description of Major Duties and Responsibilities (See Attached)

## **POSITION DESCRIPTION**

Budget Analyst, GS-560-5

### **MAJOR DUTIES :**

Serves as a trainee Budget Analyst performing a variety of clearly defined tasks designed to increase the employee's knowledge and understanding of the functions of budget administration and provide a general familiarity with governing policies, procedures and regulations.

Receives intensive on-the-job and classroom training in the application of concepts, principles, practices, and procedures of budgeting.

In the formation of budget estimates, compares projected costs for selected items in the budget with prior year expenditures for the same items.

In the execution of approved operating budgets, checks and monitors the rate and amount of obligations and expenditures for assigned items and work units.

Consolidates budget input received from assigned programs, performs analysis, and ensures information is in proper format using appropriate budget schedules.

Researches legal and regulatory material to obtain factual information and/or interpretations for use by the supervisor or co-workers.

Attends meetings and conferences to observe and learn from the proceedings.

Performs other duties as assigned.

### **FACTOR 1. Knowledge Required by the Position. Level 1-5, 750 points**

Knowledge of basic theories and principles of management and how government agencies are organized and funded in order to identify and relate information about an organization's programs to its operating budget.

Ability to effectively communicate factual information orally and in writing, e.g., to explain and summarize the reasons for changes in funding needs or expenditures for specific items in the budget or to convey information about rules, regulations, and procedures to managers.

Ability to learn and apply the body of knowledge which comprises budget administration to the formulation, justification, and presentation of budget estimates and to the control of obligations and expenditures in approved operating budgets.

Ability to perform tasks which require analytical reasoning with numbers, e.g., to identify, extract, and relate proposed expenditures from the budget requests of several different programs or to identify and record expenditures in approved operating budgets.

FACTOR 2. Supervisory Controls. Level 2-1, 25 points

Assignments are accompanied by precise, detailed, and specific instructions from the supervisor or a higher graded analyst concerning work methods and the desired format of the end product. Tasks are performed under the close guidance of the supervisor or an employee of a higher grade who is available to answer questions about any aspect of the work. Otherwise, the employee is expected to follow the supervisor's instructions without deviation.

Work is carefully reviewed in progress and upon completion for accuracy, agreement of figures, propriety of format, procedures followed, and adherence to instructions. In addition, the employee's performance is closely monitored at all stages of training.

FACTOR 3. Guidelines. Level 3-1, 25 points

Specific guidance is available which covers all aspects of the work; it includes detailed policy and regulatory guidance issued by OMB and Dept of Army and oral and written instructions from the supervisor.

All tasks are accomplished in accordance with provisions of available guidelines. Any deviations must be authorized in advance by the supervisor.

FACTOR 4. Complexity. Level 4-2, 75 points

Performs well-defined duties in the areas of budget formulation, justification, and execution, such as: consolidating and entering budgetary data prepared by others on related forms and schedules in accepted format; summarizing information in a few related forms and schedules; checking agreement of totals and subtotals of costs for similar line items in related reports; obtaining factual information needed by co-workers; comparing and matching costs of selected program elements and/or support functions by line item, object class or identifying code; assisting higher-graded analysts by researching regulatory literature to obtain desired background material concerning appropriate budget practices and procedures; and reviewing and recommending approval or disapproval of requests supplies when such decisions can be made on a basis of clear-cut factual information.

FACTOR 5. Scope and Effect. Level 5-1, 25 points

The purpose of the work is primarily to provide familiarity with and practice in applying the concepts, principles, practices, and procedures of budgeting. Tasks and services performed facilitate the work of co-workers within the immediate office.

FACTOR 6. Personal Contacts. Level 6-2, 25 points

Personal contacts regularly include co-workers within the employing office and employees in other offices of STRICOM who provide or seek factual information concerning the organization's budget.

FACTOR 7. Purpose of Contacts. Level 7-1, 20 points

Contacts with representatives of program and support activities are for the purpose of exchanging narrative and statistical information about the budget, which is directly relevant to tasks performed by the employee.

The incumbent attends meetings and conferences for the purpose of observing and learning from the proceedings.

FACTOR 8. Physical Demands. Level 8-1, 5 points

Work is sedentary. Most tasks are performed while seated at a desk or table, although occasional walking and standing are required in visiting other offices or in going to and from meetings and conferences.

FACTOR 9. Work Environment. Level 9-1, 5 points

Work is performed in a properly heated, lighted, and ventilated office.

Total Points: 955

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12010**

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