

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

1. Agency Position No.  
NL12012

2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqts. <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 <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CRI)		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		13. Competitive Level Code 0907		14. Agency Use		15. Classified/Graded		16. Organizational Title of Position (if different from official title)	

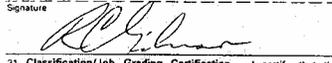
Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Budget Analyst	GS	560	09		

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.

*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

Signature:  Date: 9/19/00

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.

Typed Name and Title of Official Taking Action  
JAMES B. GODWIN, COL, FA, Chief of Staff

Signature:  Date: 9/20/00

22. Position Classification Standards Used in Classifying/Grading Position  
Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000

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  
GS-5, NL 12010 (upward mobility position)  
GS-7, NL 12011 (upward mobility position)

## POSITION DESCRIPTION

Budget Analyst, GS-560-9

### Major Duties:

Serves as a senior trainee Budget Analyst. Performs budget analysis including formulation, justification, presentation, and execution of a program's budget. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

Performs budget administration functions in the formulation and revision of annual budget estimates. Formulates and revises the annual budget estimates. Researches, compiles and summarizes data. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Analyzes the effect of projected cost changes.

Performs budget administration functions in the execution of a program's budget. Monitors, reviews, and checks requests for allotments of funds from approved operating budgets. Monitors and tracks obligations and expenditures throughout the execution phase.

Performs other duties as assigned.

### FACTOR 1. Knowledge Required. Level 1-6, 950 points

Knowledge of and skill in applying the principles and practices of budget formulation to review, edit, and consolidate budget estimates and to adjust data in related forms and schedules.

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

Detailed and practical knowledge of the goals, objectives, workforce composition, work methods, and functions of activity programs to determine whether requests for funds are proper, necessary, and timely.

Knowledge of the accounting system and related documents in order to locate and analyze data pertaining to the budget process.

### FACTOR 2. Supervisory Controls. Level 2-3, 275 points

Work assignments involve continuing responsibility for specific areas of the budget. Assignments are usually accompanied by supervisory instructions concerning budget and program priorities, objectives, and deadlines. The employee is responsible for independently

planning and carrying out assignments. The employee uses judgment in resolving commonly encountered work problems, such as choosing analytical methods or provisions of applicable regulations. The supervisor provides guidance in interpreting and applying new or revised budget policies and regulations. Work products are reviewed by the supervisor at key stages in the budget cycle and upon completion for soundness and conformance to budget policy and requirements. Currently used budgetary methods and practices applied by the employee are usually not reviewed in detail.

FACTOR 3. Guidelines. Level 3-3, 275 points

Guidelines available and regularly used in the work include budgetary policies, precedents and regulations. The employee uses judgment in interpreting, adapting, and applying guidelines such as instructions in budget formulation and execution to the development of budget estimates and annual work plans for continuing programs and organizations. The employee resolves gaps in specificity or conflicts in guidelines which are generally consistent with budget and program objectives.

FACTOR 4. Complexity. Level 4-3, 150 points

The incumbent performs varied assignments which require him/her to apply different unrelated methods and practices of budgeting. The incumbent compiles, analyzes, and summarizes budgetary information. Information analyzed pertains to past, present, and future costs to support objectives of the annual work plan.

FACTOR 5. Scope and Effect. Level 5-3, 150 points

Work involves establishing financial and budgetary goals, timetables, milestones, and other criteria. Develops applications of a wide range of standardized, widely—accepted budget regulations, practices, and procedures typical of one or more complete phases of the annual budget process. Recommendations and technical interpretations affect the amount and availability of funds for STRICOM programs.

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

Contacts are with co-workers within the budget office, accounting personnel, data processing specialists, major activity directors and program directors. Others who provide information about the programs and budgets may also be contacted. On occasion the incumbent contacts program and budget personnel at the MACOM.

FACTOR 7. Purpose of Contacts. Level 7-2, 50 points

The purpose of the contacts is to exchange information about the organization's functions, programs, and budget. They also 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.

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

The work is sedentary and requires no special physical abilities.

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

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

Total Points: 1885

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 12012**

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