

Classification: Budget Analyst, NH-0560-II

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Project Support Group

3rd Div: Finance Directorate

4th Div:

Supervisor's 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.

Immediate Supervisor: Jo Ann Hathaway

Title: Director, Resource Management

Signature: _____ /s/ _____ **Date:** 4/24/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 5/7/03

FLSA: Exempt **BUS Code:** 7777 **CL:** 211

Drug Test: No **Emergency Ess:**

Key Position: **OPM Functions Code:**

Sensitivity: NCS **Status:** Competitive

Reason for Submission: Acq Demo Conversion **Subject to IA:** Yes

Previous PD Number: various **Mobilization:**

Envir. Diff: **Career Prg ID:** 11

Acq Posn Category: K **CAPL Number:**

Acq Career Level: 2 **Acq Posn Type:** 4

Acq Special Asgmt: **Acq Prog Ind:**

Career Spec – Primary: **Career Spec – Sec:**

Cont Job Site: **Mobility:**

Financial Disclosure: [] Public Financial [] Confidential Financial

[] Supervisor [] Manager [X] Neither

Citation 1: USOPM PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, Dec 2000

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Matrix Division, Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Budget Analyst, NH-0560-II.

III. Duties:

Incumbent is responsible for planning, developing, coordinating and executing program, budget and assigned reimbursable programs under guidance of senior Budget Analyst and Business Manager. Develops, formalizes, executes and oversees budgetary actions related to mission operations funded by multiple appropriations. Analyzes budget submissions and coordinates, evaluates and integrates the input of others into a complete and quality product.

Prepares budget estimate input and assures it is in compliance with policy, regulatory guidance and procedures prescribed by higher headquarters. Performs in-depth analysis to identify resource impacts, alternatives, reprogramming options and possible alternate sources of funding. Prepares and submits applicable schedules, statements, reports, and narrative analysis and justification to support the funding request. Selects and enters budget information on a wide variety of systems, web-based applications, forms, schedules, and reports.

Performs all aspects of budget execution. Establishes, controls and monitors commitments and obligations through review of documentation, accounting records and personal interaction with action officers and management officials. Monitors status and availability of funds and advises appropriate personnel. Keeps close contact with senior budget analysts and program analysts. Advises key personnel on the technical aspects essential to the development of budget estimates and budget execution.

Compiles, computes and consolidates annual budget data for the assigned area of responsibility. Evaluates data for consistency with previous estimates, current levels of program operations, and anticipated changes in staffing and/or funding levels. Revises data as necessary, for inclusion in budget reports and

schedules. Prepares monthly, quarterly, and special reports reflecting ceiling, commitments, obligations, and available balances. Conducts analysis to determine recommendations for fund utilization. Initiates and maintains funding execution data. Interacts with the Accounting Office, and accesses data from the accounting, contract, or any other financial system to maintain accurate, current financial data.

Formulates and submits program funding requirements and justification packages to Senior Budget Analyst. Presents a justification that assures resources are available for operation and mission accomplishment.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Selective requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of the DoD Planning, Programming, and Budgeting Systems (PPBS), its process, products, terminology, and guidance documents (e.g., Program Objective Memorandum (POM), Five Year Defense Plan (FYDP), Defense Guidance, Joint Strategic Planning Systems)

Knowledge of budgeting for the following specific funds, Operations & Maintenance, Army, investment, and Foreign Military Sales, etc.

Knowledge of single-year appropriations and their characteristics, uses, applications and structure (e.g., O&M, military/civilian personnel)

Knowledge of policies, processes, procedures, and regulations governing budgetary processes

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Knowledge of program planning and budgeting cycles

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit