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Budget Analyst 05

GS-0560-05

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

As a trainee, the incumbent assists higher-level budget analysts in the performance of their assignments in any aspect of the full range of budget analysis work.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs routine and recurring work in the budget area to increase the employee's knowledge and understanding of the functions of budget administration and provide a familiarity with policies, procedures, and practices of budgeting. This work may include any segment of the full range of budget administration work done in the organization. Duties typically performed include the following: formulating budget estimates; checking and monitoring obligations and expenditures; consolidating budgetary data.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 points

Knowledge of basic theories and principles of management in order to identify and relate information about an organization's programs to its operating budget.

Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses.

Factor 2. Supervisory Controls FL 2-1, 25 points

The incumbent is under the direct and continuing supervision of a higher-level employee. Work is assigned with detailed instructions from the supervisor and is performed under the close guidance of the supervisor or other employee. All work is closely reviewed in progress and upon completion.

Factor 3. Guidelines FL 3-1, 25 points

The employee follows established procedures, laws, regulations, policies, and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. A higher-level employee is readily available to answer questions.

Factor 4. Complexity FL 4-2, 75 points

The work involves the performance of duties which consist of related steps, methods, and procedures in the areas of budget formulation, justification, and/or execution. Reviews changes in budgets and programs of aligned organization(s). Reviews and analyzes budgetary data, information, and requests. Searches for and obtains information needed to check accuracy of data. For each step, the incumbent must make decisions concerning the appropriate course of action to choose. Difficulty is encountered in relating various program

needs and accomplishments to specific line items in the budget and in determining required entries to reflect budget transactions.

Factor 5. Scope and Effect FL 5-1, 25 points

The purpose of the work is to provide familiarity with and practice in applying the concepts, principles, practices, and procedures of budgeting. Completed work supports the timely achievement of the budgetary and program goals of the immediate office.

Factor 6. Personal Contacts FL 6-2, 25 points

Contacts are with co-workers within the immediate budget office and representatives from program, accounting, and support areas who can provide information in structured settings. Other contacts may include officials of other agencies and private businesses who conduct activities related to the work of the office.

Factor 7. Purpose of Contacts FL 7-1, 20 points

The contacts are primarily to exchange information and to check the status of work.

Factor 8. Physical Demands FL 8-1, 5 points

The work is sedentary.

Factor 9. Work Environment FL 9-1, 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 955

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: September 4, 2001)

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