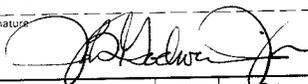


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. NL12011		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, LF		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i>		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 0707	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <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 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	07		
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>				
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 <i>(optional)</i>				
20. <b>Supervisory Certification.</b> 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 <i>(optional)</i>				
Signature  Date 9/9/00					Signature _____ Date _____				
21. <b>Classification/Job Grading Certification.</b> 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				
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, FA, Chief of Staff					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 9/20/00									
23. Position Review									
	Initials		Date			Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks Bus Code: 7777 This is an Upward Mobility position. Full performance level is GS-11, NL11922, intervening grade GS-9, NL12012. GS-5, NL12010									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

## POSITION DESCRIPTION

Budget Analyst, GS-560-7

### Major Duties:

Serves as Budget Analyst trainee receiving concentrated on and off the job training and development as specified in the formal training plan. Performs routine and recurring budget administration duties which facilitate the conduct of more complex and detailed review and analysis functions conducted by the supervisor and higher-graded co-workers.

Gathers, extracts, reviews, verifies, and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget requests. Crosschecks the accuracy of budget and program data in related budgetary forms, schedules, and reports. Changes or recommends the adjustment of inconsistent totals, subtotals, and individual entries.

Compares figures in current estimates of funding needs by line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor or responsible higher graded budget analyst.

Researches guides to extract legal, regulatory, program, and budgetary information for use by the supervisor or higher graded analysts. Prepares summaries of narrative, quantitative, and statistical data in budget forms, schedules, and reports.

Prepares preliminary budget estimates and reviews justifications for a few relatively stable program and/or program support activities.

Receives, screens, and recommends approval, disapproval, or modification of budget execution documents (e.g., requests for allotments of funds, requests for personnel action to fill vacancies, and travel orders) when such recommendations can be made on the basis of availability of funds and compliance with regulatory requirements.

Performs other duties as assigned.

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

Knowledge of procedures and processes for budget formulation to compile, correlate, and consolidate individual one-year estimates and to enter the consolidated estimates in appropriate forms and schedules in accepted format.

Knowledge of and skill in the analysis and comparison of related object class and line item obligations and expenditures in the approved operating budget to determining whether funds are being used on a timely basis to support the program and in accordance with the annual and program to date projections.

Understanding of the quantitative relationships between program plans and budgetary data in related forms and schedules to adjust such data to reflect changes in funds available, obligations, and expenditures.

Skill in writing brief factual reports detailing the purposes for which funds were obligated and expended.

FACTOR 2. Supervisory Controls. Level 2-2, 125 points

Work is assigned by the supervisor or an analyst of higher grade who gives instructions and explanations with each assignment and provides guidance on work in progress.

The incumbent is responsible for independently carrying out recurring work assignments. Issues which involve potential violations of law, conflict with existing budgetary policies, or deviations from projected program are referred to the supervisor or to a higher-graded co-worker for resolution.

Completed work (e.g., reports on status of funds, data summaries, and entries of numerical data in budget forms and schedules) is periodically reviewed for accuracy, adequacy, and compliance with instructions and procedures.

FACTOR 3. Guidelines. Level 3-2, 125 points

The employee follows procedures, policies, formats, and practices in detailed agency and local supplements to broad budgetary guidelines published by the Office of Management and Budget and Department of the Army. Available guidelines are specific to most work situations encountered. The employee uses judgment in selecting the appropriate portion of guides for use in completing assignments in budget formulation and budget execution. When new or revised guidelines apply, the supervisor provides instructions and interpretations concerning their use.

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

Reviews changes in the budgets and programs of assigned activities and summarizes changes in narrative format using proper terminology. Fills out budget forms and schedules which cover activities of the assigned program. Assists higher-graded analysts in reviewing and analyzing budgetary data, information, and requests by verifying the accuracy and authenticity of data submitted. Searches for and obtains information needed to crosscheck data in forms, schedules, and requests.

Difficulty is encountered in relating various needs and accomplishments of assigned mission support activities to specific line items in the budget and in determining the entries required in related forms, reports, and schedules to reflect budgetary transactions.

FACTOR 5. Scope and Effect. Level 5-2, 75 points

The incumbent applies the fundamental principles, practices, regulations, and procedures of budget administration to the formulation and compilation of budget estimates and the tracking of obligations and expenditures for assigned line items and object classes in the budget. Tasks performed constitute a segment of the broader and more complex assignments of higher-graded co-workers within the office.

Completed work affects the accuracy and reliability of consolidated budget estimates prepared by co-workers. Statistical data and factual information researched and compiled by the employee form the basis for more complicated recommendations and reports to management developed by others.

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

Contacts are with co-workers within the immediate office, representatives from program and support areas who can provide information, subject matter experts in program areas, and representatives of supply, contracting, and maintenance activities. As directed by the supervisor, the employee may contact program and budget personnel of higher headquarters within the agency.

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

Contacts with personnel of staff support activities are made to exchange information about the budgets and programs of serviced organizations and the status and availability of funds to support planned goals and functions.

Co-workers and budget officials at higher headquarters are contacted for the purpose of obtaining advice concerning the technical treatment of budgetary data and proper methods of obtaining or transferring funds or recording funding transactions.

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

Work is sedentary, with no unusual physical demands.

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

Most work is performed in a properly heated and ventilated, air-conditioned and well-lighted office setting. There are no risks or discomforts which require special safety precautions.

Total points: 1405

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 12071

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