

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

1. Agency Position No.

13067

2. Reason for Submission

Redescription  
 New  
 Reestablishment  
 Other  
*(Show any positions replaced)*

3. Service  
 Hdqtrs.  Field

4. Employing Office Location  
Orlando, FL

5. Duty Station  
Orlando, FL

6. OPM Certification No.

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interests

9. Subject to IA Action  
 Yes  No

10. Position Status  
 Competitive  
 Excepted (Specify in Remarks)  
SES (Gen.)  SES (CR)

11. Position is:  
 Supervisory  
 Managerial  
 Neither

12. Sensitivity  
 1 - Non-Sensitive  2 - Critical Sensitive  
 2 - Noncritical Sensitive  4 - Special Sensitive

13. Competitive Level Code  
09AA

14. Agency Use

15. Classified/Graded by	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	Student Trainee (Budget Analyst)	GS	0599	9		
d. First Level Review						
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  
Finance Directorate

a. First Subdivision  
ASA (ALT)

d. Fourth Subdivision  
Finance - Matrix Division

b. Second Subdivision  
PEO STRI

e. Fifth Subdivision

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

Signature of Employee (optional)

*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  
TRACEY L. HADLEY  
Financial Analysis and Policy Officer

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
LORRAINE B. HOTZ  
Finance Director

Signature: *Tracey L Hadley* Date: 1/22/04

Signature: *Lorraine B Hotz* Date: 1/22/04

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.

22. Position Classification Standards Used in Classifying/Grading Position  
USOPM PCS for Mgmt. & Program Analysis Series,  
GS-343, AUG90; GS-0099 GENERAL STUDENT TRAINEE  
SERIES DEFINITION: USOPM INTRO TO POS CLASS SECT  
III, TITLING PRACTICES

Typed Name and Title of Official Taking Action  
LORRAINE B. HOTZ-Finance Director

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: *Lorraine B Hotz* Date: 2/10/04

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

24. Remarks

BUS: 7777 Position is at full performance level  
Student Trainee SCEP Position

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

## Student Trainee (Budget Analyst), GS-0599-09

### MAJOR DUTIES

Serves as a graduate level Student Career Experience Program (SCEP) trainee

performing developmental assignments learning the substantive work of the occupation. In a developmental capacity, performs routine and recurring budget analysis duties facilitating the conduct of more complex and detailed review and analysis functions conducted by the supervisor and higher-graded co-workers.

1. Assists senior analyst and/or supervisor in conducting budget analyst functions. Gathers, extracts, reviews verifies, and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget requests (e.g., estimates of the funding needs of subordinate organization components). Researches, summarizes, and compiles data involving obligations, expenses and object class information. Analyzes budget/funding requests for conformance to established guidance.

25%

2. Incumbent assists in the formulation of budget estimates and deals with day-to-day problems encountered with simple budget projects. Researches guidance and develops procedural instructions and report formats for budget submission. Prepares preliminary budget estimates

and reviews justifications for a few relatively stable program and/or program support activities. Crosschecks the accuracy of budget and program data in related budgetary forms, schedules, and reports. Notifies supervisor or higher graded analyst of suspected budget problems and makes recommendations.

30%

3. Assists in execution of approved operating budgets, checks and monitors the rate and amount of obligations and expenditures. Consolidates budgetary data from forms or worksheets and enters data in proper format on similar budget schedules. Recommends the adjustment of inconsistent totals, subtotals, and individual entries. Compares figures in current estimates of funding needs by the line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor.

25%

4. Researches legal and regulatory material to obtain factual information and/or interpretation for use by the supervisor or co-workers. Attends meetings and conferences to observe the proceedings.

20%

Performs other duties as assigned.

1. KNOWLEDGE REQUIRED BY THE POSITION - Level 1-6 950 Pts  
 Knowledge of command procedures and processes for budget formulation and execution to compile, correlate, and consolidate individual one-year estimates and to enter consolidated estimates in appropriate forms and schedules in accepted format.

Knowledge of, and skill in the analysis and comparison of selected object

class and line item obligations and expenditures in the approved operating budget to determine whether funds are being used on a timely basis to support mission and objective and accordance with the annual work plan.

Understanding of the quantitative relationships between program plans and budgetary data in related forms and schedules (e.g., annual work plans) 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.

## 2. SUPERVISORY CONTROLS - Level 2-3 275 Pts

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 of one to three months duration (e.g., reviewing data in budget forms and schedules for accuracy and consistency, and comparing current estimated funding needs by line item with past expenditures in the same budget areas to note differences). Issues which involve potential violations of law, conflict with existing budgetary policies, or deviations from accepted work plans and practices (e.g., significant variations from one year to the next in estimated funding needs, or changes to the annual work plan affecting other object classes) 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 reviewed bi-weekly for accuracy, adequacy, and compliance with instructions and procedures.

## 3. GUIDELINES - Level 3-3 - 275 Pts

The employee follows procedures, policies, formats, and practices in

detailed agency and local supplements to broad budgetary guidelines published by higher authorities (i.e., HQDA, and the Office of Management and Budget).

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.

#### 4. COMPLEXITY - Level 4-3 - 150 Pts

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 that cover activities of the assigned organizational segment, line items, or groups of functions. 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.

#### 5. SCOPE AND EFFECT - Level 5-3-150 Pts

The incumbent applies the fundamental principle, 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 (e.g., estimates of annual funding needs for specific line items, and information on the current status

of funds available in accounts) 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.

#### 6. PERSONAL CONTACTS - Level 6-2 30 Pts

Contacts are with persons from outside the immediate employing office but within the same agency. Roles and relative authorities of participants are explicit. These contacts include informal email, telephone and face-to-face contacts with employees of other agencies engaged in budgetary functions that affect the budget of the employing agency, as well as contacts with representatives of private industry in a restructured environment.

#### 7. PURPOSE OF CONTACTS - Level 7-1 35 Pts

Contacts with personnel of staff and 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 method of obtaining or transferring funds, or recording funding transactions.

#### 8. PHYSICAL DEMANDS - Level 8-1 5 Pts

Work is sedentary, being performed for the most part while seated comfortably at a desk or table. A moderate amount of standing and walking is required when attending meetings and conferences, and in visiting other offices and buildings throughout the installation.

#### 9. WORK ENVIRONMENT - Level 9-1 5 Pts

Most work performed in a properly heated and ventilated, air-conditioned

and well lighted office setting. There are no risks or discomforts that require special precautions.

TOTAL POINTS – 1885