

POSITION DESCRIPTION (Please Read Instructions on the back)

1. Agency Position No
S0287

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No
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Explanation	7. Fair Labor Standards Act Non Exempt		8. Financial Statements Required		9. Subject to IA Action Yes
	10. Position Status	11. Position is NON-SUPERVISORY	12. Sensitivity	13. Competitive Level Code	14. Agency Use
	15. Drug Test Required NO				16. ADP Status

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Budget Analyst	GS	0560	7	L.P	01/01/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)	19. Name of Employee (if vacant, specify)
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20. Department, Agency or Establishment	c. Third Subdivision
Department of Interior	
a. First Subdivision	d. Fourth Subdivision
U.S. Geological Survey	
b. Second Subdivision	e. Fifth Subdivision
21. 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. Name and Title Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)		
Mark Sogge, Acting Deputy Director, USGS			
Signature	Date	Signature	Date
/s/ Mark Sogge	07/30/2015		

23. Classification/Job Grading Certification	24. Position Classification Standards Used in Classifying/Grading Position
<i>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.</i>	GS-500, JFS for Prof and Admin Work in the Acctng and Bdgt Grp
Typed Name and Title of Official Taking Action	Information for Employees <i>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.</i>
Lorilee Penn Human Resources Specialist	
Signature	Date
Lorilee Penn /s/	01/01/2002

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

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

Major Duties

As an advanced trainee, the incumbent performs routine and recurring budgetary assignments to gain knowledge and understanding of the functions, principles, practices and methods of budget administration. This work may include any segment of the full range of budget administration work done in the organization. Duties performed may include but are not limited to the following: compiles, correlates, and consolidates budget estimates; analyzes, assesses, compares and documents obligations and expenditures; ensures obligations, expenditures, and allotments are within funding limitations, consistent with approved funding levels, and that funds are used in a timely manner; prepares and analyzes a variety of recurring financial reports identifying and reporting abnormalities; and, advises management regarding transfer of funds within accounts under the same appropriation or funding source.

Factor Statements

Factor 1 - Knowledge Required by the Position (Level 1-6, 950 points)

Knowledge of Federal budgetary methods, practices, procedures, regulations, and other guides in order to perform ongoing routine assignments in the areas of budget formulation and/or execution.

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

Skill in categorizing and analyzing quantitative data in order to analyze budgetary and accounting activities.

Knowledge of assigned organization's structure, programs, and the budgetary and financial relationships of the organization to determine whether estimates of funding needs are appropriate or if funds are being expended according to the program's goals and objectives.

Factor 2 - Supervisory Controls (Level 2-2, 125 points)

The supervisor provides specific guidance and instructions for each work assignment in terms of work to be performed, methods and procedures to be used, priorities, and time frames. Within the guidelines established by the supervisor, the incumbent is responsible for independently carrying out recurring work assignments. Completed work is reviewed for accuracy, adequacy, and compliance with instructions and procedures.

Factor 3- Guidelines (Level 3-2, 125 points)

The work to be performed is covered by numerous laws and regulations, in addition to agency and bureau policies, procedures and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. The incumbent uses judgment in locating and selecting the proper procedural and technical instructions for application to specific situations. Issues or problems encountered by the employee that are not covered by established guidance

are referred to the supervisor.

Factor 4 - Complexity (Level 4-2, 75 points)

The work consists of budgetary duties involving related steps, methods, tasks, and procedures. Budget formulation, justification, and/or execution assignments involve factual data that may be presented in a variety of ways. The incumbent compiles, reviews, and analyzes budgetary data, information, and requests. Assignments typically require the employee to search for and obtain information in order to check the accuracy and consistency of data (estimates, obligations, expenditures, revenues, reimbursements, etc.). The employee must identify similarities and differences in transactions and entries. Decisions made concern the appropriate method or form to select to enter, adjust, or present data.

Factor 5 - Scope and Effect (Level 5-2, 75 points)

The purpose of the work is to apply the principles, policies, regulations, and procedures of budget administration to the formulation, presentation, and/or execution of the assigned program areas. Completed work affects the accuracy and reliability of budget estimates, transactions, adjustments, documentation, and reports. In addition, the work facilitates the delivery of further budgetary services.

Factor 6 - Personal Contacts (Level 6-2, 25 points)

Contacts are with administrative and/or project personnel within the immediate organization. Other contacts may include similar personnel at higher levels of the bureau, representatives of cooperating Federal, state, and local agencies, vendors, and contractors.

Factor 7 - Purpose of Contacts (Level 7-1, 20 points)

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

Factor 8 - Physical Demands (Level 8-1, 5 points)

The work is sedentary.

Factor 9 - Work Environment (Level 9-1, 5 points)

The work is normally performed in an office setting.

TOTAL POINTS - 1405

GRADE CONVERSION - GS-7

GS-500, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, 12/00