

POSITION DESCRIPTION (Please Read Instructions on the back)					Cybersecurity Category		1. Agency Position No DOI 512				
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station			6. OPM Certification No		
Explanation		7. Fair Labor Standards Act Exempt			8. Financial Statements Required			9. Subject to IA Action YES			
		10. Position Status Competitive		11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code			14. Agency Use		
		15. Drug Test Required NO					16. ADP Status NO				
17. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management		Financial Specialist				GS	0501	12	W.H.	10/14/2004	
b. Department, Agency or Establishment											
c. Second Level Review											
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)						
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR					c. Third Subdivision						
a. First Subdivision U.S. GEOLOGICAL SURVEY					d. Fourth Subdivision						
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)						
<p>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.</p>											
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
Signature /s/ Mark Sogge			Date 07/30/2015		Signature				Date		
23. Classification/Job Grading Certification <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>					24. Position Classification Standards Used in Classifying/Grading Position GS-500, JFS for Prof and Admin Work in the Acctng and Bdgt Grp						
Typed Name and Title of Official Taking Action Winford Hooker, Program Manager, Position Classification & Pay Policy, DOI					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>						
Signature Winford Hooker /s/			Date 10/14/2004								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities (See Attached)											

0501,Financial Specialist,GS-12

Based on PD Tracking Number 0002168

PD Tracking Number 0002169

Department of the Interior Standardized Position Descriptions for Bureau Headquarters Level Positions.

Introduction

The purpose of this position is to perform financial management work relating to the financial activities of the Bureau.

Major Duties

The employee performs a variety of duties such as the following:

plans and conducts financial management studies that involve analysis of complex, interrelated administrative processes; e.g., budgetary, financial, procurement, and property management functions;

develops innovative recommendations for eliminating problems or improving the operation under study, and writes reports that document findings and recommendations;

reviews and evaluates financial systems for effectiveness of internal controls and integrity of the organizations financial information;

analyzes processing flows, integration of external system interfaces and internal subsystem modules, and recommends improvements in control techniques;

reviews data in reports and financial statements and identifies abnormal trends and control weaknesses;

provides and implements solutions to correct internal control and reporting weaknesses;

reviews and analyzes financial reports generated by the financial system and determines compatibility of each with plans, prior month status, other relevant reports, and the general ledger;

identifies problems and discrepancies, determines if adjustments or corrections are required, and takes necessary action to correct and produce reports;

prepares external financial management reports, statements, supporting schedules, justifications, and related documentation as required by OMB, Treasury, and/or the Department of the Interior to ensure data consistency and integrity;

reviews and analyzes the effect of new or revised regulatory changes, and develops financial management reporting procedures; and/or

reviews financial management policies, practices, techniques, and procedures that guide primary office financial work, identifies those guidelines that are in need of revision, develops recommendations for changes; and analyzes the impact of changes.

Factor 1. Knowledge Required by the Position Level 1-7, 1250 points

This position requires

extensive knowledge of, and the ability to apply financial management concepts, principles, and techniques;

extensive knowledge of financial management operations;

knowledge and skill to apply new developments in financial management concepts and techniques to changing programs;

ability to work in a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members; and

complete knowledge of the Department-wide financial system and reporting requirements of other agencies. e.g., GAO, OMB, and the Department of the Treasury;

sufficient to:

plan and conduct financial studies and write reports;

conduct financial reviews, determine compliance with generally accepted accounting and financial management principles and standards, and identify problems;

identify problems and improve financial management efficiency and effectiveness; and

satisfy financial management reporting requirements and correct internal control weaknesses.

Factor 2. Supervisory Controls Level 2-4, 450 points

The employee works under the supervision of a supervisor in the Bureau Finance Office, who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible approaches.

The employee:

performs duties within the assigned areas of expertise as well as projects assigned by the supervisor with minimal supervision;

completes assignments independently; and

keeps the supervisor informed of progress and potentially controversial matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and adherence to requirements. Proposals and recommendations are evaluated for reasonableness and utility within the accounting structure and program operation.

Factor 3, Guidelines Level 3-4, 450 points

The employee is guided mainly by policies, regulations, and legal authorizations and restrictions of the bureau, Department of the Interior, GAO, Department of the Treasury, and OMB. Broad general technical guidance and coordination are received from the Department to assure Departmental uniformity in financial management concepts, procedures, and systems development and/or maintenance.

The employee must be innovative and creative in interpreting these guidelines, developing specific objectives, and devising methods to complete assignments.

Factor 4, ComplexityLevel 4-4, 225 points

Work involves applying many different and unrelated processes and methods to a broad range of activities.

The employee:

solves financial management problems in particularly difficult and responsible circumstances; advises financial managers and program managers on financial policy and procedures; recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere; and prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely.

The employee must be adept at conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

Factor 5. Scope and EffectLevel 5-4, 225 points

The purpose of the work is to provide financial management advisory services concerning the bureau financial operations, ensure that the system is providing reliable financial information, and resolve technical problems.

Work affects:

the amount and availability of funds for major substantive bureau programs and services; the way financial information is applied in planning organizational operations or the efficient use of funds; the budgets, programs, and interests of other Federal organizations and/or private firms when the supported programs cut across component lines within the bureau; organizational compliance with regulatory requirements; and/or the capabilities of the financial management systems to support managements financial information needs.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 3C, 180 points

Contacts are with financial management officials of the Department and bureaus, the Department of the Treasury, OMB, and private firms. Some contacts are not routine and depend on events that are sometimes not predictable. The contacts vary with respect to purpose; ground rules for conducting the contacts likewise vary.

The purposes of contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues. Examples include:

defending alternative methods of financing substantive program operations or the redistribution of appropriated funds and programs;

negotiating and resolving controversial financial and program issues of considerable significance;

providing training, giving advice, resolving operating problems, obtaining information, and providing assistance to program managers regarding pertinent financial matters; and

resolving difficult and complex problems in collaboration with the necessary contacts.

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

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

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

Work is performed in an office setting with adequate light, heat, and ventilation. Travel is required.

TOTAL POINTS: 2820

GRADE CONVERSION: GS 12