

Major Duties

As a trainee, the incumbent performs routine and recurring developmental assignments to acquire knowledge and understanding of the functions, principles, practices, and methods of Federal budget administration. This work may include any segment of the full range of budget administration work including budget formulation, presentation, and execution. Duties may include, but are not limited to, the following: obtaining, compiling and summarizing narrative information and quantitative data such as project and salary information; formulating budget estimates; checking and monitoring obligations and expenditures; consolidating budgetary data; preparing recurring reports; and researching regulatory and policy guides to locate budgetary information and guidance.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)

- Basic knowledge of budgetary theories and principles in order to carry out elementary assignments, operations and procedures.
- 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, and cost estimates in order to prepare reports and analyses.
- Ability to communicate factual information orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)

Work is performed under close supervision. The supervisor provides detailed instructions for all new assignments. Work is closely reviewed in progress and upon completion for accuracy, adequacy, and adherence to instructions.

FACTOR 3. GUIDELINES (Level 3-1 25 points)

The employee follows established procedures, laws, regulations, policies, and practices. Detailed procedural guidance in the form of standard operating procedures, accounting manuals, and user guides are established and readily available to the incumbent. Deviations from 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 5-1, 25 points)

The purpose of the work is to perform assignments designed to develop and understanding of and familiarity 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 (Level 6-2, 25 points)

Contacts are with administrative and/or project personnel within the immediate organization. Occasional contact may include similar personnel in higher levels of the bureau and with officials of cooperating agencies and vendors.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)

The 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 - 955

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