0560,Budget Analyst,GS-09

PD Tracking Number 0000050

Major Duties
BUDGET FORMULATION
Responsible for the full range of routine budget formulation and justification activities for the assigned organization (s), program or project(s). Specific duties include the following:
Serves as focal point for information regarding procedures and formats for budget submissions. Independently or in conjunction with appropriate management or project personnel, develops projected labor, equipment and overhead projections. Researches, compiles, consolidates, summarizes, and formats budgetary data from source documents, historical data, projected trends, and salary schedules. Drafts, formats, and/or reviews narrative and statistical justifications in support of budget proposals. Reviews budget submissions for compliance with rules, regulations and procedures. Develops consolidated organizational or program budget proposals.

Budget Execution
Monitors, tracts, and reviews obligations, expenditures, and reimbursables. Identifies actions that are inconsistent with approved budgets plans and/or conditions that are under or over obligation of funds. Prepares a variety of recurring management reports covering the status of funds, trend analyses, obligations, and expenditures. Compares and reconciles obligations and expenditures; identifies and resolves errors. Reviews, conducts, and documents adjustment or transfer of funds to cover shortages, unanticipated expenses, and/or adjustments to work activities. Insures regulatory compliance for all changes to approved budget plans and refers to higher level officials those budgetary actions (reprogramming of funds) that require prior approval. Performs routine aspects of year-end close-out to insure accurate documentation of expenditures, proper and full use of funds, and compliance with anti-deficiency laws and regulations.

Management Advisory Services
Provides routine budgetary and financial advice and guidance to managers, supervisors and project personnel regarding process, procedures, regulations, policies, and requirements. Prepares and explains the significance of special and recurring reports regarding the status of funds, trend analyses, obligation/expenditure reports, and variances. Researches, compiles, and analyses current and historical factual information to evaluate and report on trends in costs for specific work objectives, relationships between organizational objectives and available funding, and the impact of regulatory or programmatic changes. Uses a variety of budgetary/financial management software and databases to maintain data and produce various reports, plans, schedules, etc.

Factor Statements
FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-6, 950 points)
- Knowledge of commonly used Federal budgetary, financial and practical accounting methods, practices, procedures, regulations, laws, policies and precedents in order to perform routine

budget administration duties and provide advice on the full range of routine budget activities.
- Knowledge of the budget formulation process in order to develop forecasts of revenues and expenditures, assess source data, consolidate and format budget requests, and advise management.
- Knowledge of the budget execution process in order to advise on and/or properly execute, record and report obligations, expenditures, transfer of funds, allotments, year-end close out, etc.
- Practical knowledge of the mission, function, goals, objectives, work processes, and sources of funding for the organization.
- Knowledge of automated budget and financial systems and capabilities.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-3, 275 points)
Assignments are provided in terms of objectives, plans, priorities, deadlines and potential problem areas. Work is performed independently when accepted budgetary and financial practices are employed. The employee resolves common work problems in accordance with established instructions, rules and procedures. Work is reviewed upon completion for technical accuracy and adequacy, and for conformance with policy, regulations, and requirements.

FACTOR 3 - GUIDELINES (Level 3-3, 275 points)
Federal, agency, and bureau budgetary guidance is available in the form of laws, regulations, policies, processes, methods, and precedence. Judgment is required to interpret, adapt, and apply guidelines, resolve gaps in specificity, and deal with conflicting guidance. Application of guidelines requires the use of analytical methods and techniques to assess the results of various budgetary actions.

FACTOR 4 - COMPLEXITY (Level 4-3, 150 points)
The work involves performing various duties in the budget process that require the application of different and unrelated budgetary methods, practices, and techniques. Programs and projects are relatively stable from year-to-year and involve funding from readily identifiable sources such as allotments and reimbursements. The employee researches, compiles, analyzes and summarizes budgetary information dealing with historical, current and projected factual expenditures and the timing of various budgetary actions. Work requires consideration of program goals, applicable policies, regulations, and procedures and alternative methods. Recommendations and/or decisions made are based upon an assessment and analysis of factual considerations such as available funds, deadlines, and regulations.

FACTOR 5 - SCOPE AND EFFECT (Level 5-3, 150 points)
Work involves the application of a wide range of standardized, widely-accepted regulations, practices, and procedures to support the budgetary activities of an assigned organization or program. The work affects the accuracy of budget forecasts and compliance with regulations and laws such as the Anti-Deficiency Act.

FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 points)
Contacts include personnel inside and outside the immediate organization such as managers, supervisors, project personnel, and budget and financial specialists elsewhere in the bureau. Occasional contacts are made with individuals outside the bureau such as administrative personnel of other Federal agencies and state and local governments, and vendors.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-2, 50 points)

Purpose of contacts is to exchange information and to resolve budgetary issues and problems. Extensive contacts are with managers, supervisors and project personnel for the purpose of obtaining budgetary information needed to perform one or more phases of the budget cycle.

FACTOR 8 - PHYSICAL DEMANDS (Level 8-1, 5 points)
The work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT (Level 9-1, 5 points)
The work is typically performed in an office environment.

TOTAL POINTS: 1885
GRADE CONVERSION: GS-9
GS-500, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, 12/00