Budget Analyst, GS-0560-09

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
Budget Analyst	GS	0560	09

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)

OFFICIAL

10. TITLE
Budget Analyst

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE (MONTH / DAY / YEAR)	16. I/A	17. CLASSIFIER
GS	0560		09		Yes / No	Jane Medina

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Natural Resources Conservation Service	5th
2nd KS State Conservationists Off	6th
3rd Management Staff	7th
4th Salina 760 S Broadway	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE

21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required	Level 1-6	950	6. Personal Contacts	Level 2B	75
2. Supervisory Controls	Level 2-3	275	7. Purpose of Contacts		
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-3	150	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-3	150	27. TOTAL POINTS ▶		27. 1,885
			28. GRADE ▶		28. GS-09

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE

31. NAME AND TITLE
Jane Medina, Human Resources Manager

32. REMARKS	33. OPM CERTIFICATION NUMBER
This position is determined to be NONEXEMPT from the provisions of FLSA.	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R	AG 16	5275		09	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)
GS	0560		0001	Budg Anal

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1 = HQ 2 = FLD	8 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	X X = New Std. Applied Blank = NA	N = No Y = Interdis	MO | DAY | YEAR 02/06/09

11. EARLY RET. CD. (1)	12. INACT / ACT (1)	13. DT. ABOL. (6)	14. DT. INACT / REACT (6)	15. AGCY. USE (10)
1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	I = Inactive A = Active	MO | DAY | YEAR	MO | DAY | YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E = Exempt N = Nonexempt	0Y 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C 0 = Excepted but not A, B, C	1N 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	0560

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG. STR. CD. (18)

1st	2nd	3rd	4th	5th	6th	7th	8th
			917813				

9. VAC. REV. CD. (1): 0 = Position Action No Vacancy; A = No Change; B = Lower Grade; C = Higher Grade; D = Different title and / or series; E = New Position / New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9) State (2)	City (4)	County (3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank = N/A Y = Yes	20	4900	169	7777	MO | DAY | YEAR	Blank = N/A 1 = PAS	MO | DAY | YEAR

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)
1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	MO | DAY | YEAR	MO | DAY | YEAR	Y Y = Perm N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	5 = Series Change	9 = Other
2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	6 = Pos. Upgrade	
3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	7 = Pos. Downgrade	
4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change	8 = New Pos.	

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT / ACT (1)	26. DT. INACT / REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO | DAY | YEAR	MO | DAY | YEAR	1 = Inact. 2 = Act.	MO | DAY | YEAR	0020		

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

FORM AD-332 (Revised) (4/86)

INTRODUCTION

This position is located in the state office (SO) and is part of the Administrative Staff, financial management (FNM) section. The incumbent gathers data for and assists in the preparation of the operating budget, analysis of assigned segments of the appropriated and reimbursable budgets, and related reports. Reviews, analyzes, and ensures payments are within established agency guidelines prior to certifying payments in the FNM system.

DUTIES

Budget Formulation (20 percent)

Assists in the development and formulation of the Kansas operating budget and distributing available funds by object class in direct relationship to program needs.

Maintains the Natural Resources Conservation Service (NRCS) payroll expense system to ensure accurate and current information for budget planning. Identifies and initiates required corrective actions.

Evaluates previous spending with expected future workload to assist in the development of revised and multi-year budget projections.

Budget Execution (40 percent)

Performs routine budget administration functions in the execution and review of assigned portions of the appropriated and reimbursable fund budgets. Runs reports from automated systems for use in budget analysis.

Provides information to the National Finance Center (NFC) in response to technical inquiries as needed. Uses automated budget and accounting data to respond to queries from higher headquarters, program managers, and field users. Posts obligations to the accounts system. Prepares and enters adjusting entries (B2 documents) for distribution of paid budget items, accruals for end of month accounting reports by analyzing paid data, and budget sub-allocations. Analyzes assigned portions of financial records to determine prior year recoveries.

Uses financial systems to monitor and analyze direct charges to ensure fund integrity. Works with program managers and Management Team members to evaluate overall financial status and specific questionable or large charges. Identifies the cause of and appropriate remedy for issues by reviewing actual, planned, and historical data.

Conducts internal audits as assigned to ensure internal controls ensure financial transactions are complete and accurate. Checks calculations, adequacy of documentation, records, and filing.

Serves as Departmental Computer Center Access Coordinator (DCCAC) for Kansas NRCS. Manages employee permission authority for access to sensitive financial systems.

Serves as a backup certifying officer for Kansas NRCS. Examines payments for accuracy, completeness, and validity.

Analysis (40 percent)

Administers an active and timely collections program. Determines amounts for collection from debtors and from government agencies for reimbursement and refund of services. Analyzes accounts receivable and determines the need for follow-up action for funds due.

Reviews and analyzes the Daily Detail Transaction listing to determine proper charge of obligations and statewide percent distribution. Identifies problematic trends and proposes potential solutions to the budget officer (BO). Monitors assigned fund expenditures to ensure that financial obligations are in accordance with budget plans.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous object, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS

1. Knowledge Required by the Position, Level 1-6, 950 points

Knowledge of commonly used budget and finance practices, procedures, regulations, precedents, policies, and guides specifically related to the budget execution and monitoring process in order to monitor and make recommendations regarding budget execution options.

Knowledge necessary to identify and use sources of factual budget and financial data in order to relate needs and accomplishments of the program being analyzed to anticipated and/or actual dollar figures in the budget.

Knowledge of work organizational options in order to prioritize and work independently on routine and continuing assignments in order to ensure payments are processed in a timely manner.

Skill in identifying and analyzing trends in the obligation or expenditure of funds in order to assure that the objectives of the financial plan are being met timely and that funds are available and being properly and effectively used.

Knowledge of time and attendance procedures, travel regulations, voucher examination and payment certification procedures in order to make payments, analyze historical data, and identify alternative solutions to budgetary issues.

2. Supervisory Controls, Level 2-3, 275 points

The BO provides general information about new priorities, deadlines, changes in reporting requirements, and sets long-term goals and objectives. Routine work is performed independently. Technical assignments such as processing payments, verifying documents, and entering data into the financial data bases are carried out with little review. Analytical work is reviewed upon completion of assignments for effectiveness in meeting budgetary and program objectives and deadlines. Deadlines for completion of the work are normally linked to the budget cycle and are mutually agreed upon through discussion with supervisor.

3. Guidelines, Level 3-3, 275 points

Guidelines regularly used consist of a variety of agency and departmental manuals and Comptroller General decisions. The incumbent exercises judgment in interpreting and applying these general guidelines to specific cases. The BO is available to provide guidance in dealing with unusual, complex, or highly sensitive problems.

4. Complexity, Level 4-3, 150 points

The work involves making recommendations concerning the approval/disapproval of the expenditure of funds. The incumbent must select the appropriate analytical technique to identifying, analyzing, and quantifying program and budgetary relationships in terms of dollar costs and benefits. The incumbent gathers, interprets, and evaluates narrative and statistical data furnished by program managers and generated by automated systems.

Detailed budget analysis, advice, and recommendations are made to those program managers on matters such as the distribution of allotments and availability of budgetary funds for program purposes.

5. Scope and Effect, Level 5-3, 150 points

Work involves independently performing a variety of interrelated tasks that permit higher level employees to determine the cost-effectiveness of a segment of the agency’s budget. Work efforts contribute to the accomplishment of the agency’s mission by ensuring timely information is available regarding the amount and availability of funds.

6. Personal Contacts
7. Purpose of Contacts, Level 2B, 75 points

Contacts within the employing office are with co-workers, program managers, and field staff. The incumbent also meets and deals by telephone with representatives of the NFC.

Contacts are for the purpose of exchanging information regarding the agency's programs, budget, and to resolve problems.

8 Physical Demands, Level 8-1, 5 points

The work is primarily sedentary with some walking, bending, and stooping when using files.

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

Work is performed in a normal office setting.

This position is determined to be nonexempt from the provisions of FLSA.