

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **S000383**

2. Reason for Submission: Redescription New Hdqtrs Field Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location: **Various**

5. Duty Station: **varies**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: 1--Non-Sensitive 3--Critical 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use: **BUS: 7777**

15. Classified/Graded by: **FPL: GS-11**

16. Organizational Title of Position (if different from official title): **Budget Analyst**

17. Name of Employee (if vacant, specify):

18. Department, Agency, or Establishment: **Department of the Interior**

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. 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.

21. Classification/Job Grading Certification. 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.

22. Position Classification Standards Used in Classifying/Grading Position: **OPM JFS for Prof & Admin Work in the Acctg & Budget Group, GS-0500, dated 12/00**

23. Position Review

24. Remarks: **Drug Testing=No; Risk Designation=Moderate; Financial Disclosure=No**

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

**Budget Analyst
GS-0560-11
SPD# S000383**

INTRODUCTION

This position is located in an Office of Law Enforcement (OLE) Regional Office, which is responsible for investigating wildlife crimes, regulating wildlife trade, helping Americans understand and obey wildlife protection laws, and working in partnership with international, state, and tribal counterparts to conserve wildlife resources.

The primary work of the position involves budget analysis and execution as well as procurement, property inventory, and other administrative activities.

Classification Note: This is a standard position description covering positions assigned the duties and responsibilities described below. Each position covered is located in one of seven OLE regional offices.

MAJOR DUTIES AND RESPONSIBILITIES

Budget and Financial Management (60%)

Executes approved budgets and ensures accuracy of budget data through monitoring of expenditures and obligations. Funding, which is allocated 2-year money that covers OLE regional operations and maintenance requirements, is derived from appropriations and user fee collections.

Develops and analyzes budget projections based on historical data, current trends and/or requirements, bringing recommendation and findings to OLE regional management. Reviews anticipated operational and personnel costs and projects costs based on market trends, historical data, environmental or climate forecasts affecting the OLE mission, and funding increases from previous years. Projections range from 3 to 5 years depending on purpose.

Prepares monthly reconciliations and makes adjustments for inconsistent totals which result in shifting and redistribution of funds to meet program needs resulting from unanticipated changes such as natural disasters, market trends affecting the cost of inspection operations, rescissions, and personnel costs. Redistributions may be made between fiscal years and between sub-activities and sub-activity projects.

Identifies unfunded regional requirements and alerts field offices to available and/or alternative funding throughout and at the end of the fiscal year. Bases analysis and recommendations on current budget, budget projections, strategic and work force planning, field office input, money provided by other federal or state programs, and shifts in obligated funds during the fiscal year.

Conducts and supervises all OLE end-of-year close-out operations and maintains program obligations within authorized funding levels. Tracks and relocates carryover funding. Provides

recommendations to the supervisor and/or takes corrective action when funding projections show potential fund expiration. Alerts the supervisor and regional leadership to any non-conforming activities, such as prior year obligated balances which should have been liquidated, requiring management action and recommends and/or implements solutions or corrective measures.

Develops and maintains financial data and information to ensure that funds are appropriately charged and reconciled. Exercises signatory authority for fund availability for expenditures incurred by the program.

Develops and provides technical guidance and training to OLE field support staff, Special Agents and Wildlife Inspectors relative to budget execution, appropriations law rules, payment procedures, Lacy Act, and endangered species regulations applicable to fine collection. Training is both formal and informal depending on the needs of the individual region.

Audits a variety of financial documents including, but not limited to, credit card statements, financial reports, license and user fee collection activities, expenditures and obligations for accuracy and compliance with appropriation law.

Procurement, Property and Fleet Management (30%)

Reviews purchasing documents submitted by field offices to ensure accuracy, completeness and compliance with established policies, regulations and laws. Advises field personnel on purchasing regulations.

Coordinates procurement issues and serves as primary OLE Regional Office point of contact with the Regional Division of Contracting and General Services, Budget and Finance, and other offices, as applicable.

Advises and assists in determining needs and acquiring equipment, supplies, materials, and repair services on the basis of necessity and availability of funds. Provides guidance and/or personally prepares procurement documents. Determines appropriate sources. Obtains price quotations on major open market purchases. Prepares justification as necessary.

Serves as monitor and coordinator of Purchase Card holders in the Region. Applies knowledge of small purchasing regulations and procedures in addition to knowledge of the features and procedures of the Government-wide Commercial Purchase Card Program. Reconciles monthly statements.

Coordinates the regional fleet management program including acquisition, maintenance, regional semi-annual fleet management reporting, disposition, and management of proceeds.

Supervises annual property inventory. Ensures property records are accurately recorded in PPMS and/or LEMIS property module and prepares applicable property documents as required. Ensures all OLE regional inventories are submitted to regional contracting office by the mandated deadline. Serves as primary OLE regional point of contact for property accountability systems and provides assistance and guidance to District and regional staffs.

Other Administrative Activities (10%)

Serves as regional point of contact for mandated systems such as GovTrip, Quicktime, Administrative Management System (AMS) and the Financial and Business Management System (FBMS). Provides guidance and assistance to field personnel as required.

Develops, maintains, and revises administrative standard operating procedures for OLE field personnel.

Performs other duties as assigned.

FACTOR LEVEL DESCRIPTIONS

Factor 1 – Knowledge Required by the Position (Level 1-7, 1250 points)

Detailed knowledge of the Federal Government and Service budget process, budget cycles, budget formulation and execution methods, as well as budget policies, regulations, and analytical techniques in order to analyze and evaluate continual changes in funding and planning on regional OLE programs.

Knowledge of financial management, budget administration, accounts maintenance, and Federal budget procedures, principles and techniques, including the use of appropriate and current financial management computerized software and accounting procedures in order to analyze financial and budgetary relationships to develop recommendations for financial and budgetary actions.

Knowledge of the sources of funding, types and methods for specific activities, including knowledge of annual and no-year appropriations, reimbursable funds, redistribution procedures and the relationship of the various activities and their funding sources and methodology in order to develop and maintain financial data and information to ensure that funds are appropriately charged and reconciled.

Comprehensive knowledge of all OLE operating programs, functions, and objectives of the Fish and Wildlife Service and the interrelationships between OLE and other programs within the Service in order to review anticipated operational costs and environmental factors affecting the regional budget to support development and analysis of budget projections.

Knowledge of fiscal management processes in order to develop, establish and maintain budgeting, accounting, and financial reporting mechanisms which will furnish timely data to assist regional leadership with the direction, evaluation, and control of financial operations.

Knowledge of Federal procurement, personnel, payroll, travel and property management rules and directives, policies and procedures, contracts, and all related regulations such as the FAR, FTR and CFR to carry out procurement, property inventory, fleet management, and other regional support activities.

Knowledge of microcomputer systems and computer software in order to use financial management systems, enter and retrieve data, form specialized databases, use computerized methods to develop and communicate information, and assist others in the application of computer technology.

Knowledge of the principles and techniques of effective interpersonal relationships in order to establish and maintain productive relationships with and gain the cooperation of supervisors, managers, co-workers, cross-program counterparts, and corporate partners on complex or controversial issues.

Knowledge of the principles and techniques of workload management in order to work effectively under stress and to meet unpredictable short-term deadlines which vary according to changes in budgeting objectives, available funding, program goals, workload, and staffing.

Knowledge of the principles and techniques of written and oral communication in order to prepare and present findings and recommendations, carry out specific actions regarding controversial issues, and generate support for or implement new ideas and concepts.

Knowledge of a wide range of principles, theories, and processes of management with a high degree of resourcefulness, ingenuity and inventiveness in order to research, assemble, evaluate and analyze various financial data and resources.

Knowledge of small purchase regulations and procedures and knowledge of the Government-wide Commercial Purchase Card Program in order to serve as monitor and coordinator of Purchase Card holders in the Region and to reconcile monthly statements.

Factor 2 – Supervisory Controls (Level 2-4, 450 points)

The supervisor outlines ongoing responsibilities and special projects. The employee works independently and uses initiative to make a wide range of technical and budgetary decisions, commitments and recommendations, and to resolve technical problems and conflicts. The employee, who exercises substantial independence and judgment in the performance of the work, informs the supervisor of potentially controversial findings, issues or problems. Completed work is reviewed for compatibility with organizational goals, guidelines, timeliness, and the effectiveness in achieving intended objectives.

Factor 3 – Guidelines (Level 3-3, 275 points)

Guidelines include budgetary policy and regulations such as those detailed in the Service Manual, Federal Travel Regulations, Director's Policy Guidelines, Chief's/SAC Directives, Federal Statutes, Comptroller General Decisions and procedures based on precedent. Judgment is required to select and adapt appropriate techniques for accomplishing tasks, since guidelines may not be directly applicable to specific budgetary situations.

Factor 4 – Complexity (Level 4-4, 225 points)

Assignments involve a broad range of analytical and advisory services in the administrative management of the program and the effective utilization of financial, administrative and logistical resources. The employee is involved in and facilitates many phases of budget planning and execution, procurement, reporting and property management and provides others engaged in administering regional OLE programs. The employee develops data sources, gathers information, and identifies and solves problems. Budget execution, presentation and projection requires complex analysis due to varied types of funding tied to numerous conditions that change year to year or within a given budget year. A wide range of past, present and projected program, financial data and statistics must be considered and analyzed. The employee reviews and analyzes resources needed, the effectiveness of administrative support activities, the impact of changes, and accomplishments in terms of resources used. Work frequently involves making recommendations under conditions of high uncertainty and time pressure, including conflicting policies, procedures, regulations, deadlines, and program and budgetary objectives.

Factor 5 – Scope and Effect (Level 5-3, 150 points)

Purposes of the employee's work are to (1) accurately forecast and document the need for funds to meet annual and long range operational and personnel expenses, (2) promote effectiveness and efficiency by ensuring funds are being used on a timely basis where needed to accomplish management goals and objectives, (3) review obligation and expenditure of funds to ensure compliance with governing laws and agency policies and regulations, (4) provide management with evaluation material necessary to effectively direct OLE programs, and (5) exercise funding controls. Advice and counsel provided by the incumbent significantly affects funds availability and region-wide, day-to-day, OLE operational decisions. Program and financial evaluations are regarded as authoritative assessments and are utilized by management for decisions affecting investigations, the wildlife inspection program. Work products affect the activities of regional OLE field offices, OLE strategic and workforce plans, and relationships with other Service programs, the Solicitor's office, and Washington Headquarters.

Factors 6 and 7 – Personal Contacts and Purpose of Contacts (Level 3-B, 110 points)

Contacts are with professional/clerical staff in the Law Enforcement Regional Offices, Washington Office and field offices. Other contacts are with employees in other organizational units of the Service, the business community, other governmental agencies, and the public at large.

Contacts are made to survey workflow, review procedures, gather financial information, and coordinate, explain, or assist with changes or problems. Work involves active participation in meetings involving problems or issues of considerable consequence or importance. Much of the work is conducted informally, requiring a high degree of technical competence and insight combined with persuasiveness as the primary tool for developing management support for satisfactory solutions.

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

Work is primarily sedentary.

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

Work is performed in an office setting.

Additional Information: Information gathering and program operational reviews require travel by the employee.

EVALUATION

Reference: OPM Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, December 2000

Series and Title: The primary work of the position involves analysis, formulation, and execution of the regional OLE budget in addition to regional procurement and other administrative responsibilities. Budget-related duties, which are paramount and grade-controlling, constitute 60 percent of the work of the position and are covered by Budget Analysis Series, GS-0560, which includes positions that perform, advise on, or supervise work in any phase of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, precedents, methods, and techniques. The authorized title is “Budget Analyst.”

Title and Series: Budget Analyst, GS-0560

Grade Determination: The grade of the position was determined by application of the OPM standard for the GS-0500 Group.

Total Points = 2470. This sum is within the range for GS-11 (2355 – 2750 points).

Harry Olmsted
YRCI Shared HR Services Center
November 29, 2010