



Federal Career Intern Program

Vacancy ID Number:

R9-2010-0560-CM

Budget Analyst (Federal Career Intern Program)

Salary Range: \$51,630 – \$67,114 USD/year

Series & Grade: GS-0560-09

Promotion Potential: GS-13

Duty Locations: 1 vacancy – Arlington “Ballston Area”, VA

Open Period: September 23, 2010 to September 30, 2010

Key Highlights of the Federal Career Intern Program:

- Full-time, permanent entry-level position
- On-the-job developmental program
- Core training for continued career development
- Promotion opportunities while training and learning
- The incumbent may be offered a permanent position upon the successful completion of the two-year internship period.

Key Requirements:

- U.S. Citizenship
- Background Investigation

Benefits:

- Earn 13 days of vacation time per year to start
- Earn 13 sick days per year
- Choose from 100+ Health Insurance plans, plus Dental and Vision plans
- Flexible work schedule
- 10 paid holidays per year
- Thrift Savings Plan with employer matching up to 5%
- Telework opportunities
- Transportation Subsidy
- Fitness Subsidy

Job Summary:

Working for the U.S. Fish and Wildlife Service is more than a career. It is a commitment shared by more than 9,000 men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, plants, and their habitats. From the Arctic Ocean to the South Pacific, from the Atlantic to the

Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature's beauty and bounty.

Major Duties: The Incumbent will serve as a Budget Analyst, GS-0560-09 in the Division of Budget. The incumbent of this position will provide technical guidance and assistance to Service program managers and staff in planning and formulating annual budget requests for submission to the Department, Office of Management and Budget (OMB), and Congress. The incumbent will coordinate the preparation of budget estimates, narrative justifications, and supporting schedules for submission. The incumbent will use accounting information to report actual and estimated budget authority, receipts, obligations, and other financial summaries.

NOTE: Duties at the GS-09 and GS-11 grade levels are developmental assignments and as the incumbent progresses, the assignments become more difficult and complex leading up to the full performance level, GS-13.

Qualifications Requirements:

Qualifications will be determined using the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions.

SPECIALIZED EXPERIENCE:

GS-09: Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level, GS-07, in the Federal Service.

Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position being filled. Qualifying specialized experience is work in the budget field that provided knowledge of budget formulations, presentation and execution. Experience includes work that involved knowledge of the concepts, principles, laws and regulations of budgeting as they apply to the federal sector.

SUBSTITUTION OF EDUCATION IN LIEU OF SPECIALIZED EXPERIENCE:

GS-09: Master's degree or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

To review the Qualification Standards for a Budget Analyst please follow the following link:

<http://www.opm.gov/qualifications/Standards/IORs/gs0500/0560.htm>

How to apply:

To apply for this position, you must provide a complete Application Package, which includes all of the following parts:

- 1. Your résumé or OF-612 and any other documents. (required)**
- 2. A copy of your official transcript, if you are qualifying based on education (unofficial version is required).**
- 3. Veterans Documentation (if applicable).**

Submit all documents online to: Colleen_Madigan@fws.gov

Note: Veteran's preference applies to the Federal Career Intern Program. In order for the agency to determine if you are a preference eligible, you must submit a copy of your military discharge certificate, DD-214 or other valid proof of eligibility. Additionally, if applicable, you must also submit SF-15, and the required documentation specified on the SF-15 form in order for the agency to grant you as much preference as you are entitled to receive.

Be sure to include your name and the job vacancy number on all pages submitted.

You must submit your application so that it will be received by the closing date of the announcement.

Application mailed using government postage or through an internal federal government mail system will not be considered.

DEADLINE FOR APPLICATION: Applications and supporting documents submitted by fax or by mail must be submitted by 5:00 pm, Eastern Time, September 29, 2010.

AGENCY CONTACT INFO:

Colleen Madigan

Phone: 703-358-2591

Fax: 703-358-2224 or 2525

Email: Colleen_Madigan@fws.gov

Mailing Address for Applicants who do not have access to a computer and cannot submit online:

U.S. Fish and Wildlife Service

Branch of Human Resources

ATTN: Colleen Madigan

4401 North Fairfax Drive

MS-HR 2000

Arlington, VA 22203

US

To learn more about the Fish and Wildlife Service, please go to our website at www.fws.gov

U.S. Fish & Wildlife Service Is An Equal Opportunity Employer