

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9356

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Various		6. OPM Certification No.	
Explanation (Show any positions replaced) Replaces PD S9273		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 0002		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Budget Analyst	YA GS	0560	02 ++		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of Defense Education Activity		c. Third Subdivision	
a. First Subdivision Area		d. Fourth Subdivision	
b. Second Subdivision District		e. Fifth Subdivision	

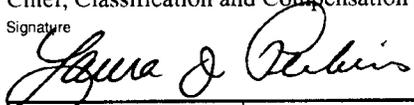
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional)

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.

a. Typed Name and Title of Immediate Supervisor _____
Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) _____
Signature _____ Date _____

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.

Typed Name and Title of Official Taking Action
Laura J. Perkins
Chief, Classification and Compensation Section
Signature  Date 8/8/06

22. Position Classification Standards Used in Classifying/Grading Position
Job Family PCS for Professional & Administrative Work in the Accounting & Budget Group, GS-0500, Dec 00.
DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
This standardized position description for Budget Analyst, ~~GS-0560-++~~ ^{YA 02} is appropriate for use in any District Superintendent's Office.

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No S9357		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small> Statement of Difference to PD S9356, GS-0560-11 Budget Analyst		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Various		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
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15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials Date	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment		Budget Analyst			YA	0560	01		
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (If different from official title)					17. Name of Employee (if vacant, specify)				
18. Department, Agency, or Establishment Department of Defense Education Activity					c. Third Subdivision				
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21. Classification/Job Grading Certification. <i>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.</i>					22. Position Classification Standards Used in Classifying/Grading Position				
Typed Name and Title of Official Taking Action Laura J. Perkins Chief, Classification and Compensation Section					Job Family PCS for Professional & Administrative Work in the Accounting & Budget Group, GS-0500, Dec 00. DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920				
Signature _____ Date _____					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks This is a career ladder position. The incumbent performs the same duties and responsibilities as the full performance position; however, the incumbent receives closer supervision (factor 2), performs less complex duties (factor 4), and has a more limited scope of assignment (factor 5). This standardized position description for Budget Analyst, YA-0560-01, is appropriate for use in any District Superintendent's Office. PD #S9358 is abolished as it can be accommodated within the YA-01 pay band.									
25. Description of Major Duties and Responsibilities (See Attached)									

INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 219 schools which employ approximately 14,500 professional educators and support staff serving over 95,000 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Budget Analyst, YA-0560-02 is appropriate for use in the Resource Management Office of any DoDEA District Superintendent Office (DSO). The DSOs are responsible for full managerial oversight of their subordinate schools, including allocation and execution of manpower and financial resources. The purpose of this position is to participate in all phases of budget program planning and analysis, and to perform a variety of financial management functions in support of the DSO to which assigned. The DSO budget typically includes the following major cost categories: school educational supplies and equipment, contractual services, school facility maintenance and repair costs, temporary duty (TDY), extra duty compensation, and extra/co-curricular transportation.

MAJOR DUTIES AND RESPONSIBILITIES

Budget Responsibilities 25%

Provides budget advice and guidance to the DSO, managers, and subordinate school principals on budgetary matters, including information on the overall budget process, trend analyses, and budget advice and guidance. Analyzes financial and budgetary relationships to develop recommendations for financial and budgetary actions. Information provided may include detailed procedural guidance on budget submissions, account status, year-end closing procedures, and historical data showing such things as the status of receipts, obligations, and expenditures of funds; trends analyses of rates of expenditures; comparisons of actual performance to the approved budget plan, and identification of variances.

Formulates and justifies a major segment of the District budget. Frequent reprogramming of funds is required throughout the budget cycle due to changes in objectives, work processes, staffing needs, and funding requirements. The employee develops report formats with instructions for budget submission, provides guidance to customers and functional experts; researches, summarizes, and compiles data involving obligations, expenses, and object class/line item information; analyzes budget requests for conformance to guidance, conducts cost-benefit analysis to determine program trade-offs and to explore alternative methods of funding. Reviews

budget guidance for impact on assigned area of expertise. Participates in preparing reclaims for submission to higher level for review/decision. Compiles and distributes segments of the approved budget by organization or functional area.

Executes a portion of the District budget. Identifies and analyzes trends in receipts, obligations, and expenditures. Monitors budget levels to ensure legal/efficient use of funding. Receives funds targets for assigned accounts and allocates to individual schools/functional areas based upon analysis of individual budget estimates, historical expenditures, workload, and approved funding. Continually reviews obligations, expenditures, accounting and written records, and maintains a continuing dialog with managers and their staffs.

Financial Management Responsibilities

75%

The incumbent performs a wide variety of financial administrative tasks and oversight functions for the DSO which may include the following:

- Serves as the District coordinator for student eligibility and tuition collections; provides guidance and direction to school administrators and support staff on student eligibility issues; performs on-site auditing of enrollment records to ensure students are registered under the correct enrollment category; performs on-site audit of tuition records to ensure documentation is completed and filed properly; takes corrective actions as necessary.
- Performs debt management functions related to tuition collections; initiates debt collection action and takes appropriate follow-up measures to assure prompt collection of all overdue tuition amounts payable to DoDEA.
- Serves as the District coordinator for Student Activity Funds (SAF); provides training to bookkeepers, fund custodians, and administrators on the regulatory requirements of the SAF program; provides training to bookkeepers and fund custodians on the use of automated tools for management of SAF transactions and maintenance of SAF records; performs on-site reviews of SAF records to ensure compliance with regulatory requirements; reviews SAF audit reports to ensure the SAF Council addresses all audit findings and recommendations.
- Manages and tracks Extra Duty Compensation (EDC) payments for the District; maintains files of MOUs and posted copies of each individual EDC assignment; serves as authorizing official for all EDC payments, ensuring all paperwork is in order to validate completion of the EDC assignment; coordinates with the DSO Budget Officer in tracking EDC payments and ensuring EDC expenditures do not exceed approved operating targets for each school; coordinates with payroll analysts in the DoDEA Area Office when necessary to validate EDC expenditures and resolve payment problems that may arise.
- Manages DSO Government Purchase Card (GPC) purchases; manages, tracks, and controls GPC expenditures in accordance with prescribed DoDEA policy. Takes action regarding missing documents and data and documentation errors.
- Provides administrative oversight of all GPC accounts in the District; provides guidance and direction to school-level personnel on management of their GPC accounts; performs on-site reviews to ensure compliance with prescribed DoDEA procedures.

- Serves as Agency Program Coordinator (APC) for the government travel card program for the District; initiates and processes applications; performs account maintenance to verify transactions; follows up on delinquent accounts; prepares and submits required reports to DoDEA headquarters.
- Coordinates reviews of unliquidated obligations (ULOs) with appropriate program managers; consolidates and reports completed ULO reviews in accordance with DoDEA requirements.
- Performs other duties as assigned, which may include the following: Back-up to the DSO Budget Officer, certifying and processing invoices for District-wide copier contracts, monitoring substitute usage, and performing other quality assurance reviews as required.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

FL 1-7, 1,250 points

In-depth knowledge and understanding of the basic Congressional, OMB, DoD, and DoDEA budget processes, procedures, and requirements necessary to formulate, justify, and monitor the execution of the District’s administrative budgets, and the ability to provide sound advice and guidance to District management officials. Comprehensive knowledge of budgetary activities of District schools to review, edit, and/or approve budget requests submitted by those offices.

Knowledge and understanding of DoD and DoDEA financial regulations and policies, local financial practices, methods, procedures, and applications, and the ability to apply these knowledges to budget, financial, and administrative assignments.

Knowledge of and skill in applying practices and principles of commonly used budget and/or finance policies, regulations, precedents, practices, procedures, and guides specifically pertaining to the work assigned. Knowledge of and skill in applying factual budgeting and/or finance data to assigned tasks. Knowledge of the interrelationships between funds control and budget management systems used by DoDEA is essential to successful performance of assignments.

Skill in identifying and analyzing cost-benefit relationships between the District’s budget and administrative programs to develop multi-year budget plans and forecasts.

Knowledge and understanding of DoD and DoDEA financial regulations and local policies, practices, methods, procedures, and applications, and ability to apply this knowledge to financial and administrative assignments.

Knowledge of, and skill in applying practices and principles of commonly used budget and/or finance policies, regulations, precedents, practices, procedures, and guides specifically pertaining to the work assigned. Knowledge of and skill in applying factual budgeting and/or finance data to assigned tasks. Knowledge of the interrelationships between funds control and budget management systems used by DoDEA is essential to successful performance of assignments.

Knowledge of DoDEA, Area Office, and District missions, functions, goals, and objectives, and the ability to apply financial and administrative practices and principles to successfully implement the goals and objectives of the organizations.

Knowledge of steps, conditions, procedures, and processes required to assemble, review, and maintain financial data or transactions (e.g., reconciling Extra Duty Compensation payments to DFAS payroll records and funds control system transactions; validating proper charges to the foreign currency fluctuation account for GPC charges in foreign currencies).

Skill to conduct staff assistance visits, quality assurance reviews, and meetings with representatives of the military services, which may involve difficult issues affecting a range of financial management processes and procedures.

Knowledge of the capabilities, operating characteristics, and functions of Microsoft database, spreadsheet, graphics, and word processing software and skill in using such software to support the budget process and financial management systems, and to perform analytical and administrative work within both disciplines. Skill in the use of the above methods in managing and controlling the DSO's budgetary and financial resources and preparing financial reporting documents.

Factor 2, Supervisory Controls

FL 2-4, 450 points

Work is performed under the general supervision of the District Budget Officer, who assigns work in terms of objectives and resources available. The employee and the supervisor work together to establish the scope of the assignment, timeframes, and possible approaches. The employee proceeds independently to plan and carry out all phases of the work and resolve most conflicts as they arise. The employee keeps the supervisor informed of progress and any potentially controversial matters or significant problems. Work is reviewed for technical soundness, overall approach, and effectiveness in meeting requirements.

Factor 3, Guidelines

FL 3-3, 275 points

Guidelines include various Comptroller General decisions and directives, OMB, DoD, and DoDEA regulations, directives, and manuals describing the requirements for a variety of budgetary processes and financial management operations rather than precisely delineating requirements. Often the guidelines originate with more than one Federal department or agency. The incumbent exercises initiative and judgment in interpreting, adapting, and applying these guidelines to specific issues, which must take into account the operational requirements of the school system and operation of the DoD-wide accounting system.

Factor 4, Complexity

FL 4-4, 225 points

The work involves performance of a wide variety of analytical and technical budget and financial administrative functions for educational programs and support activities. It requires

identification and analysis of changes in budgetary and financial policies, regulations, constraints, objectives, and funds availability. The employee conducts research, identifies and analyzes trends in the use of funds, and recommends adjustments in program spending, which may require rescheduling of program workloads. Programs and funds are unstable and are typically subject to changes throughout the fiscal year. The employee assists program managers and staff officials in interpreting the impact of, and planning for, multi-year budgetary, program, and financial management changes.

Factor 5, Scope and Effect

FL 5-3, 150 points

The employee uses generally accepted budget and accounting methods to perform a wide variety of budget and financial management tasks and to resolve associated issues and problems. The employee coordinates information outputs from various financial systems to support management of programs funded by a number of appropriations and provides financial management and budgetary advice to program officials, managers, and other specialists.

The work impacts a variety of areas and domains such as major aspects of District and Area budget and financial management programs or missions. Decisions made by the employee impact the application of financial principles, concepts, and techniques, as well as the development and management of the financial management and budget systems and/or the establishment of a definitive framework for applying audit theories, concepts, and techniques. The work requires the ability to relate needs and accomplishments of the organization to anticipated and/or actual dollar figures in the budget in meeting the needs of the serviced organizations.

Factor 6, Personal Contacts, and
Factor 7, Purpose of Contacts

FL 6-3, 7-C, 180 points

The position involves frequent contact with employees and managers in the DoDEA, both inside and outside the immediate office or related units, and may include the general public (e.g., foreign nationals, contractors, and/or their representatives), in moderately structured settings. Contacts may involve management support personnel in budget, accounting, financial management, human resources, and information technology offices, as well as personnel from various levels within DoDEA, such as headquarters, areas, districts, field offices, or other operating offices within the assigned district.

The purpose of contacts is to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals but may be uncooperative due to organizational and/or financial considerations. Contacts typically involve persuading program managers and other officials in positions of decision-making authority with widely differing goals and interests to follow a recommended course of action consistent with established budget/financial management policies, objectives, or regulations.

BUDGET ANALYST, YA-0560-02

S9356

Factor 8, Physical Demands

FL 8-1, 5 points

The work is basically sedentary, but involves some lifting and carrying of documents and other light items.

Factor 9, Work Environment

FL 9-1, 5 points

The work is performed in an office setting with adequate heating, lighting, and ventilation. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.