

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9359

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Replaces PD S9172		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		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) 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 0001		14. Agency Use		15. Classified/Graded by		Official Title of Position	

a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment	Analyst Budget Officer	YA GS	0560	02 12					
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

Signature of Employee (optional)

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.

a. Typed Name and Title of Immediate Supervisor

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

Signature _____ Date _____

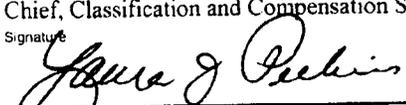
Signature _____ Date _____

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.

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.

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

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

24. Remarks
This standardized position description for Budget Officer, ^{YA} ~~GS~~-0560-⁰² ~~12~~ is appropriate for use in any District Superintendent's Office.
Analyst

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 Budget Office of any DoDEA District Superintendents Office (DSO). The incumbent performs substantive administrative and analytical work in the formulation, programming, planning and execution of a multi-year budget program for operation and maintenance (O&M) and procurement (investment) appropriations for the assigned DoDEA DSO, each of which has a diverse organizational and geographical configuration. The DSO budget is administered for elementary, middle, secondary and other schools throughout the district. The budget includes the following major cost categories: facility maintenance and repair costs; temporary duty (TDY); extra-duty compensation; and extra/co-curricular transportation.

MAJOR DUTIES

Serves as the principal advisor and assistant to the District Superintendent in the management and administration of the district’s budget program. Continually analyzes and reviews district budget execution and recommends budgetary reprogramming to assure effective, efficient, economical and appropriate use of all district resources.

Formulates, plans and executes the district’s multi-year O&M and Procurement budgets. Analyzes and interprets budgetary formulation and execution guidance and instructions received from DoDEA area office and headquarters. Plans, prepares, and distributes the annual financial plan. Assigns annual financial operating targets to subordinate activities. Reviews and analyzes budget requests submitted by district and subordinate officials to assure conformance to Congressional, Office of Management and Budget (OMB), DoD, DoDEA, and Area Office requirements. Analyzes estimates to identify imbalances among assigned programs to eliminate duplication and to reconcile estimates with current levels of expenditures and anticipated changes in administrative programs and/or staffing levels. Compiles and prepares a variety of routine to complicated narrative and statistical materials and exhibits.

Monitors the execution (i.e., obligation and expenditures of funds) of the approved operating budget to assure funds are properly allocated and are obligated and spent in support of authorized

BUDGET ANALYST, YA-0560-02

S9359

management objectives. Defends budget execution and unfinanced requirement submissions before the Area Director and DoDEA. Recommends funding adjustments and reprogramming actions to the District Superintendent within and between organizations to optimize use of funds. Exercises budget controls through review and approval of obligation and expenditure of funds.

Drafts a variety of budget procedural and policy guidelines to assist district officials in planning and estimating funds needs for staffing, base operations, travel and other programs. Advises and assists district personnel, school officials and field program administrators on budgetary matters. Serves as advisor, participant or leader in a variety of conferences, meetings and working groups. Provides briefings and formal training on a variety of finance-related topics to district- and school-level staff.

Coordinates with appropriate military services' command headquarters representatives concerning financial aspects of administrative, financial and logistical support for district- and school-level activities. Reviews Interservice Support Agreements (ISAs) for assigned military bases, including financial analysis of all ISA categories and review of billings for integrity, accuracy and propriety.

Safeguards funds, properties and other assets against waste, loss, misappropriation or unauthorized use, and develops and maintains organizational processes to accomplish the above protection and assures that costs and obligations are in accordance with applicable laws and regulations.

Uses a personal computer to perform substantive analytical and administrative work in formulation, execution and review of budget programs. Uses DoDEA-developed and fielded automated budget management systems to program and submit budget data to area and headquarters offices. Employs information technology to prepare statistical reviews, budget variance analyses and programmatic reports for presentation to the District Superintendent, school administrators, military base officials, area RMO and DoDEA.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

FL 1-7, 1,250 points

Extensive knowledge and understanding of Congressional, OMB, DoD, DoDEA and Area Office budget policies, procedures and requirements to formulate, justify and monitor district budget execution. Ability to provide sound fiscal advice and guidance to the District Superintendent and subordinate school administrators. Comprehensive knowledge of budgetary activities of DSO subordinate organizations to review, edit and approve their budget requests submissions.

Understanding of the DoDEA mission, programs and legislative history sufficient to participate effectively in the development of district budgetary policies.

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

BUDGET ANALYST, YA-0560-02

S9359

Skill in developing and carrying out written and oral strategies to present the district budget to local, area and DoDEA officials to secure acceptance of desired budget requests and plans.

Skill in analyzing, interpreting and applying complex legislative policy and regulatory decisions to develop budgetary plans, policies and guidance and to make adjustments to the budget.

Knowledge of the capabilities, operating characteristics and functions of database, spreadsheet, graphics and word processing software and skill in their use to support analytical and administrative facets of budget programming, submission and management functions. Knowledge of the various types of software for electronic conversion of budget data from one data format or program type to another data format or program type, and for electronic transfer of budget data from source to destination.

Factor 2, Supervisory Controls

FL 2-4, 450 points

Work is performed under the general supervision of the District Superintendent, who outlines objectives and resources available. The incumbent exercises independent judgment and initiative in planning, programming and executing the full range of budgetary actions necessary for successful accomplishment of district and DoDEA financial objectives, and to support program activities within broad policy parameters. The supervisor is kept informed of major problems and controversial issues. Work is reviewed in terms of technical adequacy, accuracy of plans and proposals, overall responsiveness and efficiency of budgetary support provided to the district, and the final impact of program performance in achieving financial and budgetary goals. Work is subject to technical review by DoDEA functional program managers, as well as by audit or inspection activities.

Factor 3, Guidelines

FL 3-4, 450 points

Guidelines include broad OMB, DoD and DoDEA circulars, policies, directives, regulations, instructions, technical directions and Comptroller General decisions concerning formulation, justification and execution of O&M and Procurement budgets. The incumbent exercises initiative and resourcefulness in devising methods to accomplish assigned program functions and uses excellent judgment and discretion in applying the guidelines to a diverse educational system with varying needs and priorities. The incumbent identifies systemic problems and recommends improvements for consideration by the District Superintendent, including resourceful recommendations for revisions of DoDEA budget guidance for use in the field.

Factor 4, Complexity

FL 4-5, 325 points

The incumbent formulates, plans and executes a multi-year budget for educational organizations of varying size and configuration. Significant financial support activities are performed by the military services within the local areas of the DSO subordinate activities, such that coordination and follow-up are of far-reaching significance to planning and programming activities. The incumbent represents the DSO as a technical advisor to officials, including the District Superintendent, division chiefs and school principals on budget planning, submission and execution matters. Reprogramming work is complicated by constantly changing guidelines and deadlines. Additionally, the fluctuation

BUDGET ANALYST, YA-0560-02

S9359

of foreign currency rates in overseas areas adds a significant complicating factor as it affects the purchasing power in the areas of supplies, transportation, facilities rentals and other areas.

Factor 5, Scope and Effect

FL 5-4, 225 points

The work involves substantive involvement in long- and short-range budget formulation and execution and reprogramming activities for the assigned DoDEA district, including subordinate administrative and school activities. Additionally, as the district's budget officer, the incumbent interprets higher authority policy for use by district management officials and provides expert analytical services, staff advice and assistance across assigned program areas. The incumbent is responsible for the assessment of cost-effectiveness of budget planning and expenditures; review of funds, obligations and expenditures; and development of recommendations to improve district budget program performance.

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

FL 6-3/7-C, 180 points

The incumbent is required to meet, communicate and deal on a regular basis with DoDEA Area Office and headquarters representatives, district and school management officials, representatives of the military services, members of audit and inspection teams, and other key officials.

Contacts with DoDEA Area Office and headquarters representatives are made to present and defend budget requirements for the assigned district, provide requested facts, obtain interpretations of guidance and directives and to discuss budget-related matters. Contacts are also made to provide advice and guidance and to modify budget input and adjust fund resource documents to satisfy program requirements. Contacts with military representatives are to obtain information concerning matters affecting the district budget.

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 environment 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.

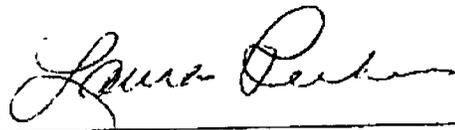
ADDENDUM TO POSITION DESCRIPTION
Budget Officer, GS-0560-12 (Standardized)
PD #S9359, classified August 8, 2006

Add to Major Duties:

Supervision. Performs a full range of first-level supervisory responsibilities. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit and recommends selection. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed

Title, Series and Grade Impact: None

New PD number: S9359A



Classification/Job Grading Certification

Date

