

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **S9360**

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: **Arlington, VA**

5. Duty Station: **Various**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt, Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests

9. Subject to IA Action: Yes, No

Explanation (Show any positions replaced): **Replaces S9302**

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

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1-Non-Sensitive, 2-Noncritical Sensitive, 3-Critical Sensitive, 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 Technician (Office Automation)	YB GS-	0561	02 -07		
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**

a. First Subdivision: **Area**

b. Second Subdivision: **District**

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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: **OA GEG, TS-100, Nov 90 Job Family Standard for Clerical & Technical Accounting and Budget Work, GS-0500, Dec 97 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: *Laura J. Perkins* Date: **8/8/06**

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

24. Remarks: **This standardized position description for Budget Tech (OA), YB-0561-02 is appropriate for use in any District Superintendents Office.**

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No
S9361

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0002

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other

3. Service
 Hdqtrs. Field

4. Employing Office Location
Arlington, VA

5. Duty Station
Various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

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 Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

Explanation (Show any positions replaced)
Statement of Difference to PD S9360, GS-0561-07 Budget Technician (OA)

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 Technician (Office Automation)	YB GS	0561	01 06		
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

a. First Subdivision
Area

b. Second Subdivision
District

c. Third Subdivision

d. Fourth Subdivision

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.

Typed Name and Title of Official Taking Action
Laura J. Perkins
Chief, Classification and Compensation Section

Signature _____ Date _____

22. Position Classification Standards Used in Classifying/Grading Position
OA GEG, TS-100, Nov 90 Job Family Standard for Clerical & Technical Accounting and Budget Work, GS-0500, Dec 97 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 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 Tech (OA), YB-0561-01 is appropriate for use in any District Superintendents Office. PD #S9362 is abolished as it can be accommodated within the YB-01 pay band.

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 Dependent’s Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 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 Tech (OA), YB-0561-02, is appropriate for use in the Budget Office of any DoDDS District Superintendent’s Office (DSO). The employee assists the Budget Officer in exercising cognizance over all financial aspects of district programs and operations.

MAJOR DUTIES

Consolidates budget estimates for the assigned district’s projected annual operating expenses, assuring proper format for submission to the DSO and area offices. Coordinates timely submission of budget estimates by staff officials in the district. Reviews estimates to assure the amounts requested are within established guidelines. Works with submitting office to revise estimates that do not conform to established guidelines. Consolidates budget estimates from local program and administrative activities and organizes budget data according to appropriation, object class, and line item code. Prepares recurring and special summary reports on specific areas of the budget as requested by the supervisor. Prepares all forms and documents required to transmit the district’s annual budget request to fund-reviewing and granting officials.

Adjusts, validates and reconciles budget databases to reflect changes in the type and amount of funding approved (e.g., changes in foreign currency rates, contract adjustments, etc.) by applying standard percentage adjustments. Consolidates and arranges estimates in proper form by appropriation account, identifying code, object class, and line item for submission to funds granting authorities. Enters data in required supplemental forms by account code and appropriation number, and maintains related files and documents.

Determines the percentage difference of amounts requested by comparison against prior year expenditures and validates the overall accuracy of total estimates across accounts, object classes, and line items. Provides information and guidance to managers and staff officials on procedures, forms, and documentation required to support budget estimates and requests. Notifies managers of new or revised guidelines for the preparation of estimates.

Monitors execution (obligation and expenditure of funds) of the district's approved operating budget to assure funds are utilized against authorized budget line items and that expenditures do not exceed authorized funding targets. Assists in reconciliation of discrepancies between budget and accounting data.

May also prepare travel orders for district personnel, make travel arrangements, and assist in settlement of travel claims. Tracks and projects district travel budget and keeps Budget Officer apprised of budget status. Provides guidance to district personnel in processing and settling travel claims to accommodate timely and accurate accounting data which directly impacts the district's budget.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

FL 1-4, 550 points

Detailed knowledge of district, area, and DoDEA budget procedures, forms, formats, documents, reports, and related requirements to compile and organize the district's annual budget with assistance from the Budget Officer.

Knowledge of DoDEA's mission, functions, programs, and administrative and program budget accounts to adjust records in accordance with changes in funding levels in annual budgets. Knowledge of DoDEA's substantive programs as they relate to financial management support functions of the assigned district.

Ability to locate and summarize budgetary information from files and documents, recognizing which information may or may not be relevant to the problem at hand.

Knowledge of the district's travel requirements and associated accounting functions to project district travel expenses and to provide guidance to the field regarding travel compensation and administrative requirements.

Practical knowledge and experience using Microsoft Office word processing, spreadsheet, presentation and database software applications to prepare a variety of budget exhibits, forms, and correspondence related to budget and financial processes. A qualified typist is required.

Factor 2, Supervisory Controls

FL 2-3, 275 points

Reports to the district Budget Officer, who provides assignments with specific instructions regarding the objectives, scope, and procedures to be used. Work of a repetitive nature is performed independently; however, the employee consults with the supervisor on problems and unusual situations. Upon completion, work is reviewed for accuracy, soundness of judgment, adherence to standard practices, and to assure conformance with requirements. The employee independently compiles, consolidates, coordinates, and organizes the submission of the budget

request covering the organization’s projected annual program and administrative expenses. The employee is fully responsible for the timelines, arithmetical agreement, and procedural adequacy of all forms and supporting documents included in the budget request. Completed work is reviewed by the supervisor to assure that major areas of budgetary concern are addressed, and that all necessary approvals and endorsements have been obtained.

Factor 3, Guidelines

FL 3-3, 275 points

Guidelines available include OMB Circular A-11, “Preparation and Submission of Budget Estimates,” the DoD 7110.1M, “DoD Budget Guidance Manual,” and DOD instructions on the preparation of current year revised and budget-year estimates. The employee exercises judgment in interpreting and applying guidelines for compiling, consolidating, organizing, preparing, and documenting the budget; interpreting procedural requirements to line managers and staff officials, and development of supplementary instructions covering reporting requirements and deadlines for issuance at the local level. Based upon extensive experience in the work, the employee recommends modifications and drafts revisions to local guidelines such as those covering budget estimates, reports, and processing of funding requests.

Factor 4, Complexity

FL 4-3, 150 points

The work consists of identifying, compiling, consolidating, checking, verifying, and organizing a wide variety of detailed budgetary data relating to program and administrative expenses. The employee chooses the proper guidelines and sequence of procedures to be followed in compiling and submitting the budget request.

Difficulty is encountered in identifying the exact nature and category of estimates provided by subordinate schools. These might include grouping and organizing funding requests under the proper account code, and validating information and numerical estimates in related accounts, forms, and documents. Sound judgment is required to interpret headquarters and other guidance in situations not specifically covered by existing procedures and regulations, and developing supplemental procedural guidance as necessary.

The structures of accounts and functions covered by the program budget are characteristically stable from one year to the next. Variations in the administrative budget usually occur through across-the-board percentage adjustments in salaries, per diem, or benefits. The employee applies standard formulas in calculating or adjustment program funding.

Factor 5, Scope and Effect

FL 5-3, 150 points

The work involves compiling, consolidating, and organizing the annual budget estimate for the assigned DoDEA district and its subordinate schools. Duties are performed in accordance with procedural and regulatory instructions issued at higher echelons within DoDEA. The work affects the accuracy, timely submission, adequacy, and acceptability of annual budget estimates covering the program and administrative activities conducted by the organization and its

components. Work also affects the timely availability of funds to continue support DoDEA educational programs throughout the district.

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

FL 6-2/7-B, 75 points

Contacts are with line managers, supervisors, and staff officials in subordinate schools, and with area and DoDEA headquarters' staff budget analysts.

Contacts with line managers and staff specialists are for the purpose of coordinating the timely submission of information needed to compile program and administrative budget estimates for inclusion in the annual budget request, and for timely submission of travel claims for reconciliation. Contacts also involve persuading those contacted to check the accuracy, codes, and format of estimates submitted, and to revise estimates to conform to established staffing levels, program requirements, and milestones in the budget cycle.

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 employee works in an adequately lighted and ventilated office environment, observing normal safety precautions for an office environment. The position is in an overseas environment, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.