

*Caressa Adams*

**POSITION DESCRIPTION  
BUDG ANAL, GS-0560-11**

SETID	HUD01	JOB CODE	HUD043	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0560	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Budget Analyst								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/IN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER	Zakiyyah Margaret Colley Day								
CLASS STANDARD	JFPCS FOR PROFESSIONAL AND ADMINISTRATIVE WORK IN THE ACCOUTING AND BUDGET GROUP, GS								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

**MAJOR DUTIES AND RESPONSIBILITIES**

Performs a variety of budget analysis functions in assigned areas. Work may be performed in any\* segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution. Duties typically performed include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing program office and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

**Factor 1. Knowledge Required by the Position**

- Comprehensive knowledge of Departmental and Federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.
- Detailed knowledge of assigned organization and programs to analyze and evaluate the effects of continuing changes in program plans and funding on the accomplishment of the organizations' budget and program goals and objectives.
- Skill in the identification, analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.
- Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.

**Factor 2. Supervisory Controls**

Independently plans, schedules, coordinates, carries out, and evaluates the work. Completed work is reviewed for effectiveness in meeting budgetary and program objectives and deadlines and consistency of budgetary actions and recommendations.

**Factor 3. Guidelines**

Guidelines include established techniques and precedents, regulations and directives, and agency policy. Guidelines are not always applicable and the incumbent must use judgment in choosing, interpreting, and applying the guidelines.

**Factor 4. Complexity**

The work involves complex and varied duties in the budget process including: preparing detailed budget estimates, justifications and budget execution plans; compiling cost figures; monitoring the rates of obligations and expenditure of funds; filling out a variety of unrelated budget forms, documents, and reports; providing advice and recommendations to managers. Assignments are of more than average difficulty and

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involve the consideration of legal and regulatory constraints, methods for obtaining and distributing funds, proposed uses of requested funds, cyclical time frames and deadlines, and alternative means of accomplishing budgetary and program objectives. Work often involves making decisions and recommendations concerning the technical treatment of budgetary data under conditions of high uncertainty and time pressure.

**Factor 5. Scope and Effect**

The primary purpose of the work is to review, analyze, and monitor all program and budgetary aspects of assigned programs to assure compliance with applicable guidelines and priorities. The incumbent exercises financial control over the rate of expenditures and aids management in the planning, scheduling, and timing of program and or administrative operations within funding limitations. Advice and recommendations support the conduct of the organization's program and or administration operations. Work contributes to the accomplishment of program goals and objectives by ensuring the availability of money to pay for administrative and or program operations.

**Factor 6. Personal Contacts**

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private business. Contacts normally take place at formal budget briefings, or negotiations.

**Factor 7. Purpose of Contacts**

Contacts are made to persuade managers and officials with differing goals and objectives to accept and approve recommended funding requests, budgetary actions, and estimates. Contacts are also made to resolve budgetary issues and problems and to brief officials of the current status of agency programs. Contacts with persons outside the Department are to exchange information and to obtain data needed to compile, monitor, or adjust the organization's budget. Actively participates in reviews of the budget on behalf of the Department's program and budgetary policies.

**Factor 8. Physical Demands**

The work is sedentary.

**Factor 9. Work Environment**

The work is normally performed in an office setting.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-7	1250
2-4	450
3-3	275
4-4	225
5-3	150
6-3	60
7-3	120
8-1	5
9-1	5

Total 2540 = GS-11 (2355 - 2750)