

REASON FOR THIS POSITION

1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input checked="" type="checkbox"/> MN025702
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POSITION DESCRIPTION COVER SHEET

AS 2712

RECOMMENDED

4. TITLE Budget Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0560	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Donna Nickens	

OFFICIAL

10. TITLE Budget Analyst						
11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Lewis C. Anderson

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Housing and Urban Development	5th Office of Management, Planning and Budget
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Budget Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary for Operations and Management	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Paul A. Christian</i>	20. DATE (mm/dd/yyyy) 12/15/03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Paul A. Christian	24. SECOND LEVEL SUPERVISOR'S NAME Karen A. Newton		
21a. SUPERVISOR'S TITLE Director, Office of Management, Planning and Budget	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Operations and Management		

FACTOR EVALUATION SYSTEM Ref Used: Job Family Position Classification Standard for Professional and Administrative Work in

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 6-3	
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-C	180
3. Guidelines	Level 3-5	650	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-5	325	TOTAL POINTS		3690
the Accounting and Budget Group, GS-0500, December 2000			GS-14 point range is 3605-4050		GRADE GS-14

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE <i>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Chief, Grants Management Branch

32. REMARKS	33. OPM CERTIFICATION NUMBER
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BUDGET ANALYST
GS-560-14

INTRODUCTION

This position is in the Budget Division, Office of Management, Planning and Budget, Deputy Assistant Secretary for Operations and Management, Office of Fair Housing and Equal Opportunity (FHEO). The Division is responsible for formulating, reviewing and evaluating plans, standards and basic procedures on budget formulation, presentation and execution, including the administrative control of funds, procurement, and contracts. Coordinates the submission of budget estimates to the Office of Management and Budget and Congress. Prepares operating plans and cost statements. Conducts mid-year reviews to monitor and reconcile the assignment of program commitments, obligations and the expenditure of funds.

DUTIES

The incumbent assists the Director of the Budget Division in the performance of his/her duties, including liaison between the Assistant Secretary for Fair Housing and Equal Opportunity and the Office of the Chief Financial Officer on all matters pertaining to the budget planning, development and execution process; and advising the Assistant Secretary and other Fair Housing and Equal Opportunity officials on budget related matters, including the budgetary implications of policy and legislative proposals.

The incumbent provides specialized assistance on budgetary matters as they pertain to the numerous programs and activities administered by the Office of Fair Housing and Equal Opportunity. The incumbent of this position coordinates the formulation, execution and presentation of budget materials and justifications for FHEO programs. In a related role, the incumbent has sole responsibility for the development, implementation and maintaining of a system that will provide productivity information on field staff to enable managers to monitor the utilization of staff resources.

The incumbent:

Represents the Division Director, and when authorized, acts for the Division Director at top-level meetings within and outside the Department. Because of the knowledge and judgment expected of the incumbent, the incumbent's recommendations will usually be regarded as authoritative.

Maintains continuous familiarity with programs and activities of Fair Housing and Equal Opportunity, as well as those of the Department in order to enhance FHEO's position. Many of the incumbent's recommendations on budgetary matters will affect areas other than his/her own immediate functional area.

Provides informed advice on matters, which go beyond routine budget matters, such as areas involving legislative proposals, administrative regulations, and policy proposals within functional assignments.

Deals with many top-level officials on matters, which fall within functional assignments.

Prepares budget proposals and separate justifications using guidelines provided by OMB and the Department for annual submissions (and Supplemental Estimates when solicited) for each FHEO program, which are used by the Department and the Assistant Secretary to support the budget before OMB and the Congress.

Inputs FHEO data into, and updates data in, EZ Budget system for FHEO budget submissions as requested by Budget Director. Tracks the distribution and expenditure of FHEO program and Salaries and Expenses (S&E) funds as requested by the Budget Director to ensure proper management, allocation and obligation of funds.

Manages and maintains the Federal Financial HUDCAPS system. Enters all data pertaining to the processing of travel, procurement, printing, etc. This also includes the processing of Sub-allotment (SA documents in HUDCAPS making funds allocated by the Chief Financial Office (CFO), Office of Budget available for spending by Headquarters and the Field. Coordinate and monitor all system entries with the appropriate Offices and tracks invoices received for payment. Communicates with vendors on status of procurement requests, discrepancies, if different that what was requested in the original procurement document. Discusses any amendments and respond to any concerns and/or questions pertaining to procurement requests. Maintains a tracking system, spreadsheets and documentation to ensure accurate monitoring of all expenses associated with budget accounting.

Develops forecasts for program authorization, budgetary authorization and budget outlays. Also forecasts staffing requirements and administrative expenses required to support existing and future levels of work.

Develops and maintains a series of budgetary reports (for use by the Assistant Secretary for Fair Housing and Equal Opportunity and the Deputy Assistant Secretaries) containing analytical comments with respect to progress toward meeting budgetary objectives and the fiscal implications of current and developing trends reflected in the financial and operating reports on all FHEO programs.

Develops and maintains such internal systems and-procedures as may be necessary to properly and legally obligate and to prevent over-commitment of amounts available in the allotment of programs and administrative funds issued to FHEO. These include the Fair Housing Assistance Program, Fair Housing Initiatives Program and funds allocated for contracts and other administrative activities.

Monitors established spending plans, resolves funding discrepancies by providing accurate and reliable funding recommendations to management, and tracks obligations and disbursements for the Salaries and Expenses Account.

Documents field activities and planned utilization of funds, and conducts obligation reviews of S&E accounts for execution rates and spending trends using the CFO/HUDCAPS and MART systems reports on Unliquidated and Unobligated Balances.

Develops and, presents questions and answers for OMB and Congressional briefings and responses to Congressional budget requests.

Manages and/or directs the use of personal computers with such software as Lotus, or similar spreadsheet software to develop financial data (i.e. long-run projections, current services and Fair Housing Unit Production tables).

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the Department's budget process and of Fair Housing and Equal Opportunity's mission, programs, and legislative history to develop budgetary policies to implement program goals nationwide.

Comprehensive knowledge of budget analysis techniques, and the broadest possible scope of experience. Analytic ability is also essential to the satisfactory performance of the functions of this Division.

Ability to present recommendations and conclusions based on analysis in such a form and manner, whether oral or written, as to be most useful to operating or management officials.

Mastery of the concepts, principles, practices and regulations of budgeting, knowledge of pertinent statistical, accounting, budget and economic principles and techniques.

Knowledge of personal computers and LOTUS or similar spreadsheet software is required.

Skill in developing and presenting briefings on budgetary matters.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor provides administrative and policy guidance in determining and obtaining information needed to plan proposed program objectives and operations or to indicate the degree of achievement of established programs, policies, or procedures.

The incumbent devise appropriate methods for securing relevant information and maintains budgetary analysis of all aspects of FHEO programs, including program objectives, policies, operations and progress, resource estimates and utilization. The incumbent independently identify and resolve problem areas, trends, and merit and deficiency situations and define new needs or objectives and carries out the work to be completed.

Completed work is reviewed to assure conformance with overall policy and regulatory guidelines, and to assess the effectiveness of actions and recommendations in meeting long-term administrative, program, and budgetary schedules and deadlines. Results are accepted by the supervisor without significant changes.

FACTOR 3. GUIDELINES

Guidelines used include Departmental and OMB directives concerning preparation, formulation, justification, and execution of the appropriated fund. The incumbent must interpret broad legislative, regulatory, and policy guidance in appropriations bills and Presidential directives for application to FHEO budget plans, policies and recommendations.

Incumbent must be fully cognizant of all policy changes pertaining to the Department's budget process in order to provide guidance and technical assistance to FHEO. These changes must be articulated to decision makers in a timely manner.

Incumbent must stay abreast of all policy changes in programs throughout the Department. As a result, the incumbent will exercise a high degree of judgment to ensure that FHEO is included or resolve any concerns that may exist between components.

FACTOR 4. COMPLEXITY

On a continuing basis, incumbent provides specialized assistance on budgetary matters as they pertain to the numerous programs and activities administered by the Office of Fair Housing and Equal Opportunity. The incumbent directs the coordination, formulation, evaluation and presentation of budget material and justification for FHEO programs. The incumbent frequently is requested to provide informed advice and judgment on specific legislative proposals, administrative regulations, and management from a budgetary perspective.

Work involves planning, analyzing, and administering methods and techniques to enable Fair Housing and Equal Opportunity to carry out its mission. The incumbent will recommend to key officials priorities for the allocation and distribution of administrative funds. The incumbent assures that there is a balance at all times and initiates requests for reprogramming actions to either obtain additional funds or transfer funds from another account when necessary.

Acts as a liaison between the Assistant Secretary for Fair Housing and Equal Opportunity and the Director, Office of Chief Financial Officer on all matters pertaining to the budget planning; development and execution process; and advises the Assistant Secretary and Fair Housing and Equal Opportunity Officials on budget related matters, including the budgeting implications, of policy and legislative proposals.

The incumbent must develop and maintain appropriate internal procedures to properly and legally obligate program and administrative amounts available in the allotment of programs funds issued to FHEO.

The incumbent develops forecasts for program authorization, budgetary authorization and budget outlays, also forecasts staffing and administrative expenses required to support existing and future levels of work.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide key decision makers in Fair Housing and Equal Opportunity guidance and budgetary support for their organizational responsibilities. Recommendations and decisions made by the budget officer enhance FHEO's ability to accomplish its mission as well as facilitate the cost-effective achievement of completing assigned tasks.

The incumbent interprets budgetary policies and guidance to program managers and translates program goals and objectives in terms of declared costs in budgetary forecasts.

The incumbent prepares budget proposals and separate justifications using guidelines provided by OMB and the Department for annual submissions (and Supplemental Estimate when solicited) for each FHEO program which are used by the Department and the Assistant Secretary to support our budget before OMB and the Congress.

FACTOR 6. PERSONAL CONTACTS

The incumbent has telephone and face-to-face contacts on a regular basis with Division and Office Directors, the Assistant Secretary, and Deputy Assistant Secretaries, and the staff of the Office of Budget, OMB and the Congress.

FACTOR 7. PURPOSE OF CONTACTS

Contacts with key staff and the Office of Budget are for the purpose *of* obtaining funds to carry out the mission of Fair Housing and Equal Opportunity in a cost-effective manner.

Contacts with representatives of OMB and the Congress are to provide budgetary information or respond to questions regarding Fair Housing and Equal Opportunity's budget proposals.

FACTOR 8. PHYSICAL DEMANDS

Most work is performed in an office while comfortably seated at a desk.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office, which is properly heated and ventilated. The employee visits other offices in the Department and attends meetings outside of the Department. Travel may be required periodically.