

BUDGET ANALYST  
GS-0560-09

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). At the developmental level, the incumbent performs a specified portion or portions of the full range of budget analysis assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs routine 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 ETA and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; recommending reprogramming of funds as needed.

III. FACTOR LEVELS

Factor 1. Knowledge Required by the Position	FL 1-6	950 pts.
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Knowledge of ETA, DOL, and Federal budgetary methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution.

Ability to extract, review, and analyze numerical information (*e.g.*, monthly expense statements, budget requests, cost estimates) in order to prepare reports and analyses.

Skill in categorizing and analyzing quantitative data in order to analyze budgetary and accounting activities.

Knowledge of assigned organization's structure, programs, and the budgetary and financial relationships of the organization to determine whether estimates of funding needs are appropriate or if funds are being expended according to the program's goals and objectives.

Ability to use computer applications to efficiently input and extract data from agency computer systems and transform data elements into financial information for review and analysis.

Factor 2. Supervisory Controls	FL 2-3	275 pts.
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The incumbent works under the general supervision of a higher-level employee who provides general instructions as to objectives, priorities, and deadlines. Work is performed independently with assistance available on unusual problems. Completed work is spot checked for technical soundness and conformity with agency policy and established objectives. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3. Guidelines FL 3-3 275 pts.

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 FL 4-3 150 pts.

The work involves varied duties in the budget process. Assignments are of moderate difficulty and require the use of a number of different and unrelated analytical methods and techniques. The techniques used in following procedures are normally routine, but may involve some adaptation of established procedures. For each step, the incumbent must make decisions on the appropriate course of action to choose.

Factor 5. Scope and Effect FL 5-3 150 pts.

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 administrative 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 FL 6-2 25 pts.

Contacts are with co-workers within the immediate budget office and representatives from program, accounting, and support areas who can provide information. Other informal contacts may include program and budget staff of other agencies and private sector organizations who conduct activities related to the work of the office.

Factor 7. Purpose of Contacts FL 7-2 50 pts.

Contacts are for the purpose of information exchange, to assist in all phases of assigned budget work and to provide information to ETA officials, OMB, and other agencies. Contacts with outside budget and/or program staffs are to discuss budgetary transactions of mutual interest.

Factor 8. Physical Demands

FL 8-1

5 pts.

The work is sedentary.

Factor 9. Work Environment

FL 9-1

5 pts.

The work is normally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1885 pts.

#### IV. UNIQUE POSITION REQUIREMENTS