

BUDGET ANALYST
GS-0560-07

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). As an advanced trainee, the incumbent assists higher-level budget analysts in the performance of their assignments in any aspect of the full range of budget analysis work.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs routine and recurring budget administration duties which facilitate the conduct of more complex and detailed review and analysis functions conducted by the supervisor and higher-level co-workers. Such work may include any segment of the full range of budget administration work done in the organization.

Duties typically performed include the following: gathering, reviewing, and consolidating narrative information and statistical data to formulate and present budget requests; checking accuracy of budget and program data; preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

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, and 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 2-2

125 pts.

Work is assigned by the supervisor or a higher-level analyst who gives instructions and explanations with each assignment and provides guidance on work in progress. The incumbent is responsible for independently carrying out recurring work assignments. Completed work is reviewed for accuracy, adequacy, and compliance with instructions and procedures. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3. Guidelines

FL 3-2

125 pts.

The incumbent follows established laws, regulations, procedures, policies, and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. The incumbent uses judgment in locating and selecting the proper procedural and technical instructions for application to specific situations.

Factor 4. Complexity

FL 4-2

75 pts.

The work involves the performance of duties which consist of related steps, methods, and procedures in the areas of budget formulation, justification, and/or execution. Reviews changes in budgets and programs of aligned organization(s). Reviews and analyzes budgetary data, information, and requests. Searches for and obtains information needed to check accuracy of data. For each step, the incumbent must make decisions concerning the appropriate course of action to choose. Difficulty is encountered in relating various program needs and accomplishments to specific line items in the budget and in determining required entries to reflect budget transactions.

Factor 5. Scope and Effect

FL 5-2

75 pts.

The purpose of the work is to apply the principles, practices, regulations, and procedures of budget administration to the formulation, presentation, and/or execution of assigned program areas. Work performed constitutes a segment of the broader and more complex assignments of higher-level co-workers. Completed work affects the accuracy and reliability of work performed by co-workers and facilitates the delivery of further budgetary services.

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 in structured settings. Other contacts may include officials of other agencies and private sector organizations who conduct activities related to the work of the office.

Factor 7. Purpose of Contacts

FL 7-1

20 pts.

Contacts are primarily to exchange information and to check the status of work.

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 = 1405 pts.

IV. UNIQUE POSITION REQUIREMENTS