

**POSITION DESCRIPTION** (Please Read Instructions on the back)

1. Agency Position No  
S0286

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No
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Explanation	7. Fair Labor Standards Act Non Exempt		8. Financial Statements Required		9. Subject to IA Action YES
	10. Position Status	11. Position is NON-SUPERVISORY	12. Sensitivity	13. Competitive Level Code	14. Agency Use
	15. Drug Test Required NO				16. ADP Status

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Budget Analyst	GS	0560	5	L . P	01/01/2002
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)	19. Name of Employee (if vacant, specify)
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20. Department, Agency or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision U.S. Geological Survey	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

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. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature /s/ Mark Sogge	Signature
Date 07/30/2015	Date

23. Classification/Job Grading Certification <i>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.</i>	24. Position Classification Standards Used in Classifying/Grading Position GS-500, JFS for Prof and Admin Work in the Acctng and Bdgt Grp
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist	Information for Employees <i>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.</i>
Signature Lorilee Penn /s/	
Date 01/01/2002	

25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

### Major Duties

As a trainee, the incumbent performs routine and recurring developmental assignments to acquire knowledge and understanding of the functions, principles, practices, and methods of Federal budget administration. This work may include any segment of the full range of budget administration work including budget formulation, presentation, and execution. Duties may include, but are not limited to, the following: obtaining, compiling and summarizing narrative information and quantitative data such as project and salary information; formulating budget estimates; checking and monitoring obligations and expenditures; consolidating budgetary data; preparing recurring reports; and researching regulatory and policy guides to locate budgetary information and guidance.

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### Factor Statements

#### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 points)

- Basic knowledge of budgetary theories and principles in order to carry out elementary assignments, operations and procedures.
- Knowledge of basic theories and principles of management in order to identify and relate information about an organization's programs to its operating budget.
- Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, and cost estimates in order to prepare reports and analyses.
- Ability to communicate factual information orally and in writing.

#### FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 points)

Work is performed under close supervision. The supervisor provides detailed instructions for all new assignments. Work is closely reviewed in progress and upon completion for accuracy, adequacy, and adherence to instructions.

#### FACTOR 3. GUIDELINES (Level 3-1 25 points)

The employee follows established procedures, laws, regulations, policies, and practices. Detailed procedural guidance in the form of standard operating procedures, accounting manuals, and user guides are established and readily available to the incumbent. Deviations from established guidance are referred to the supervisor.

#### FACTOR 4 - COMPLEXITY (Level 4-2, 75 points)

The work consists of budgetary duties involving related steps, methods, tasks, and procedures. Budget formulation, justification, and/or execution assignments involve factual data that may be presented in a variety of ways. The incumbent compiles, reviews, and analyzes budgetary data, information, and requests. Assignments typically require the employee to search for and obtain information in order to check the accuracy and consistency of data (estimates, obligations, expenditures, revenues, reimbursements, etc.). The employee must identify similarities and differences in transactions and entries. Decisions made concern the appropriate method or form to

select to enter, adjust, or present data.

**FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 points)**

The purpose of the work is to perform assignments designed to develop and understanding of and familiarity in applying the concepts, principles, practices, and procedures of budgeting. Completed work supports the timely achievement of the budgetary and program goals of the immediate office.

**FACTOR 6 - PERSONAL CONTACTS (Level 6-2, 25 points)**

Contacts are with administrative and/or project personnel within the immediate organization. Occasional contact may include similar personnel in higher levels of the bureau and with officials of cooperating agencies and vendors.

**FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 points)**

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

**FACTOR 8 - PHYSICAL DEMANDS (Level 8-1, 5 points)**

The work is sedentary.

**FACTOR 9 - WORK ENVIRONMENT (Level 9-1, 5 points)**

The work is normally performed in an office setting.

**TOTAL POINTS - 955**

GS-500, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group 12/00