



ARMY POSITION DESCRIPTION

PD#: AD533226

Sequence#: VARIES

Replaces PD#:

BUDGET ANALYST

NH-0560-02

POSITION LOCATION:

Servicing CPAC: ARMY ACQUISITION WORKFORCE RECRUITMENT & SUSTAINMENT CTR

Installation: VARIES

Region: NORTHEAST

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: FEDERAL REGISTER/VOL. 82, NO. 216/THURSDAY, NOVEMBER 9, 2017/NOTICES

Citation 2: ACQUISITION DEMO POSITION REQUIREMENTS DOCUMENT

Citation 3: JFS PROF & ADMIN WORK ACCOUNTING, AUDITING, AND BUDGET GRP, NOV 2019

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.*

Supervisor's Name: ELIZABETH COTTER

Date Certified: 07/08/2021

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: DESIREE STARNES

Date Classified: 11/21/2019

Position Cursory Review: *This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are located in the Conditions of Employment & Notes section, and if required, Temporary Duty Travel (TDY) of 25% or more (may be less if requested by management), is included. The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is*

determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and may be reviewed again every 3 years thereafter, or before if OPM issues a new classification standard or guide).

Reviewed By: JAKENDRIA C. HOLDEN

Date Reviewed: 07/08/2021

POSITION INFORMATION:

Cyber Workforce:

- **Primary Work Role:**
VARIES
- **Additional Work Role 1:** VARIES
- **Additional Work Role 2:** VARIES

FLSA: NON-EXEMPT

FLSA Worksheet: NON EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

Functional Code:

Interdisciplinary: NO

Supervisor Status: VARIES

PD Status: VERIFIED

DCA Override: NO

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Financial Mgmt Cert:

Position Designation:
VARIES

Position Sensitivity & Risk:
VARIES

Sec. Clearance Level:
VARIES

Sec. Access (Child Care):
Not Required

PRP / SCI: VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Information Assurance: N

Influenza Vaccination:

Financial Disclosure: VARIES

Enterprise Position: VARIES

SCW Code: VARIES

Acquisition Position:

- **CAP:** VARIES
- **Career Category:**
VARIES
- **Career Level:** VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 02

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

MISSION/GOALS:

POSITION DUTIES:

Serve as a Budget Analyst analyzing trends and developments in budget planning, programming and execution concerning appropriations, funding priorities and workload management which supports overall program operations. Responsible for developing SOPs for daily operations for continuity of support within the Budget Branch.

Major Duties:

1. Uses General Fund Enterprise Business System (GFEBs) and Logistics Modernization Program (LMP) to create projects, establish work breakdown structures, create purchase requests/orders, and execute funding actions. Applies knowledge of GFEBs/ LMP and other applicable financial/non-financial systems; to gather data for the preparation of recurring monthly and ad hoc execution reports for senior leadership. (35%)

2. Analyzes financial and cost reports to reconcile transactions, identify errors, and make adjustments/corrections. Provides guidance to other analysts in step by step procedures to process transactions and resolve errors through the troubleshooting process sourcing GFEBs and LMP Formulates and coordinates requirements for program activities by functional areas based on an analysis of activity requirements, historical expenditures, or projected workload. (30%)

3. Prepares a variety of budget exhibits and program schedules, advises the resource manager on program requirements. Analyzes and projects internal and external current year and out-years requirements based on established or projected requirements. Monitors execution of the project office and operating budget accounts by identifying and analyzing available funding/allowances ensure effective utilization of funds; and to maintain audit trail documentation of available funds under multiple projects and appropriations. Analyzes and reconciles multiyear fund status imbalances and facilitates corrective actions. Serve as Budget Analyst analyzing trends and developments in budget planning, programming and execution concerning appropriations, funding priorities and workload management which supports overall program operations. Developing Standard Operating Procedures (SOPs) for daily operations for continuity of support within the Budget Branch. (25%)

4. Processes, reviews, and expedites travel orders using automated travel system (Defense Travel System (DTS)), in accordance with Joint Travel Regulation (JTR). (10%)

Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSAs):

1. Knowledge of financial management, financial systems, and execution tools to simplify funding management execution procedures, and effectively execute government funds.

2. Knowledge of government financial systems reporting capabilities, transactions, and transaction codes to prepare proper execution of current year and out-year funding actions.

3. Knowledge of budget principles, techniques, practices, laws and regulations sufficient to develop SOPs for daily operations.

4. Skill in written and oral communication to prepare purchase requests/orders and provide ad hoc execution reports for senior leadership.

5. Skill in gathering data from government financial systems and analytical tools to accurately assess, research, and correct financial issues.

6. Ability to operate automated government travel systems and associated regulations (JTR) to effectively process travel orders.

7. Ability to resolve errors through the troubleshooting process.

Factors:

CAREER PATH: BUSINESS MANAGEMENT and TECHNICAL MANAGEMENT PROFESSIONAL NH-II

FACTOR: 1. JOB ACHIEVEMENT AND/OR INNOVATION

Classification Level Descriptors

NH Level II (Score Range 22 - 66)

- Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.
- Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements.
- Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products.
- Identifies, analyzes, and resolves complex/difficult problems.
- Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

- Plans and conducts functional technical activities for projects/programs.

FACTOR: 2. COMMUNICATION AND/OR TEAMWORK

Classification Level Descriptors

NH Level II (Score Range 22 – 66)

- Presents informational briefings.
- Writes, or is a major contributor to, management/technical reports or contractual documents.
- Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.
- Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

FACTOR: 3. MISSION SUPPORT

Classification Level Descriptors

NH Level II (Score Range 22 – 66)

- Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Optimizes resources to accomplish projects/programs within established schedules.
- Effectively accomplishes projects'/programs' goals within established resource guidelines.

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - b. Customarily and regularly directs 2 or more employees, AND
 - c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- 4. Professional Exemption:**
 - a. Professional work (primary duty)
 - b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- 5. Administrative Exemption:**
 -

a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

FLSA Conclusion:

Exempt

Non Exempt

FLSA Comments/Explanations:

The primary duties of this position do not meet any of the listed exemption criteria.

CONDITIONS OF EMPLOYMENT & NOTES:

1. The duties of this position require occasional temporary duty (TDY) travel.

2. THIS IS A FINANCIAL MANAGEMENT Level 1 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position and certification must be possessed or the incumbent must be able to obtain certification within 24 months of appointment. Failure to obtain this certification within the required time may subject the incumbent to adverse action.

3. This position requires submission of the Financial Disclosure Statement, OGE-450, upon entering the position and annually thereafter.

POSITION EVALUATION:

23-Feb-2021: Removed mission statement for ease of use across Army acquisition organizations.
AddieWW