

KSAs
Budget Analyst
GS-560-11

1. Knowledge of federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.
2. Skill in the identification analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.
3. Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.
4. Ability to review budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Budget Analyst, GS-0560-11

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
1. Knowledge of federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.	
2. Skill in the identification analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.	
3. Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.	
4. Ability to review budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Knowledge of federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.

Points

Points: 4 SUPERIOR knowledge is indicated by: Reviews, analyzes, and edits budget requests for technical sufficiency, accuracy, format, and conformance with internal and external guidelines such as supporting justifications. Analyzes estimates to identify imbalances among projects, eliminate duplication of functions and to reconcile estimates with current expenditure levels. Returns requests and provides guidance for correction and revision.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Assures funds are properly allocated, obligated, and spent in accordance with management objectives and complies with applicable agency requirements. Provides technical assistance for correction and revision. Assures accuracy of all budgetary elements. Conducts analysis to ensure elimination of duplications.

Points: 2 SATISFACTORY knowledge is indicated by: Assures assigned program budget funds are properly allocated, obligated, and spent to meet Students Channel objectives.

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Reviews budgets to assure objectives are met.

Signature: _____ Date: _____

KSA #2 Title: Skill in the identification analysis, and resolution of a range of budgetary problems to develop alternative solutions involving the resolution of conflicting goals and objectives.

Points

Points: 4 SUPERIOR skill is indicated by: Ability to identify, analyze, and propose resolutions for a wide range of budgetary problems while taking into consideration conflicting goals and objectives.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Ability to identify, analyze, and propose resolutions for a wide range of budgetary problems.

Points: 2 SATISFACTORY skill is indicated by: Ability to identify and propose resolutions for a wide range of budgetary problems.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Ability to identify resolutions for a wide range of budgetary problems.

Signature: _____ Date: _____

KSA #3 Title: Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.

Points

Points: 4 SUPERIOR ability is indicated by: Knowledge and experience in various accounting systems. Ability to analyze data and prepare reports for programs within Students Channel.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Knowledge about various accounting systems. Ability to analyze data and prepare reports for programs within Students Channel.

Points: 2 SATISFACTORY ability is indicated by: Knowledge about various accounting systems. Ability to prepare reports for programs within Students Channel.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Knowledge about various accounting systems.

Signature: _____ Date: _____

KSA #4 Title: Ability to review budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines.

Points

Points: 4 SUPERIOR skill is indicated by: Ability to pay attention to detail to review budget submissions across the Students Channel for reasonableness, accuracy, and conformance in accordance with the Channel. In-depth knowledge about the various procedures and guidelines.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Ability to pay attention to detail to review budget submissions across the Students Channel for reasonableness, accuracy, and conformance in accordance with the Channel. Knowledgeable about the various procedures and guidelines.

Points: 2 SATISFACTORY skill is indicated by: Ability to review budget submissions across the Students Channel for reasonableness, accuracy, and conformance in accordance with the Channel. Somewhat knowledgeable about the various procedures and guidelines.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Knowledgeable about the various procedures and guidelines.

Signature: _____ Date: _____