

**POSITION DESCRIPTION**  
**Budget Analyst**  
**GS-0560-11**

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**I. INTRODUCTION**

This position is located in the U.S. Department of Education in the office of the General Manager, Students Channel, Office of Student Financial Assistance. The Students Channel provides best in business services to potential and current borrowers and aid recipients and delivers a range of services that heighten students' and parents' awareness and understanding of options to finance their education.

The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

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

**III. FACTORS**

Factor 1. Knowledge Required by the Position FL 1-7 1250 points

Comprehensive knowledge of Departmental and Federal budget processes, policies, procedures, and regulations to assure that budget estimates, projections, and submissions conform to requirements, guidelines, and financial objectives.

Detailed knowledge of assigned organization and programs to analyze and evaluate the effects of continuing changes in program plans and funding on the accomplishment of the organizations' budget and program goals and objectives.

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.

Knowledge of accounting systems in order to locate and analyze data and prepare reports for substantive programs.

Factor 2. Supervisory Controls

FL 2-4 450 points

Independently plans, schedules, coordinates, carries out, and evaluates the work. Completed work is reviewed for effectiveness in meeting budgetary and program objectives and deadlines and consistency of budgetary actions and recommendations.

Factor 3. Guidelines

FL 3-3 275 points

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 4-4 225 points

The work involves complex and varied duties in the budget process including: preparing detailed budget estimates, justifications and budget execution plans; compiling cost figures; monitoring the rates of obligations and expenditure of funds; filling out a variety of unrelated budget forms, documents, and reports; providing advice and recommendations to managers. Assignments are of more than average difficulty and involve the consideration of legal and regulatory constraints, methods for obtaining and distributing funds, proposed uses of requested funds, cyclical time frames and deadlines, and alternative means of accomplishing budgetary and program objectives. Work often involves making decisions and recommendations concerning the technical treatment of budgetary data under conditions of high uncertainty and time pressure.

Factor 5. Scope and Effect

FL 5-3 150 points

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 administration 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 6-3 60 points

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private sector entities. Contacts normally take place at formal budget briefings, or negotiations.

Factor 7. Purpose of Contacts

FL 7-3 120 points

Contacts are made to persuade managers and officials with differing goals and objectives to accept and approve recommended funding requests, budgetary actions, and estimates. Contacts are also made to resolve budgetary issues and problems and to brief officials of the current status of agency programs. Contacts with persons outside the Department are to exchange information and to obtain data needed to compile, monitor, or adjust the organization's budget. Actively participates in reviews of the budget on behalf of the Department's program and budgetary policies.

Factor 8. Physical Demands

FL 8-1 5 points

The work is sedentary.

Factor 9. Work Environment

FL 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 2540 points

#### **IV. UNIQUE POSITION REQUIREMENTS**

This unit is responsible for the Student Channel budget cycle including formulation, analysis, tracking, and reporting of all Student Channel finances including the discretionary budget and all contracts under the auspices of the Student Channel. This unit is responsible for ensuring rigor, discipline, and quality control within the Students Channel budget process, coordinating with SFA CFO as needed.

- Reports to the Director of Administrative Services within the Students Channel
- Work with CFO on required policies and procedures
- Knowledge of budget planning process with Acquisitions & Contracts Performance Office
- Work with Channel COTRs for support
- Knowledge of experience with performance management, budget formulation, budget execution, S&E Budget Tracking, Cost/Benefit Analysis
- Ability to work with Channel COTRs for support and contracts