

POSITION DESCRIPTION
Budget Analyst
GS-0560-13

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 wide variety of administrative and analytical duties connected with the review, justification, and presentation of the budget for a POC or major component(s) of a POC. Reviews, analyzes, and interprets existing and proposed legislation, appropriation language, executive orders, and OMB circulars and bulletins. Provides expert advice and recommendations for budgetary actions. Formulates budget estimates for multi-year programs. Tracks progress of POC appropriations through Congress. Assists in justification of budget before OMB staff. Provides liaison between OMB staff and POC budget offices. Develops cost-benefit analysis of proposed budgetary and program actions and advises Department officials and program managers of most advantageous courses of action.

III. FACTORS

Factor 1 - Knowledge Required by the Position

FL 1-8 1550 points

Expert knowledge of the Department and the Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation, policies, and precedents.

Knowledge of organization's mission, programs, and legislative history to develop budgetary policies, to assist line organization in setting and implementing program goals, to determine how they impact and interact with other programs and budgets of the Department, and other Federal and state agencies.

A high degree of skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions.

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 3-4 450 points

Guidelines regularly used include broad budgetary guidance such as Departmental and OMB directives, regulations, legislation, broad program goals and objectives. The incumbent exercises a high degree of initiative and judgment in interpreting, applying, and developing new guidelines and principles to administration of assigned budgetary functions. The incumbent recommends changes to agency budget policies and/or legislation affecting program funding.

Factor 4 - Complexity

FL 4-5 325 points

Assignments at this level are varied and complex and require in-depth analysis to determine the means of resolution and the application of a variety of non-related techniques and methods to a broad range of budget tasks. Work involves reviewing, analyzing, consolidating, and revising budget estimates, justification statements, and budget execution plans submitted by organizations. The incumbent advises managers on appropriate budgetary action to be taken to meet agency needs, makes recommendations affecting substantive programs, monitors and reports on the rate of expenditure of funds, and alerts managers of trends in obligation of funds. Decisions made are affected by conflicting and changing influences. The work involves consideration of such issues as: financial and workload relationships; timing of obligations and expenditures in relation to the budget cycle; current and future resource needs; direct or indirect monetary impact of new legislation. The incumbent is responsible for performing associated budget work for programs and/or organizations with substantive programs with varying needs, goals, objectives, work processes, and timetables.

Factor 5 - Scope and Effect

FL 5-4 225 points

The purpose of the work is to support assigned programs in the long-range management of financial resources. This involves planning for the acquisition and use of funds, assisting organizations in understanding and following budgetary guidance, ensuring compliance of budgetary operations with POC and Departmental policy. Decisions made concerning the technical treatment of budget estimates support the timely achievement of the budgetary and program goals of the Department.

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 resolve budgetary issues and problems, to prepare budget requests and supporting documentation, and to provide information to officials within and outside the Department. Contacts are to advise officials of the current status of agency programs, and to persuade them to approve recommended funding requests, budgetary actions, and estimates. 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.

TOTAL POINTS – 3190 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
- Oversee work with CFO on required policies and procedures
- Coordinate budget planning process with Acquisitions & Contracts Performance Office
- Work with Channel COTRs for support
- Knowledge of significant experience with performance management, budget formulation, budget execution, S&E Budget Tracking, Cost/Benefit Analysis
- Back-up representative for IT IRB and DSG
- Willing to help with Channel COTRs for support
- Oversee the contracting process