

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>				3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. 13002	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 0571			
14. Agency Use											

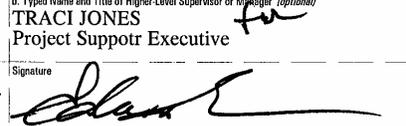
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Budget Analysis)	GS	0599	05		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____
 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Project Support Group
a. First Subdivision ASA (ALT)	d. Fourth Subdivision Finance Directorate
b. Second Subdivision PEO STRI	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.
 Signature of Employee (optional) _____

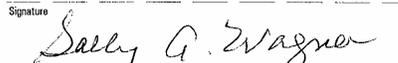
20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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. Typed Name and Title of Immediate Supervisor LORRAINE HOTZ Director of Finance Signature:  Date: 18 Sep 03	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) TRACI JONES Project Support Executive Signature:  Date: 18 Sep 03
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21. **Classification/Job Grading Certification.** 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.
 Sally Wagner, Director, HRO

22. Position Classification Standards Used in Classifying/Grading Position
 JFS Prof & Admin Work Accounting & Budget Group dated Dec 2000; OPM GS-0099 General Student Trainee Series Definition; USOPM Intro to Position Classification, Sect III, Tiling Practices

Information for Employees. 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.

Signature: 	Date: 18 Sep 03
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23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 BUS: 7777
 Position is at the full performance level.
 This is a SCEP position.

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

Student Trainee (Budget Analysis), GS-0599-05

MAJOR DUTIES

Serves as a Student Career Experience Program (SCEP) trainee performing developmental assignments learning the work of the occupation. In a developmental capacity, performs routine and recurring budget analysis duties facilitating the conduct of more complex and detailed review and analysis functions conducted by the supervisor and higher-graded co-workers.

1. Assists senior analyst and/or supervisor in conducting budget analyst functions. Gathers, extracts, reviews verifies, and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget requests (e.g., estimates of the funding needs of subordinate organization components). Researches, summarizes, and compiles data involving obligations, expenses and object class information. 25%
2. Incumbent assists in the formulation of budget estimates and deals with day-to-day problems encountered with simple budget projects. Follows guidance, procedural instructions, and report formats for budget submission. Prepares preliminary budget estimates and reviews justifications for a few relatively stable program and/or program support activities. Crosschecks the accuracy of budget and program data in related budgetary forms, schedules, and reports. Notifies supervisor or higher graded analyst of suspected budget problems. 30%
3. Assists in execution of approved operating budgets, checks and monitors the rate and amount of obligations and expenditures. Consolidates budgetary data from forms or worksheets and enters data in proper format on similar budget schedules. Compares figures in current estimates of funding needs by the line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor. 25%
4. Researches legal and regulatory material to obtain factual information for use by the supervisor or co-workers. Attends meetings and conferences to observe the proceedings. 20%

Performs other duties as assigned.

1. KNOWLEDGE REQUIRED BY THE POSITION - Level 1-5 750 Pts

Knowledge of basic procedures and processes for budget formulation and execution to enter consolidated estimates in appropriate forms and schedules in accepted format.

Knowledge of selected object class and line item obligations and expenditures in the approved operating budget to determine whether funds are being used on a timely basis to support mission and objective and in accordance with the annual work plan.

Skill in writing brief factual reports detailing the purposes for which funds were obligated and expended.

2. SUPERVISORY CONTROLS - Level 2-1 25 Pts.

Work is assigned by the supervisor or an analyst of higher grade who gives instructions and explanations with each assignment and provides guidance on work in progress. The incumbent is responsible for carrying out recurring work assignments. Issues which involve potential violations of law, conflict with existing budgetary policies, or deviations from accepted work plans and practices are referred to the supervisor or to a higher-graded co-worker for resolution. Completed work (e.g., reports on status of funds, data summaries, and entries of numerical data in budget forms and schedules) is reviewed in process and upon completion for accuracy, adequacy, and compliance with instructions and procedures.

3. GUIDELINES - Level 3-1 25 Pts

The employee follows procedures, policies, formats, and practices in detailed agency and local supplements to broad budgetary guidelines published by higher authorities (i.e., HQDA, and the Office of Management and Budget).

Available guidelines are specific to work situations encountered. Deviations are authorized by the supervisor. When new or revised guidelines apply, the supervisor provides instructions and interpretations concerning their use.

4. COMPLEXITY - Level 4-2 75 Pts

Reviews changes in the budgets and programs of assigned activities, and summarizes changes in narrative format, using proper terminology. Fills out budget forms and schedules that cover activities of the assigned organizational segment, line items, or groups of functions.

Assists higher-graded analysts in reviewing and analyzing budgetary data, information, and requests by verifying the accuracy and authenticity of data submitted. Searches for and obtains information needed to crosscheck data in forms, schedules, and requests. Difficulty is encountered in relating various needs and accomplishments of assigned mission support activities to specific line items in the budget and in determining the entries required in related forms, reports, and schedules to reflect budgetary transactions.

5. SCOPE AND EFFECT - Level 5-2 75 Pts

The incumbent applies the fundamental principle, practices, regulations, and procedures of budget administration to the formulation and compilation of budget estimates, and the tracking of obligations and expenditures for assigned line items and object classes in the budget. Tasks performed constitute a segment of the broader and more complex assignments of higher-graded co-workers within the office. Completed work (e.g., estimates of annual funding needs for specific line items, and information on the current status of funds available in accounts) affects the accuracy and reliability of consolidated budget estimates prepared by co-workers. Statistical data and factual information researched and compiled by the employee form the basis for more complicated recommendations and reports to management developed by others.

6. PERSONAL CONTACTS - Level 2

Contacts are with persons from outside the immediate employing office but within the same agency. Roles and relative authorities of participants are explicit. These contacts include informal email, telephone and face-to-face contacts with employees of other agencies engaged in budgetary functions that affect the budget of the employing agency, as well as contacts with representatives of private industry in a restructured environment.

7. PURPOSE OF CONTACTS - Level B Factors 6&7 – Level 2B 75 Pts.

Contacts with personnel of staff and support activities are made to exchange information about the budgets and programs of serviced organizations, and the status and availability of funds to support planned goals and functions. Co-workers and budget officials at higher headquarters are contacted for the purpose of obtaining advice concerning the technical treatment of budgetary data, and proper method of obtaining or transferring funds, or recording funding transactions.

8. PHYSICAL DEMANDS - Level 8-1 5 Pts

Work is sedentary, being performed for the most part while seated comfortably at a desk or table. A moderate amount of standing and walking is required when attending meetings and conferences, and in visiting other offices and buildings throughout the installation.

9. WORK ENVIRONMENT - Level 9-1 5 Pts

Most work performed in a properly heated and ventilated, air-conditioned and well-lighted office setting. There are no risks or discomforts that require special precautions.