

Lashawn Hill

**POSITION DESCRIPTION
BUDGET ANALYST, GS-0560-07**

SETID	HUD01	JOB CODE	16061U	DATE	12/30/2015	OPM CERT #			
PAY PLAN	GS	SERIES	0560	GRADE	07	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Budget Analyst								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION		MEDICAL CHECK REQ	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	12/30/2015								

MAJOR DUTIES
BUDGET ANALYST
GS-0560-07
PD# 16061U

CAREER LADDER:
GS-0560-12 PD# HUD042
GS-0560-11 PD# HUD221
GS-0560-09 PD# HUD222
GS-0560-07 PD# 16061U
GS-0560-05 PD# 16062U

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

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 and editing program office and office budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; negotiating budget funding amounts, timing, and changes with program managers; monitoring budget; recommending reprogramming of funds as needed.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the principles, concepts, and methodology of a professional or administrative occupation. Usually this knowledge is obtained through a four college degree program or its equivalent in experience and training. In addition, the work requires additional skill gained through job experience to permit independent performance of recurring assignments or gained through graduate study and experience. The assignments are above entry-level assignments.

FACTOR 2 - SUPERVISORY CONTROLS

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the

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supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

FACTOR 3 - GUIDELINES

Procedures for doing the work have been established and a number of specific guidelines are available. The employee must use judgement in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several guidelines to use. When existing guidelines cannot be applied or require significant deviations the situation is referred to the supervisor.

FACTOR 4 - COMPLEXITY

The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

FACTOR 5 - SCOPE AND EFFECT

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

FACTOR 6 - PERSONAL CONTACTS

The personal contacts are with employees within the immediate organization and in related support units. Contacts with the general public are limited.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose is to obtain, clarify, or give facts or information. The facts may range from easily understood to highly technical.

FACTOR 8 - PHYSICAL DEMANDS

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT