

**JOB TITLE:** Budget Analyst

**AGENCY:** The Federal Protective Service

**SERIES & GRADE:** GS-0560-9/11/12

**POSITION INFORMATION:** Full Time Permanent

**DUTY LOCATIONS:** Multiple Locations:

- Washington, D.C.
- Chicago, IL
- Boston, MA
- San Francisco, CA

**DUTIES:**

At the full performance level, the major duties of this position include:

- Plan, organize, and carry out a major, substantive budget for a significant program component.
- Develop, recommend, and implement budgetary policies affecting the financing and accomplishments of major national programs.
- Ensure the effective integration of program and budget planning.
- Project and analyze potential effects of budgetary actions on program viability and the attainment of program objectives.
- Review, approve/disapprove, and recommend the amount and timing of financial allotments.
- Review revenue/reimbursable work

**QUALIFICATIONS REQUIRED:**

**GS-09 Qualification Requirements:**

One year of specialized experience comparable in scope and responsibility to the GS-07 level in the Federal service (obtained in either the public or private sectors). This experience must include activities such as 1) analyzing and evaluating financial or budgetary data; 2) providing assistance to customers or management regarding program budget/financial matters; and 3) assisting in carrying out a major budget for a significant program.

**GS-11 Qualification Requirements:**

Specialized Experience: One year of specialized experience which includes 1) Applying the principles and practices of budget formulation to review, edit, and consolidate budget estimates; 2) Monitor budget expenditures and identify budget variances; 3) Prepare a variety of budgetary reports using automated financial systems and databases; AND 4) Compile historical budgetary data to forecast future organization/program funding needs and monitor the rates of obligation

and expenditure of funds. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09); 5) Experience with revenue/reimbursable work

**To qualify at the grade GS-12**, applicants must have at least one full year of specialized experience comparable in scope and responsibility to the GS-11 level in the Federal service (can be obtained in either the public or private sectors). This experience must include activities such as: 1) presenting, developing, and justifying a budget for execution; 2) providing short- and long-term analysis on budgetary/financial data for determining future needs and requirements; 3) providing authoritative and technical advice and interpretations of budgetary/financial policies, guidelines, and directives to customers or management; and 4) evaluating and making final determinations on the approval/disapproval of program funding resources. NOTE: Your resume must show where, when and how you performed these duties.

**HOW TO APPLY:** Interested candidates are required to follow the guidelines outlined below and submit the required documentation by December 3, 2020, 11:59 p.m., to [careers@fps.dhs.gov](mailto:careers@fps.dhs.gov), to be considered for this position.

- Submit a current resume
- Submit required documentation to apply under a non-competitive hiring authority to include:
  - o SF-15(10 Point Veteran Application)
  - o DD Form 214 (Certificate of Release or Discharge)
  - o Veterans Administration Letter
  - o Statement of current Active-Duty status
  - o SF-50 (Notification of Personnel Action)
  - o Schedule "A" letter
- Include the following information in the email subject Application for name, position title, series, grade, location applying for. (Example: Application for Joe Brown, Budget Analyst, GS-9/12, Boston, MA).

**NEXT STEPS:** Complete applications received by the deadline will be reviewed by FPS Human Resource Specialists. Resumes received by the deadline will be reviewed FPS Human Resource Specialists. Qualified candidates will be referred to our Hiring Managers and potentially receive an interview request prior to the end of the business day on December 4, 2020.