

Animal & Plant Health Inspection Service

Job Title: Budget Analyst

Department: Department Of Agriculture

Agency: Animal & Plant Health Inspection Service

Sub Agency: Marketing & Regulatory Programs

Job Announcement Number: 24WS-2011-0063

SALARY RANGE: \$47,448.00 - \$61,678.00 /year

OPEN PERIOD: Tuesday, July 26, 2011 to Tuesday, August 09, 2011

SERIES & GRADE: GS-0560-09/09

POSITION INFORMATION: Full-Time Permanent

PROMOTION POTENTIAL: 11

DUTY LOCATIONS: 1 vacancy - Gainesville, FL

WHO MAY BE CONSIDERED: This announcement is open to all United States citizens. (Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #6WS-2011-0054. For information on viewing Merit Promotion announcements, click [Locating a Status Position on USAJOBS.](#))

JOB SUMMARY:

Relocation expenses will not be paid

This position is located in the U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) program. The program is multi-faceted and is directed at the reduction of wildlife damage as it relates to agriculture, human health and safety, public and private property, and natural resources. The incumbent is responsible for performing, and coordinating a variety of support work in the areas of budget and fiscal management, procurement, property, personnel, data processing and record keeping for the program and, in some cases, a separate state budget.

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. For details click:

[APHIS Emergency Response](#)

Additional Duty Location Info:

1 vacancy - Gainesville, FL

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

- Applies USDA, APHIS, and WS financial policies as they relate to the state(s) WS program with guidance from the WS State Director, Regional Administrative Officer, and/or the state government's Administrative Director. Acts as the focal point for the control of all funds (federal, state, and cooperative) allocated to the state program.
- Compiles and prepares the annual operating, work, and financial plans for the state and/or federal WS program. This work requires interactive knowledge of the cooperative, reimbursable, interagency, and trust fund agreements plus numerous miscellaneous field agreements, and federal and state allocations.
- Reviews, reports, monitors and follows-up on activities to ensure completion of financial commitments as identified in documents such as Trust Fund Agreements, Cooperative Service/Field Agreements, Cooperative Agreements, Memoranda of Understanding and other such documents for the state program.
- Maintains the APHIS Cost Management System (ACMS) and, if required, the state government's ledger system by entering planned/committed ledger items, salary projections, allocations, and agreements. Frequently analyzes and reconciles ACMS transactions and runs various, non-routine reports.
- Reviews for completeness and accuracy all obligation documents, salaries/benefits assignments, travel vouchers, cooperative agreements, accounts receivable, and invoices. Identifies erroneous conditions, takes corrective action to bring reports to balance, verifies corrected reports, and recommends changes in procedures to prevent recurrence of the problem.
- Retrieves, analyzes, and reviews federal and/or state accounting systems reports and program ledgers to assure they are in balance, accounting data is valid, and that adherence to the prescribed regulations and procedures outlined in the cooperative service agreement established for each project has been accomplished.
- Prepares reimbursable billings from ledger and federal and/or state accounting systems for submission to cooperators in order to collect funds to cover expenses incurred. Assures that reimbursable billings are proper and accurate. Develops computerized spreadsheets for use in responding to non-routine inquiries from the State Director and cooperating entities regarding expenditures.
- Monitors and analyzes procurement/payment of all credit card purchases through appropriate federal and/or state accounting system. Procures supplies, equipment, and services by preparing requisitions and electronically transmitting them to the appropriate office for processing.

QUALIFICATIONS REQUIRED:

To qualify, you **MUST** meet all qualification requirements by the closing date of the announcement.

Applicants can qualify by meeting the **EDUCATION** requirements specified below **and/or** the **SPECIALIZED EXPERIENCE** requirements.

EDUCATION:

GS-9: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree with a major in accounting, math, business or related degrees or LL.B. or J.D., if related.

TRANSCRIPTS are required if:

- You are qualifying for the position based on education.
- You are qualifying for this position based on a combination of experience and education.

This education must have been successfully completed and obtained from an accredited school, college, or university. For more information on submitting transcripts, click: [Transcripts](#)

SPECIALIZED EXPERIENCE AT THE GS-9 GRADE LEVEL:

Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal Service. This experience may have been obtained in the private or public (local, county, state, Federal) sectors.

Examples of qualifying experience include, but are not limited to:

- Develops recommendations to management for gaps and conflicts in program budgetary information.
- Understands state and federal regulations and regulatory provisions applied to the appropriation and budgetary process required to compile, organize and track continually changing expenditures.
- Forecasts and maintains budget for personnel salaries and expenses of a program and makes recommendations regarding the adjustment of funds.
- Experience working with the APHIS Cost Management System (ACMS) or a separate state system for creating planned/committed ledger entries, salary projections, allocations, and agreements for reconciling and analyzing continually changing financial data.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-9 GRADE LEVEL: Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify for that grade level. To learn more about combining education and experience for this series, click the following:

[Combining Education and Experience for Administrative and Management Positions](#)

Special Conditions:

- U.S. Citizenship.
- Males born after 12/31/59 must be registered with the Selective Service
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference
- Subject to satisfactory completion of one year probationary period.
- As a condition of employment, a background investigation may be required for this position.

HOW YOU WILL BE EVALUATED:

- Your application will be rated on the extent and quality of your experience, education and training relevant to the position. Your resume must support that you meet the specialized experience requirements described above and are proficient in the following skills or competencies below. *Please note you are not required to provide specific narrative responses to the skills and competencies described in this section.*
 - Ability to apply the methods, principles, and techniques used to formulate, present, control, and execute federal budgets.
 - Knowledge of computer technology & automated financial management systems.
 - Knowledge of administrative programs, policies, and procedures.
 - Leadership and supervisory skills.
 - Verbal, written, and interpersonal skills.
 - Skills reviewing cooperative agreements to ensure financial plans are adequate to cover costs and that they are computed correctly.

- Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used: Best Qualified, Well Qualified, and Qualified. Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.
- Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses.
- If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

BENEFITS:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule. For more information on potential benefits, go to: [Federal Employee Benefits](#)

OTHER INFORMATION:

- For information regarding CTAP eligibility for displaced Federal employees click: [Career Transition Assistance Programs](#)
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).
- For information on filing a complaint of discrimination, click: [Filing a Complaint](#)

HOW TO APPLY:

A complete on-line application will require the submission of the following:

- **Resume**
- **Responses to the vacancy specific questions**
- **Supporting Documentation which may be required (See links under Required Documents for more information)**

For instructions on using the on-line system click: [APPLYING ON-LINE](#)

For instructions on submitting documents click: [SUPPORTING DOCUMENTATION](#)

REQUIRED DOCUMENTS:

Click on the following links to see if the supporting documentation is applicable to you:

- [College Transcripts or List of Coursework - MUST be English \(Key Requirement and/or Education Substitution\)](#)
- [Foreign Degree Evaluation \(Key Requirement and/or Education Substitution\)](#)
- [DD-214 \(Member 4 Copy\) and other Veterans' documents \(Veterans Preference\)](#)
- [ICTAP/CTAP eligibility documentation \(Displaced Employees\)](#)

Critical Submission Requirements and Reminders

- Help in applying online is available Monday through Friday from 8 a.m. to 4:30 p.m. Central Time at the number listed in the Contact information section.
- All application materials and supplemental documentation will be accepted until midnight Eastern Time on the closing date.
- Application and supporting documentation will not be accepted via e-mail.
- Due to the high volume of applicants, we are unable to confirm receipt of supporting documentation. If faxing, you should retain confirmation of a successful fax transmission including the number of pages successfully transmitted as proof of submission.
- If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing a previous submission, you must fax and/or upload both the old document and the new document.
- Applicants who cannot apply on-line must request a hard copy application packet from the Agency Contact listed in the vacancy announcement. Resumes and/or supporting documentation alone will not be considered without the inclusion of a hard copy application packet.

AGENCY CONTACT INFO:

DO NOT EMAIL DOCUMENTS

Phone: 612-336-3366

Fax: 612-336-3560

Email: william.k.bryan@aphis.usda.gov

Agency Information:

Marketing & Regulatory Programs

100 N 6th Street, Butler Sq Bldg, 510C

Minneapolis, MN 55403

Fax: 612-336-3560

WHAT TO EXPECT NEXT:

You may check the status of your application on-line 24 hours a day through USAJOBS. Status updates will be available after 2-3 weeks. For instructions on checking your application status click :

[Checking My Application Status](#) No additional correspondence will be sent.