

POSITION DESCRIPTION

1. Position Number					2. Explanation (show any positions replaced)						
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other											
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field		5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)									
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required			10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk						
		8. Miscellaneous Functional Code: -- BUS: --		9. Full Performance Level Pay Plan: Grade:							
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST					13. Duty Station				
		14. Employing Office Location					15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				
		16. Cybersecurity Code #1: #2: -- #3: --					17. Competitive Area Code: Competitive Level Code:				
18. Classified/Graded by a. Department, Bureau, or Office b. Second Level Review		Official Title of Position			Pay Plan		Occupational Code	Grade	Initial	Date	
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19. Organizational Title of Position (if different from, or in addition to, official title)						20. Name of Employee (if vacant, specify)					
21. Department, Agency, or Establishment U.S. Department of the Interior						c. Third Subdivision					
a. Bureau/First Subdivision						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
Signature					Date		Signature			Date	
23. 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.					24. Position Classification Standards Used in Classifying/Grading Position						
Typed Name and Title of Official Taking Action											
Signature					Date						
25. Position Review		Initials	Date	Initials	Date						
a. Supervisor											
b. Classifier											
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.											
26. Remarks											

Classification: Financial Specialist, GS-501-11

Introduction:

The purpose of this position is to assist higher graded financial analysts, accountants and other bureau financial management employees in providing accounting and financial management services to the bureau.

Major Duties and Responsibilities:

Plans and conducts financial management studies that involve the analysis of interrelated administrative processes; e.g., budgetary, financial, procurement, and property management functions; recommending adaptation of established procedures to eliminate problems or improve the operations under study; •reviewing and evaluating financial systems for effectiveness of internal controls and integrity of the organization's financial information; analyzing processing flows, integration of external system interfaces, and internal subsystem modules; reviewing data in reports and financial statements and identifying abnormal trends and control weaknesses; •reviewing and analyzing financial reports generated by the system, identifying problems and discrepancies, and determining if adjustments or corrections are required; participating in the preparation of recurring financial management reports, statements, and supporting justifications by performing problem analysis, ensuring data integrity and consistency, preparing related financial documentation, and adapting financial management procedures to satisfy reporting requirements; and/or evaluating financial system software by preparing test scenarios for new releases, enhancements, and existing features of the software, and by conducting actual testing and documenting results.

Factor 1, Knowledge Required by the Position

Level 1-7 1250 points

Extensive knowledge of, and the ability to apply financial management concepts, principles, and techniques.

Extensive knowledge of financial management operations.

Knowledge and skill to apply new developments in financial management concepts and techniques to changing programs.

Ability to work in a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members.

Integral knowledge of the Department-wide financial system and reporting requirements of other agencies, e.g., GAO, OMB, and the Department of the Treasury sufficient to plan and conduct financial studies and write reports; conduct financial reviews, determine compliance with

generally accepted accounting and financial management principles and standards, and identify problems.

In-depth knowledge to identify problems and improve financial management efficiency and effectiveness and satisfy financial management reporting requirements and correct internal control weaknesses.

Factor 2, Supervisory Controls Level 2-4 450 points

The employee works under the supervision of a supervisor in the Bureau finance office, who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments; interprets regulations on his/her own initiative; applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems; resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and adherence to requirements. Proposals and recommendations are evaluated for reasonableness and utility within the accounting structure and program operation.

Factor 3, Guidelines Level 3-3 275 points

Guidelines include OMB, GAO, Treasury, FASAB, Interior, and bureau directives, circulars, and precedent-setting decisions. The employee independently selects, interprets, and applies the guides; modifies, adapts, and makes compromises to meet the requirements of the assignment; and exercises judgment in applying standard financial management practices to new situations, and in relating new work situations to precedent ones.

Factor 4, Complexity Level 4-4 225 Points

Work involves applying many different and unrelated processes and methods to a broad-range of activities in solving financial management problems in particularly difficult and responsible circumstances; advises financial managers and program managers on financial policy and procedures; recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere; and prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely. The employee must be adept at conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

Factor 5, Scope and Effect Level 5-3 150 points

Work may involve identifying financial management and accounting problems in the automated

system, on such things as inadequate maintenance of funds control, inaccurate records and reports, and/or improper methods of document control; reconciling automated accounting data; and/or analyzing internal controls. Work affects organizational compliance with regulatory requirement; and the availability of financial data.

Factor 6/7, Personal Contacts and Purpose of Contacts

Level 3b-110 points

Contacts are with officials of the Department and bureaus, the Department of Treasury, OMB, and private firms. Some contacts are not routine and depend on events which are sometimes not predictable. The contacts vary with respect to purpose. Ground rules for conducting the contacts likewise vary. The purposes of contacts are to plan, arrange, coordinate, or advise on work efforts, arrange for meetings to obtain information, and, as required, to obtain data to verify questionable items.

Factor 8, Physical Demands

Level 8-1 -5 points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

Factor 9, Work Environment

Level 9-1 5 points

Work is performed in an office setting with adequate light, heat, and ventilation.

TOTAL POINTS -2470

GRADE CONVERSION - GS -11 (2355-2750)