Job/Task Analysis Form

Position Title: **Financial Policy Specialist**

Series, Grade: **GS-0501-14**

Subject Matter Expert: _____

Human Resources Specialist: _____

Competency Category (KSA/Job Criteria)	**Importance**
Basic Qualifications (Knowledge)	3 = Extremely Important
Functional (Skills/Abilities)	2 = Very Important
Interpersonal (Abilities)	1 = Important

Question Type

MC – Multiple Choice MAMC – Multiple Answer Multiple Choice

LA – Long Answer SA – Short Answer

YN – Yes No AA – Applicant Assessment

Major Duties - PD	Task Statements (Question Responses)	Competency Category (KSA/Job Criteria)	Question Type	QuickHire Questions and Responses (New or Existing)	Importance Weight (0, 1, 2, 3)	Points for Task
Responsible for serving as a consultant to DOE Headquarters management on financial and budgetary polices, directives and procedures.	1. Advises Departmental management and DOE operating program officials on financial policies, principles and procedures to ensure consistent and appropriate application throughout the Department.	1. Knowledge of Federal budgetary law, Congressional legislation, Federal Regulation, financial management directives and policies, appropriate sections of the United States Code; OMB Circulars and Bulletins; GAO Policy and Procedures Manual for Guidance of Federal Agencies; Comptroller General decisions.	**Y/N**	1. **Do you have one year of specialized experience equivalent to at least the GS-13 level in interpreting and applying budgetary law, Congressional legislation, Federal Regulation, financial management directives and policies.**	**3**	**0 Screen Out**
Analyzes budgetary law, Congressional legislation and Federal Regulations to determine impact on Department program and policies.	2. Analyses proposed legislation and provides Department comments for the review and signature of senior DOE officials, including, when appropriate, the Secretary.	2. Ability to analyze, interpret, and apply complex legislation policy to a myriad of sensitive or critical financial management problems and offer advice and guidance to senior officials.	**MC**	**Select the statement below which best matches your level of experience as it relates to identifying and resolving a variety of complex financial and/or budget-related questions and problems:**	**3**	
Serves as Department subject	3. Advises Departmental	3. Ability to meet and				

matter expert on financial legal, regulatory, policy and procedural matters.	management and DOE operating program officials on financial policies, principles, and procedures to ensure consistent and appropriate application throughout the Department.	advise high level officials on complex financial management interpretations involving legislation or policy.	**Y/N**	**Do you have experience working collaboratively in a team setting with external customers and internal team members to accomplish duties and responsibilities?**	**3**	
	4. Uses a Mastery of financial management principles and regulations.	4. Ability to interpret and apply financial policies, procedures and regulatory material.	**Y/N**	**Have you participated in the development of budgetary guidance?**	**3**	
Represents the organization on financial and budgetary task and ad hoc groups.	5. Serves on Departmental task groups and other ad hoc groups in the review, analysis, development, and if needed, revision of budgetary and financial policies which have a major impact on the Department and its ability to carry out its legislative responsibilities.	5. Extensive oral and written communication skills in order to produce written financial reports, briefs, and issue papers, and to present the information to high level official within and outside the agency.	**MAMC**	**Please check all of the following that apply to your experience communicating orally and in writing regarding Budget/Financial matters.**	**3**	

Hiring Management monster

Welcome HR GUEST, Nov 2, 2009

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Maximum System Inactivity Time: 30 minutes

Data Admin Home | Question Selection | Vacancy Review | Certificate Review

Asterisk (*) indicates a required field.

* Announcement Number: HQ-09-PN-22-HC-229A GO

View Options

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- ◉ Announcement and Questions

Vacancy Announcement

Announcement Number:	HQ-09-PN-22-HC-229A
Vacancy Description:	Financial Policy Specialist, GS-501-14
Open Period:	2009-07-29 TO 2009-08-11
Series/Grade:	GS - 0501A - 14
Salary:	$98,033.00 - $127,442.00
Promotion Potential:	GS - 14
Hiring Agency:	DEPARTMENT OF ENERGY
Duty Locations:	1 vacancy(ies) in Washington DC Metro Area, DC
Contact Information:	Kimberly Porter, 202-586-1718 kimberly.porter@hq.doe.gov
Additional Information:	Who May Apply: All U.S. Citizens THIS POSITION IS IN A BARGAINING UNIT Relocation expenses will not be paid. Job Summary: The Department of Energy (DOE) is looking for a highly motivated, customer-oriented Financial Policy Specialist to join our team as a consultant to provide quality service to our clients. DOE's Headquarters is located in Washington, D.C. near L'Enfant Plaza and the Smithsonian Institution museums. There is a physical fitness facility, child care center, and cafeteria on site. The U.S. Department of Energy is an EQUAL OPPORTUNITY EMPLOYER. The position is located in the Office of _____. Key Requirements: * Must be a U.S. citizen * Occasional travel may be required * Males born after 12/31/59 must certify registration with the Selective. * Please visit Selective Service. Position Information:

Full Time
Permanent

Major Duties:
The selectee will use a Mastery of financial management principles and regulations. Advises Departmental management and DOE operating program officials on financial policies, principles, and procedures to ensure consistent and appropriate application throughout the Department. Serves on Departmental task groups and other ad hoc groups in the review, analysis, development, and if needed, revision of budgetary and financial policies which have a major impact on the Department and its ability to carry out its legislative responsibilities. Analyzes proposed legislation and provides Department comments for the review and signature of senior DOE officials, including, when appropriate, the Secretary.

Qualifications and Evaluations:

CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:
A Preliminary background check must be completed before a new employee can begin work. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check. If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement).

Online resumes of qualified candidates must describe at least one year of specialized experience in interpreting and applying budgetary law, Congressional legislation, Federal Regulation, financial management directives and policies, appropriate titles and sections of the United States Code; OMB Circulars and Bulletins; GAO Policy and Procedures Manual for Guidance of Federal Agencies; Comptroller General decisions; and other appropriate publications. Experience must demonstrate the ability to convey, both orally and in writing, complex financial management interpretations involving legislation or policy to all levels.

ADDITIONAL QUALIFICATION REQUIREMENTS:
You must possess one year of experience that includes:
1. Knowledge of Federal budgetary law, Congressional legislation, Federal Regulation, financial management directives and policies, appropriate sections of the United States Code; OMB Circulars and Bulletins; GAO Policy and Procedures Manual for Guidance of Federal Agencies; Comptroller General decisions.
2. Ability to analyze, interpret, and apply complex legislation policy to a myriad of sensitive or critical financial management problems and offer advice and guidance to senior officials.
3. Ability to meet and advise high level officials on complex financial management interpretations involving legislation or policy.
4. Ability to interpret and apply financial policies, procedures and regulatory material.
5. Extensive oral and written communication skills in order to produce written financial reports, briefs, and issue papers, and to present the information to high level official within and outside the agency.

How You Will Be Evaluated:
Your application will be rated based on the extent and quality of your experience, education, and training described in your online resume/questionnaire as related to the duties of this position. If your resume is incomplete, or does not support the responses in your online questionnaire you may be rated ineligible, not qualified, or

your score may be adjusted.

How to Apply:
1) Submit an online resume and respond to the job specific questions. Apply online at USAJobs.
2) If you are unable to apply online, call the Human Resources Specialist listed in the announcement between the hours of 8:00 a.m. to 3:00 p.m. EST.
3) Submit all required documents by 11 pm Eastern Standard Time (EST) on the closing date of the announcement in order to receive consideration.

Required Documents:
1. SUBMIT YOUR COMPLETED APPLICATION WHICH INCLUDES YOUR RESUME, YOUR RESPONSES TO ALL ONLINE ASSESSMENT QUESTIONS, and all required supplemental documents in order to be considered.
2. Veterans: If you are eligible for veteran's preference, you must indicate the type of preference you are claiming. All veterans MUST submit a DD-214, member 4 copy. If claiming 10-point preference you must also submit a SF-15 and any other proof that you are eligible for 10-point preference. If you are currently on active duty, you must submit an official statement of service from your command or other official documentation that proves your military service was performed under honorable conditions. You can find additional information on veteran's preference at
VET
GUIDE.
3. Education: You must submit a copy of your transcript(s), a separate course listing, or a course listing in the appropriate job-specific question showing the type of information that appears on transcript(s)such as course title, department, hours earned (semester or quarter), and grade.
4. If you have completed any part of your education outside of the U.S., you must submit the evaluation of your foreign education that has been prepared by an accredited organization. The National Association of Credential Evaluation Services (NACES), NACES, can provide a list of who can evaluate your foreign education. For additional information, visit
DEPARTMENT OF EDUCATION
5. If you believe that you are Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) eligible, please visit
ICTAP/CTAP
for additional information. To be considered well qualified, you must have a score of 85.
6. If you are eligible for any Special Appointing Authority, you must submit the documentation supporting your eligibility. For additional information, visit
DISABILITY
RESOURCES.
7. Legible documentation identified above must be faxed to 571-258-4052 by the closing date of this announcement using the required cover sheet. Our system will not recognize substitute cover sheets. Each document must be faxed separately as each sheet includes an identification number. You will receive an email from support@quickhire.com once your documents have been received. Please fax your supplemental documents per these instructions only.

What to Expect Next:
You may check your application status any time after the announcement closes. USAJOBS has added an alert setting to the system to drive status updates notification for applicants. We recommend that you update your USAJOBS profile to receive these

status updates via email after the announcement closes. We will continue to update your status on-line as changes are made.

Benefits:
The Department of Energy has broad range of benefits and work life programs that you may be eligible for depending on your type of appointment. For more information on benefits DOE has to offer please visit:
DOE
BENEFITS

Additional Information:

Job Specific Questions

Please indicate the grades for which you wish to be considered.

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Please indicate the locations for which you wish to be considered.

Washington DC Metro Area, DC

All Grades

1. **[56437]** Do you have one year of specialized experience equivalent to at least the GS-13 level in interpreting and applying budgetary law, Congressional legislation, Federal Regulation, financial management directives and policies.
   1. Yes
   2. No

2. **[15251]** Where on your resume is this experience shown (title and dates)?

3. **[11514]** Please check all of the following that apply to your experience with the budget process. I have:
   1. Advised program officials concerning obligations, expenditures, and availability of funds.
   2. Performed cost-benefit analysis in support of programmatic or budgetary initiatives.
   3. Used automated databases to prepare data summaries for inclusion in analytical budget reports, briefings or fact sheets.
   4. Provided information under deadlines and maintained attention to detail under pressure.
   5. I have not performed any of the listed duties.

4. **[11510]** Select the statement below which best matches your level of experience as it relates to identifying and resolving a variety of complex financial and/or budget-related questions and problems:
   1. I have experience analyzing a limited number of budget and program documents using standard analysis methods and this experience is clearly reflected in my resume.
   2. I have analyzed specialized programs when historical data and precedents are not readily available and analysis/ methodologies are not clear-cut or established, and this experience is clearly reflected in my resume.
   3. I have analyzed controversial program/polices that are similar in nature and this experience is clearly reflected in my resume.
   4. I have analysis experience other than the choices listed, and this experience is clearly reflected in my resume.
   5. My experience is not reflected in the choices above.

5. **[11511]** Select all of the budget related duties that you perform on a regular and recurring basis. I have:
   1. Conducted cost benefit analyses to show the benefit of specific programs.
   2. Analyzed budget requests.
   3. Researched legal and regulatory material relative to budget formulation, execution and Congressional actions.
   4. Analyzed spending plans.

5. Formulated, justified and prepared budget submissions for the Department, Office of Management and Budget (OMB) and Congress.
6. Related program requirements, work processes, and accomplishments to budgetary obligations and expenditures, reprogramming actions, and adjustments in budget plans.
7. Analyzed obligation of funds through review of financial and accounting reports.
8. Used analytical tools, such as forecasting and cost-benefit analysis.
9. I have not performed any of the listed duties.

6. **[11519]** Please select the following budget related tasks in which you consider yourself proficient:
1. Interpreting and applying budget regulations.
2. Tracking costs and assessing trends.
3. Advising Program officials concerning obligations, expenditures and availability of funds.
4. Utilizing automated databases to prepare data summaries for inclusion in analytical budget reports, briefings or fact sheets.
5. Preparing recurring reports on budget execution.
6. None of the above.

7. **[11530]** Do you have experience working collaboratively in a team setting with external customers and internal team members to accomplish duties and responsibilities?
1. Yes
2. No

8. **[13235]** If you answered yes to the previous question, where is this experience shown on your resume (dates and title of position)?

9. **[11528]** Please check all of the following that apply to your experience communicating orally and in writing regarding Budget/ Financial matters. I have:
1. Written budget/financial analyses or recommendations for managers, directors, or other superiors.
2. Given formal oral presentations regarding complicated budget/financial issues to superiors, co-workers and others.
3. Written formal reports or presentations describing impacts of budget/financial policies or regulations for use by Congress.
4. Been a member of a committee where you informally provided information to others regarding budget/financial strategies, such as in team meetings or via emails.
5. Explained complex budget/financial issues, methods, procedures, etc. in laymen?s terms so that non-financial people understood a situation.
6. Responded impromptu either orally or in writing (via email, for example) to complicated questions from managers, superiors, or others regarding conflicting budget/financial policy, law, or regulation issues.
7. Participated in verbal discussions, such as conferences or meetings, to justify, defend, negotiate, and/or settle matters that involve significant or controversial budget/financial issues.
8. Served as the organization?s spokesperson to top management officials concerning program and financial management or budget administration matters.
9. My experience is not reflected in the choices above.

10. **[13262]** Have you participated in the development of budgetary guidance
1. Yes
2. No

11. **[13236]** Where is this experience shown on your resume (dates and title of position)?