

# NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

<b>NGDE-HR-RP</b> <b>250 Airport Road</b> <b>New Castle, DE 19720-1502</b>	<b>ANNOUNCEMENT #</b>  <b>47-16</b>	<b>OPENING DATE:</b>  <b>8 Apr 16</b>	<b>CLOSING DATE:</b>  <b>29 Apr 16</b>
<b>WORKING LOCATION:</b> Wilmington Readiness Center Wilmington, DE	<b>SELECTION METHOD:</b>  PANEL	<b>SALARY RANGE(s):</b> \$63,323.00 - \$82,320.00 / PA	
<b>POSITION TITLE:</b> Budget Analyst (11519)	<b>PD NUMBER(s):</b> S8723065	<b>OCCUPATIONAL SERIES:</b> 0560	<b>PAY PLAN &amp; GRADE(s):</b> GS-11

## APPOINTMENT FACTORS

<p style="text-align: center;"><b><u>AREAS OF CONSIDERATION</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>AREA I</b> – Current Members and Employees of the Delaware National Guard.</li> </ul>	<p style="text-align: center;"><b><u>APPOINTMENT STATUS</u></b></p> <p style="text-align: center;">                     Managerial      Supervisory      <b>Neither</b>  <input type="checkbox"/>                      <input type="checkbox"/>                      <input checked="" type="checkbox"/> </p> <p style="text-align: center;"> <b>Army National Guard:</b> <input checked="" type="checkbox"/>    Air National Guard: <input type="checkbox"/>  <b>Permanent:</b> <input checked="" type="checkbox"/>    Indefinite: <input type="checkbox"/>    Temporary: <input type="checkbox"/> </p>
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## SELECTIVE PLACEMENT FACTORS

**EVALUATION METHOD:** All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

**QUALIFICATION REQUIREMENTS:** The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

**EQUAL OPPORTUNITY:** The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

**APPLICATION PROCEDURES:** All interested applicants for this position must submit a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: [usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil](mailto:usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil). Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

**REMARKS:** Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	<b>DISTRIBUTION:</b> 1 – Requesting Official                      1 – DENG Website 1– Union Official
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**BUDGET ANALYST (11519)**  
**S8723065, GS-0560-11**

**SUMMARY OF DUTIES AND RESPONSIBILITIES:** (A complete position description is on file in the HRO)

- Provides functional oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Complies with State of Delaware Budget Office preparation guidelines and report formats for organization's operating budget submission. Assists with the development of projected employment and overhead cost data based on pay schedules, inflation rates, historical data and projected trends. Participates in the monitoring of year-end closing to ensure proper and full utilization of available funds. Has approval authority for execution of funds in the absence of the State Comptroller. Researches, compiles and summarizes commitment and obligation data by line item information needed for formulation of the organization's budget estimates. Reviews the obligation of funds, checks for accuracy and validity consistent with the proper utilization of funds before funds certification. Selects and enters budgetary information on a wide variety of related forms, schedules and reports into commitment and obligation records and financial systems. Monitors tracks and reconciles obligations, expenditures, reimbursable orders, requests for allotments and other appropriated funds received to include certifying funds availability on obligation documents throughout the execution phase of the annual operating budget. Responsible for preparation of various reports which pertain to assigned programs and projects. Responsible for research and analysis of obligation documents in preparation, performance of joint reviews and Statement of Budgetary Resource. Resolves issues identified during joint reviews.
- Receives State of Delaware, Budget Office approved annual appropriation targets. Reviews Funding Authorizations Documents (FADS) from various organizations of the Delaware Air and Army National Guard, requiring use of state and federally reimbursed expenditures for materials, supplies, equipment and personnel for mission accomplishment. Determines the propriety and cost effectiveness of funding requests, and makes recommendations for the approval of funding of the FADS for final approval by the Delaware National Guard State Comptroller. Monitors and reviews obligations, expenditures, reimbursable orders, appropriation balances, etc. Identifies the need for reprogramming between appropriation accounts and prepares documents, including justification, to adjust appropriation targets, as needed. Prepares a variety of management reports which reflect the status of funds, expenses, and obligations.
- Provides technical budgetary advice and assistance to all organizations of the Delaware National Guard as requested. Serves as the primary point of contact for the budgeting, monitoring, and reconciliation of expenditures requiring Federal reimbursement to the State of Delaware, for all Delaware National Guard Master Cooperative Agreements. Solely responsible for fund receipt, accountability and reporting for the Bethany Beach Training Site Billeting funds. Responsible for execution of funds received for assigned activities. Verifies obligations and expenditures on a timely basis and maintains an awareness of the status of funds in order to anticipate problem areas; independently performs in-depth analysis of assigned programs, projects, or other execution responsibilities and report excess variations to appropriate managers. Makes recommendations for the transfer of funds or other reprogramming actions between line item accounts as required. Controls the unit's reimbursable funds program. Responsibilities include preparation and receipt of reimbursable orders and monitoring disbursements and earnings to close out remaining balances at fiscal yearend. Reconciles ledgers for assigned accounts with official accounting systems, and maintaining a stringent control of funds.
- Responsible for preparing and processing documentation which encompasses the full realm of payroll transactions. These normally affect pay, leave, entitlements, taxes, benefits, other deductions and master record information for all employees during the pay cycle. Computes pay changes that require making retroactive adjustments and tracing errors involving the correction of pay. Resolves pay problems, such as back pay claims, retroactive adjustments, and reconstruction of incomplete payroll records for employees. Handles employee complaints and resolves problems referred by lower level technicians. Audits pay accounts to reconcile balances.
- Serves as the senior technician in providing guidance and assistance to subordinate technicians in the office. Performs accounts examination and internal control monitoring for areas of responsibility. Regularly performs research and analysis of complex, unusual accounting technician functions for the review, trouble-shooting, and resolution of issues for all functions within the office. Independently develops guidelines and policies, as well as suggests recommendations for additional management controls for effective budget execution to the State Comptroller.

**QUALIFICATION REQUIREMENTS**

**GENERAL EXPERIENCE:** Experience in administrative, professional, technical, or other responsible work that utilizes knowledge of management principles and practices. Experience analyzing problems, drawing logical conclusions, and communicating effectively with others. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:** Thirty-Six (36) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

- a. Experience, education, or training involving complex knowledge and understanding of governing budgetary policies, precedent setting decisions, procedures and regulations.
- b. Experience in identifying, analyzing and resolving budgetary problems.
- c. Experience interpreting comptroller decisions and providing regulatory information.
- d. Experience in briefing senior level management on budget related issues.

**\*\* QUALITY OF EXPERIENCE\*\***

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

**OTHER REQUIREMENTS:** Must have or be able to obtain a Secret Security clearance for continued employment.

**\*\* The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. \*\***

**\*\* NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes WILL NOT BE CONSIDERED. \*\*