

# 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>73-16</b>	<b>OPENING DATE:</b>  <b>30 Jun 16</b>	<b>CLOSING DATE:</b>  <b>26 Jul 16</b>
<b>WORKING LOCATION:</b> State Comptroller's Office, Wilmington, DE	<b>SELECTION METHOD:</b>  PANEL	<b>SALARY RANGE(s):</b> GS-07: \$42,788.00 - \$55,625.00 / PA GS-06: \$38,504.00 - \$50,054.00 / PA	
<b>POSITION TITLE:</b>  Budget Technician (11540)	<b>PD NUMBER(s):</b>  S872345	<b>OCCUPATIONAL SERIES:</b>  0561	<b>PAY PLAN &amp; GRADE(s):</b>  GS-07/06

## 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> - All members/employees of the Delaware Army and Air National Guard.</li> <li>▪ <b>AREA II</b> - All other qualified applicants.</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> <b>Army National Guard:</b> <input checked="" type="checkbox"/>    <b>Air National Guard:</b> <input type="checkbox"/>  <b>Permanent:</b> <input checked="" type="checkbox"/>    <b>Indefinite:</b> <input type="checkbox"/>    <b>Temporary:</b> <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: [ng.de.dearng.list.staff-hro-rp](mailto:ng.de.dearng.list.staff-hro-rp).

**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 TECHNICIAN (11540)**  
**S872345, GS-0561-07/06**

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

- This position is located in the State Comptroller's Office, Delaware National Guard. The work of this position involves knowledge of the procedures which facilitate budgeting as conducted within the Delaware National Guard. Its purpose is to provide technical support for budget analysis and budget administration.
- Assists with the overall preparation of the Delaware National Guard budget each fiscal year. Reviews and consolidates budget estimates while taking into account various issues, conflicts, and problems within the budget preparation process. Performs data entry into the State's budget development information system as required. Queries reports as necessary.
- Reviews, validates, and inputs corresponding information into the First State Financial (FSF) management system for fund obligations related to expenditure vouchers, purchase orders, personal expenditure reports, and Intergovernmental Vouchers (IVs) received from serviced organizations for payment of construction, manufacturing, and delivery of goods to the Delaware National Guard. Obtains required missing information, signatures and supporting documentation for fiscal documents. Determines the correct appropriation and/or source of funding, and properly classifies expenditure requests. Ensures fund usage meets state and federal statutory and regulatory requirements. Researches fiscal issues arising from incorrect accounts, erroneous payments, late payments, and vendor application errors, and prepares expenditure correction documents to resolve such issues. Processes adjustment vouchers to correct final balances. Keeps a comprehensive system of records. Inputs new vendor data into FSF.
- Serves as the primary back-up Purchase Card Coordinator for State Credit card functions. Frequently interacts with a bank to review State Credit Card purchases made by Department employees. Effectively reconciles the monthly Purchase Card IV invoice.
- Handles Federal budget execution issues on a regular basis. Provides historic Energy and Water use data to the State Comptroller, and assists with making forecasts on subsequent fiscal year spending amounts. Regularly assists with the preparation and processing of bi-weekly State employee payroll. Serves as the Records Management Coordinator for the State Comptroller's Office and performs those duties in accordance with prescribed records disposition instructions.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS**

**GENERAL EXPERIENCE:** Experience, education or training in clerical or other work which demonstrates the ability to read, interpret and analyze data; to maintain logs; and to communicate verbally and in writing. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE (GS-07):** Twelve (12) 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. Knowledge of and skill in processing a wide range of budgetary transactions; extracting, compiling and verifying costs and workload; computing and adjusting account balances; preparing required budgetary forms and records.
- b. Knowledge of budgetary procedures and regulations to process requests for obligations, expenditures, and allotment of funds.
- c. Ability to interpret and apply regulations and directives to provide information orally and in writing as to the processing of budget accounts.
- d. Ability to plan, organize, and coordinate work.
- e. Use of the State of DE First State Financial (FSF) Management System.

**SPECIALIZED EXPERIENCE (GS-06):** Nine (9) months of specialized experience must include KSAs a. thru d. listed above: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

**STATEMENT OF DIFFERENCES**

Duties and responsibilities for the GS-06 level are as described in the basic position description for the GS-07 Level. The position has been established at the lower grade level for a temporary period of time to facilitate recruitment. The incumbent selected will perform the duties as described in the basic position description under closer supervision than originally intended. It is anticipated that as proficiency is gained, supervisory controls will gradually be lessened and full performance permitted. At such time, recognition will be given to the performance of assigned duties as envisioned in the basic position description.

**\*\* 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 a valid civilian driver's license (applicant must provide copy with application). 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. \*\*