

## Overview

- Agency: Washington Headquarters Services Financial Management Directorate
- Pay scale & grade: GS-11 to -14
- Salary: \$74,950 to \$164,102 per Year (depending upon location)
- Appointment type: Direct Hire
- Work schedule: Multiple Schedules
- Location: Pentagon or nearby office spaces in Alexandria, Virginia
- Telework eligible: Yes
- Relocation expenses reimbursed: No
- Open to: U.S. citizens

## Summary

This position is located within Financial Management Directorate (FMD), Washington Headquarters Services (WHS).

Selectees will serve as a BUDGET ANALYST.

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

## Duties

Incumbent typical work assignments vary according to the grade level and may include duties such as the following, depending upon the sub-organization:

### Budget Execution Division

- Formulation and integration of any of the following individual or combination of accounts: OSD, OCMO, WHS, PFPA, Civil Military Programs (CMP), US Court of Appeals for the Armed Forces (USCAAF), Defense Legal Services Agency (DLSA), and other DoD field activities
- Prepares, develops, and submits all budgetary exhibits and electronic information consistent with the Financial Management Regulation (FMR), OMB guidance, OUSD(C) guidance and other policies/guidance for the Program Budget Memorandum (POM), Budget Estimate Submission (BES) and President's Budget (PB) submission.
- Develops and presents budget briefs to leadership and higher headquarters as required.

- Serves as advisor to senior leadership on controversial and highly complex matters such as the interpretation, application and impact of fiscal laws, directives, policies, and procedures for all aspects of the budget phase to include the POM, BES and the PB.
- Analyzes and coordinates Resource Management Decisions (RMDs)/Program Decision Memorandum (PDM) to ensure that all programmatic and resource impacts are identified; Coordinates, reviews and submits reclaims as appropriate.
- Develops and implements internal procedures and policies that cover the financial management of the budget formulation process.
- Resolves major operating problems, including those problems that are not subject to traditional methods and approaches.
- Conducts extensive research and makes recommendations that may impact the structure, effectiveness, and efficiency of mission-oriented programs/operations.

#### Funds Control and Centrally Managed Accounts Division

- Serves as Team Leader, responsible for advising senior level management and manages complex, controversial, and highly complex resource management programs
- Plans, organizes, and coordinates the activities of the Funds Control and Centrally Managed Accounts Team, ensuring assigned areas complies with legal and regulatory requirements and meets customer needs.
- Develops goals and objectives integrating organization and the Funds Control and Resource Management Division objectives.
- Performs budget formulation procedures/processes involving independent assessments and preparation of complex detailed analyses, budget estimates, special reports and other documentation for a major segment of the WHS/OSD budget
- Utilizes expertise to assemble prior, current, and future year budget/program data then formulates, analyzes, modifies, and interprets funding requirements to ensure consistency with policies, regulations, and directives of WHS, Office of the Secretary of Defense (OSD), OMB, and the Congress.

#### Funds Control / Resource Management Directorate

- Serves as a budget analyst with responsibility for the integration of all WHS revolving fund activities.
- Renders technical assistance to functional managers and advice/assistance to senior managers/staff in the OSD, the DA&M, the PFFA, the RRMC, and the WHS on extension/withdrawals of revolving funds, cash management issues/problems, and financial reporting.
- Formulates and executes budgetary resources for various WHS revolving fund resource projects.
- Performs revolving fund performance and other budgetary studies, audits, surveys, statistical analyses, and computer models.
- Performs in-depth analysis of the budgetary and financial aspects of agencies' on-going operations.

## Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain a Secret security clearance
- This position may be eligible for 100% Remote Work. Salary will be adjusted after selection is made and will be based on the employee's residence and work location

## Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

Basic Requirement:

In accordance with Department of Defense (DoD) Instruction 1300.26, "Operation of the DoD Financial Management Certification Program (DFMCP)," this position requires a Certification under the DoD Financial Management (FM) Certification Program. If the incumbent is not already assigned this certification at this level, the incumbent of this position must obtain a certification within two (2) years of entry on duty into this FM position. Once certified, the incumbent must meet the continuing education training requirement as outlined in DoDI 1300.26. FM workforce members may also present and maintain one of the following five professional certifications to meet any of the three DFMCP certification levels: (1) Certified Defense Financial Manager (CDFM) (Continuing education required: 80 hours every 2 years); (2) Certified Government Financial Manager (CGFM) Continuing education required: 80 hours every 2 years; (3) Certified Information Systems Auditor (CISA) Continuing education required: 120 hours every 3 years; (4) Certified Management Accountant (CMA) Continuing education required: 30 hours every year; (5) Certified Public Accountant (CPA) Continuing education required: 120 hours every 3 years. To satisfy the DFMCP certification requirement using one of the five professional certifications listed above, FM workforce members must be in an active and current status.

Grade Level Requirement:

You may qualify at the GS-11 level, if you fulfill the following qualification requirement:

One year of specialized experience in the same or similar work equivalent to at least the next lower grade level (GS-09) requiring application of the knowledge, skills, and abilities of the position being filled. Candidates for this position must clearly demonstrate in their resume that they possess specialized experience in: Applying reasoning and analytical skills to identify and analyze financial management problems as well as the development of solutions to resolve those problems.

OR

Have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree in relevant areas of study (e.g. Accounting, Business, etc.).

OR

Have some specialized or general experience as described in A but less than one year, and have more than two years but less than three years of graduate education as described in B. Compute the percentage of the requirements met. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-12 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-11 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to 1) providing guidance regarding financial, budgeting, and accounting procedures AND 2) performing administrative and analytical duties related to budget execution and disbursement.

You may qualify at the GS-13 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-12 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability to provide technical expertise to management on Financial Management policies and Financial programs in conjunction with a large multi-year, multi-billion dollar acquisition program.

You may qualify at the GS-14 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-13 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your expert knowledge of Financial Management concepts, policies, practices, procedures, and processes necessary to provide effective program management and recommend resolutions to broad and difficult technical and financial-related policy problems.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and

experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”:** Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/0500/gso500pa.pdf> can provide general descriptions of duties associated with various grade levels.

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

## **Education**

You must provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

## **How You Will Be Evaluated**

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

## **REQUIRED DOCUMENTS**

**YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST** upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

## How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, ALL COMBINED INTO A SINGLE PDF DOCUMENT (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (October 4, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact [james.w.dillon6.civ@mail.mil](mailto:james.w.dillon6.civ@mail.mil). Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.