

## Job Announcement Number

NE-11794483-TR-23-008

# Overview

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| <b>Job Title</b><br>BUDGET ANALYST                          | <b>Department</b><br>Department of the Army  |
| <b>Agency</b><br>Army National Guard Units                  | <b>Hiring Organization</b><br>N/A  |
| <b>Open &amp; Closing Dates</b><br>01/11/2023 to 01/30/2023 | <b>Application Count</b><br>N/A  |
| <b>Salary</b><br>\$57,118.00 to \$89,835.00 Per Year        | <b>Pay Scale &amp; Grade</b><br>GS-9-11  |
| <b>Locations</b><br>Lincoln, Nebraska                       | <b>Remote Job</b><br>No  |
| <b>Telework Eligible</b><br>No                              | <b>Travel Required</b><br>Occasional travel - You may be expected to travel for this position. |
| <b>Relocation Expenses Reimbursed</b><br>No                 | <b>Appointment Type</b><br>Permanent   |
| <b>Work Schedule</b><br>Full-time                           | <b>Service</b><br>Excepted   |
| <b>Promotion Potential</b><br>11                            | <b>Job Family (Series)</b><br>0560 - Budget Analysis   |
| <b>Supervisory Status</b><br>No                             | <b>Security Clearance</b><br>Secret  |
| <b>Drug Test</b><br>No                                      | <b>Position Sensitivity And Risk</b><br>None   |
| <b>Trust Determination Process</b><br>None                  |  |

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# Summary

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## Summary

This National Guard position is for a BUDGET ANALYST, Position Description Number **T5153000** and is part of G3, Nebraska Army National Guard.

View full PD

[https://acpol2.army.mil/fasclass/search\\_fs/search\\_fs\\_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbaKbkqdTf2qCRtyUbYaamaNTgA%3D%3D](https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbaKbkqdTf2qCRtyUbYaamaNTgA%3D%3D)

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# Learn More About This Agency

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## Marketing Message

The National Guard is the oldest component of the Armed Forces of the US. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our NG team and serve your nation, your states and your community!

## Marketing Link

<https://ne.ng.mil/Pages/Home.aspx>

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# This Job Is Open To

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## Hiring Paths

Internal to an agency - appears on USAJOBS

## Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO: Current Nebraska Military Department Title 5 Employees ONLY

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# Videos

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## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## Duties

As a BUDGET ANALYST, GS-0560-9/11, duties include

1. Provides management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Reviews and interprets higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs. Prepares budget requests consistent with guidance issued by NGB. Advises Program Managers (PMs) on the appropriate use of discretionary funds consistent with fiscal law. (30%)
2. Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Produces monthly reports and summary reports on annual funding programs and allotment for these accounts to PMs, senior management, the Chief of Staff, the Adjutant General (AG) and NGB. Responsible for the budgetary planning and programming timetables for new and modified programs, deployments, and mobilizations for the state ARNG. Develops processes and guidance in unique situations without specific guidance. (20%)
3. Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests. (20%)
4. Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Prepares requests to NGB for budget activity transfers directed by the AG and the PBAC. Trains ARNG personnel in budget and financial management principles, techniques, responsibilities, distribution, and accounting for federal funds. Upon mobilization, makes recommendations on obtaining resources; and computes budget requirements. (10%)
5. Provides technical budgetary advice and assistance to federal and state agencies as requested. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Serves as the budgetary primary point of contact for issues relating to the Master Cooperative Agreements. (10%)
6. Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority. (10%)

Performs other duties as assigned

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# Requirements

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## Conditions Of Employment

- Males born after 31 December 1959 must be registered for Selective Service.
- Obtain/maintain the level of security clearance/background check required
- May be required to successfully complete a probationary period.
- Direct Deposit is mandatory

## Qualifications

**Security Clearance/Background Check requirements:** In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

**Nebraska National Guard Information Security Specialist - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319**

**GENERAL EXPERIENCE:** All on-board Title 5 Excepted Service employees assigned to Series GS-0560 positions, must be certified at the next

higher grade-level before considered as eligible for merit promotions to that level; and, must have a minimum of one year on-the-job experience in the grade immediately below the next higher level. However, a new hire applicant must have competent experiences that are commensurate/ equivalent to the budget analysis program business with demonstrated understandings of the program's principles and concepts defined by the NG Title 5 Excepted Service Series GS-0560 position descriptions.

### **SPECIALIZED EXPERIENCE:**

**GS-9:** To qualify as a minimal entry level for the GS-0560-09 position, the candidate must be eligible for entry into the position's financial management certification career program based before final approval and appointment is processed. The candidate must have at least three months of basic finance budget training or competencies that provided knowledge of financial principles and procedures. The candidate must have some understanding of the basic principles and concepts of the National Guard financial budget business program requirements. The highly qualified candidate must have at least 12 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have a good understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrate the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0560-09 position, dependent on the position's certification level the employee must complete the higher financial management certification within 24 months of appointment to the position.

**GS-11:** To qualify for the GS-0560-11 position, the candidate must be eligible for entry into the position's financial management certification career program based on the position's GS-grade before final approval and appointment is processed. A candidate must have at least 24 months of finance budget experiences and competencies that provided knowledge of financial NG principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrate the competencies to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0560-11 position and dependent on the position's certification level, the employee must complete the higher financial management certification within 24 months of appointment to the position.

**QUALITY OF EXPERIENCE** Qualification factors include education, experiences, and competencies in the Title 5 Excepted Service Financial Administration and Program Series GS-0560. An applicant's competencies are evaluated on the basis of specialized experiences earned through private and public sector agencies.

The applicant's resume package may include military service experiences and/or civilian experiences; military and/or civilian performance reports; training certificates; and, official college transcripts. The resume must clearly demonstrate possession of the competencies needed to fully perform the Series GS-0560 work, as defined in the applicable position description's specified grade, certification, duties, and responsibilities.

### **Education**

**Substitution of Education for Specialized Experience.** To qualify for the National Guard GS-0560 Title 5 Excepted Service positions, on the basis of completed undergraduate or graduate education, the awarded college degree should be in one of -or- be a combination of the following disciplines: Accounting, business, finance, economics, math, statistics, industrial management, marketing, quantitative methods, or organizational management

**AS A GENERAL RULE, ONE QUARTER COLLEGE CREDIT HOUR EQUALS .67 SEMESTER COLLEGE CREDIT HOUR.** For example, to compute the number of semester hours an applicant earned, after he/she successfully completed 36 quarter credits in accounting discipline courses by:

1. Use the data point of .67 to compute Quarter Hours into Semester Hours:

$36 \text{ Quarter Hours} \times .67 \text{ Semester Hour} = 24 \text{ Semester Hours}$ .

**OR**

2. May compute the number of semester hours an applicant has earned, after he/she successfully completed 36 quarter credits in accounting discipline courses:

$36 \text{ Quarter Hours} / 1.5 = 24 \text{ Semester Hours}$ .

**Hint:** Whether you are converting Semester Hours into Quarter Hours; or, Quarter Hours into Semester Hours, the applicable computation data points are correct.

### **Additional Information**

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

### **CONDITIONS OF EMPLOYMENT & NOTES:**

1. Certification Level 2: THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code,

section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.

2. Must be able to obtain and maintain the appropriate security clearance of the position.

3. May occasionally be required to work other than normal duty hours; overtime may be required.

4. Incumbent will be required to complete training in fiscal disciplines; Fiscal Law, Resource Management Information Course (RMIC), Contracting Officer Representative (COR), Automated Fund Control Order System (AFCOS).

### Benefits Link

<https://www.abc.army.mil/>

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## How You Will Be Evaluated

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### How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Budget Execution, Budget Formulation, Justification, and Presentation, Concepts, Policies, and Principles of Budget, and Customer Service

**NUMERIC CATEGORY:** Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package.

**Numeric category ratings are:**  
**Highly-Qualified: 90-100 points.** To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

**Well-Qualified: 80-89 points.** To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

**Qualified: 70-79 points.** To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

**Veterans' Preference:** Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

Read more on Veterans' Preference at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11794483>.

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## Required Documents

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### Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214 (Required for Veterans' Preference)
- Other
- Other Veterans Document
- SF-50
- Transcript

# How To Apply

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## How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

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

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

## Agency Contact Information

### Questions About This job

Daniel Phelps  
Phone: 402-309-8184  
Email: [daniel.r.phelps14.civ@army.mil](mailto:daniel.r.phelps14.civ@army.mil)

### Agency Information

NE G3  
2433 NW 24th Street  
Lincoln, NE 68524

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. 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 another notification regarding the status of your application.

### Applicants will be referred in the following order:

1. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles

INDIVIDUAL SELECTED AS A **GS-9** MAY BE PROMOTED TO **GS-11** UPON COMPLETION OF THE FOLLOWING: (1) **12 MONTHS** OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP); AND (3) COMPLETION OF A CLASSIFICATION REVIEW. INDIVIDUAL MAY BE PROMOTED WITHOUT FURTHER COMPETITION WHEN QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL; HOWEVER PROMOTION IS NOT GUARANTEED. APPLICANTS MUST INDICATE ON THEIR APPLICATION THE LOWEST GRADE FOR WHICH THEY WISH TO BE CONSIDERED.

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## Release URL

### Release URL

N/A