

***** APPLY ONLINE ONLY AT USAJOBS.OPM.GOV*****

Job Title: BUDGET ANALYST (TCF CAREER INTERN)

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Job Announcement Number: VG-10-PRH-360029

Salary Range: \$33,013.00 - \$53,166.00 /year

Series & Grade: GS-0560-05/07

Promotion Potential: 11

Open Period: Wednesday, June 23, 2010 to Tuesday, June 29, 2010

Position Information: Full Time Career/Career Conditional

Duty Locations: 01 vacancies - Portland, OR

Who May Be Considered: United States Citizens

Job Summary:

Vacancy Identification Number (VIN): VG360029 (Include on all documents)

Be a member of a team providing compassionate healthcare to veterans.

The **Department of Veterans Affairs** is an employer of choice as a center of excellence in patient care, education and research. We value trust, respect, commitment, compassion, and excellence; we value you. For more information on the Department of Veterans Affairs, go to <http://www.va.gov>.

NOTE: In order to view and/or print the entire announcement, click on "Print Preview" on the right side of this screen; then "Print". Otherwise, you may miss important instructions on how to apply for this position.

APPLICANT CHECKLIST: Please use this checklist to ensure compliance with all application requirements. *We recommend that you print a copy of this checklist for reference while completing your application package.* Detailed instructions of the application process are included after the checklist. Be sure to read and follow the instructions carefully.

_____ Responses to the Assessment Questionnaire. (see Step 1)

_____ Resume (see Step 2 for the information you should include on your resume) or [Optional Application for Federal Employment \(OF-612\)](#).

_____ If you are **faxing** your documentation with OPM Form 1203FX answer sheet, place Form 1203FX on top of other documents and **do not use a cover sheet**. If you are not using OPM Form 1203FX, the [United States Government Application Cover Page](#) **must** be used in order to link your documents with your on-line questionnaire. Failure to provide this cover page - or the use of a different cover page - will prohibit your documentation from being processed. (see Step 3 under "How to Apply" for url)

_____ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. (see Step 3)

_____ Veterans must provide a *legible* copy of DD-214(s) showing all dates of service as well as character of service (honorable, general, etc.). Note: More than one DD-214 may be needed to show all dates of service. (see Step 3) Your veterans preference will be based on the documents you submit.

_____ Disabled veterans and other veterans eligible for 10-point preference must also submit an [SF-15](#) (version August 2008) with required proof as stated on the form. (see Step 3) Your veterans preference will be based on the documents you submit.

_____ An OF-306, Declaration for Federal Employment (version dated January 2001 or later) must be submitted prior to appointment. You may include this form as part of your application documents. It is available at http://www.vacareers.va.gov/l2_Jobs_Forms.cfm .

Key Requirements:

- Please refer to the "Requirements" section of this vacancy announcement.
- This announcement may be used to fill one or more vacancies.

Major Duties:

DUTY LOCATION: VA Medical Center, Portland, OR.

WORK SCHEDULE: M-F 8:00am - 4:30PM

The Budget Analyst, GS-560-5/7 position is full-time and is being filled under the Federal Career Intern Program (FCIP) "Excepted service" appointing authority. FCIP appointments are designed with a 2-year internship, during which time you'll be learning the job and the organization, attending formal training programs and developing your skills. Through a combination of various work and training activities and satisfactory performance and conduct, your appointment may be made permanent in the competitive service at the end of the 2-year internship. Such placement is neither guaranteed nor an entitlement.

This position involves a **multi-grade career ladder**. The major duties listed below

represent the full performance level of GS-11. At the GS-5/7 grade level, the incumbent performs assignments of a more limited scope and with less independence. The incumbent will progressively acquire the background necessary to perform at the full performance level of GS-11. Promotion is at the discretion of the supervisor and is contingent upon satisfactory performance, availability of higher level work, and availability of funds. Promotion is not guaranteed and no promise of promotion is implied.

This position is organizationally assigned to the VHA Office of Finance in VA Central Office, but will be located at a pre-approved VHA medical center, which operates as the intern training. The position is a budget analyst trainee position.

- The incumbent establishes budget policy and provides instruction to management official during budget calls and other budget formulation processes.
- She/he performs budget presentation duties and prepares justifications for estimates to be used in the presentation of the budget.
- She/he analyzes and evaluates the effects of program plans and budget issues.
- She/he provides advice on the control of financial resources and interprets reports and other financial data for program review and analysis.
- The employee performs other related duties as assigned.

*****RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED*****

Qualifications:

For GS-5:

Four 4-year course of study leading to a bachelor's degree or a bachelor's degree. **NOTE: A transcript or course listing must be submitted if you are basing all or part of your qualifications on education.** See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

OR

Education beyond the bachelor's degree, e.g., graduate study, master's degree, PhD. **NOTE: A transcript or course listing must be submitted if you are basing all or part of your qualifications on education.** See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

OR

Three years of experience (e.g., budget, accounting, and fiscal) that required analytical ability to apply a general knowledge of financial and management principles and practices to organizations, and that required written products and one of the three years of experience is equivalent to the next lower level in federal service. **NOTE:** A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

OR

A least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements. **NOTE:** A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

OR

A combination of education and experience listed under the GS-5 requirements. **NOTE:** To calculate **the combination of education and experience**, determine the amount of experience you have as a percentage of the experience required for the grade level. Then determine the amount of education you have as a percentage of the education required for the grade level. Only education in excess of the amount required for the next lower grade level is qualifying. Add the two percentages; the total percentage must equal at least 100% to qualify for the grade level.

For the GS-7:

A bachelor's degree and superior academic achievement S.A.A. (S.A.A. is based on (1) class

standing, (2) grade-point average, or (3) honor society membership. 1. Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses. 2. Grade-point average (G.P.A.)--Applicants must have a grade-point average of: 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum. Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. 3. Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed below. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991). Agencies considering eligibility based on any society not included in the following list must ensure that the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision. **NOTE: A transcript or course listing must be submitted if you are basing all or part of your qualifications on education.** See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

OR

One full year of graduate level study, or a master's or higher degree, e.g., Ph.D., etc., in a field that provided the knowledge, skills, and abilities to do the work of the position. One year of full-time graduate education is considered to be the number of credit hours that the school amended has determined to represent 1 year of full-time study or 18 semester hours should be considered as satisfying the year of full-time study requirement. **NOTE: A transcript or course listing must be submitted if you are basing all or part of your qualifications on education.** See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

OR

At least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements; performing budget presentation duties; preparing justifications for estimates to be used in the presentation of the budget; presenting budget estimates and justifications to top management officials; putting presentation materials in a format

consistent with existing legislative and regulatory guidance. **NOTE:** A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

OR

A combination of experience and education-less than the full amount of graduate education described above and less than the amount of experience as described above. **NOTE:** To calculate **the combination of education and experience**, determine the amount of experience you have as a percentage of the experience required for the grade level. Then determine the amount of education you have as a percentage of the education required for the grade level. Only education in excess of the amount required for the next lower grade level is qualifying. Add the two percentages; the total percentage must equal at least 100% to qualify for the grade level

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications> .

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: www.ed.gov/admins/finaid/accred/index.html . All education claimed by applicants will be verified by the appointing agency accordingly.

Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

REQUIREMENTS (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment):

- Applicants must meet any physical, language, license or degree requirements.
- Applicants must be citizens of the United States.
- Applicants tentatively selected for certain designated positions may be subject to a random drug screening for illegal drug use. Applicants who refuse to be tested will be denied employment.
- New Appointees may be subject to a probationary period.
- New Appointees will be subject to a background investigation to determine suitability.

- An OF-306, Declaration for Federal Employment (version dated January 2001), **must be submitted prior to appointment.** This form is available at www.opm.gov/forms/pdf_fill/of0306.pdf.

How You Will Be Evaluated:

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may affect your evaluation. When answering the questionnaire, remember that your experience and education are subject to verification by investigation. You may be asked to provide specific examples or documentation of experience or education as proof to support your answers, or you may be required to verify a response by a practical demonstration of your claimed ability to perform a task.

Benefits:

The Department of Veterans Affairs offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help you balance life with the VA to life outside of work. For additional information about the many benefits of a career with the VA, please visit our "**Benefits at a Glance**" webpage at http://www.va.gov/jobs/job_benefits/benefits.asp .

Other Information:

Area of Consideration: All citizens of the United States of America. Applications received under this announcement will be rated under competitive procedures in accordance with Office of Personnel Management examining regulations. [The Human Resources (HR) Office for the facility with this vacancy may be accepting applications separately under one or more special employment authorities, such as: Veterans Recruitment Appointment (VRA); Veterans Employment Opportunity Act (VEOA); hiring compensably disabled veterans with ratings of 30% or greater; hiring persons with disabilities; or reinstatement to, or transfer within, the Federal government. If so, you may find a separate announcement covering one or more of these special authorities on <http://www.usajobs.opm.gov>. You may also contact the facility's HR Office directly to inquire if applications are being accepted under any of the special authorities for which you are eligible.]

For a fact sheet explaining how Federal jobs are filled, click on <http://www.usajobs.opm.gov/EI55.asp>.

Priority Consideration: Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a

copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Filling additional vacancies: If additional vacancies for this position occur within 90 days, this announcement may be used without reannouncement.

Creditable Service for Annual Leave Accrual for Newly-Appointed Employees with Prior Non-Federal Experience or Active Duty Uniformed Military Service: Selected applicants may qualify for credit towards annual leave accrual based on prior work experience or military service experience. Such credit must be requested and approved prior to the appointment date. *Please note that the receipt of this benefit is at the discretion of the hiring facility and is **not** guaranteed.*

How To Apply:

PLEASE NOTE:

- It is *your responsibility* to insure that all application materials are **RECEIVED** by 11:59 p.m. Eastern Standard Time on the closing date of the announcement (Tuesday, June 29, 2010) in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
- You must submit a complete application package. Failure to provide complete information may result in your not receiving consideration for this position.
- You must submit your assessment questionnaire online (through Application Manager) **or** on [OPM Form 1203-FX](#) (and faxed). **Do not send printouts of your Application Manager Questionnaire Answers.** If you fax your application and/or documentation, please keep a copy of your fax transmittal receipt for future verification, if necessary.
- If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify that your uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scann. You can then verify that your uploaded documents are attached to your application by checking the "**Details**" tab of your Application Manager account (<https://applicationmanager.gov>) for this vacancy announcement. Your documents will display under the "**Details**" tab in the Document area.
- You will not be contacted for additional information. **DO NOT** contact our offices for verification of receipt or status reports - we do not provide this information.
- Your application materials will not be returned. Do not submit original documents that you may need in the future.
- Your application must be completed on-line or faxed. **This office does not accept applications by electronic mail (e-mail), regular mail, or in person.**

Applying for this position is as easy as 1, 2, 3...

Just by following three steps, you will submit a complete application package and receive consideration for this position. Be sure to follow the steps carefully and complete all three. Each step is described in detail below.

1. Your responses to the **Assessment Questionnaire**, (which may be completed electronically or on the [OPM Form 1203FX](#) and faxed),
2. Your **resume** or **OF-612** (which may be completed electronically, uploaded, or faxed), and
3. **Other documents** specified in this job announcement (which may be uploaded or faxed).

Use *Application Manager* for convenience and quickest processing. Track your progress to a Complete Application Package using *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by 11:59 p.m. EST on Tuesday, June 29, 2010.

STEP 1:

Complete and submit the **Assessment Questionnaire**. The questionnaire **must** be completed and submitted in order to receive consideration for this position.

PLEASE NOTE: We highly encourage you to complete the Assessment Questionnaire online as it is the most efficient way to process your responses. Using paper application forms may delay the processing of your application. If you are unable to complete the Assessment Questionnaire online, go to STEP 3 of this announcement and refer to the alternatives described under "**Alternative Methods for Completing the Application Package**"

You must provide responses to all required questions. Be sure to double check your application before submission and click on "**SUBMIT**" when it is complete. Your application is not transmitted to us until **you submit it**.

To complete your Assessment Questionnaire online, click the following link:

[Online Questionnaire](#)

or enter <https://ApplicationManager.gov> You can save your work and come back later. To return to Application Manager at any time by simply going back to this web address.

The Assessment Questionnaire must be completed and submitted by 11:59 p.m. EST on Tuesday, June 29, 2010.

ASSESSMENT QUESTIONNAIRE

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

Vacancy Identification Number

VG360029

1. Title of Job

BUDGET ANALYST (TCF CAREER INTERN)

2. Biographic Data

3. E-Mail Address

Please enter your e-mail address in the space provided. If you do not provide an e-mail address you may not receive a notice of your results.

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

If you are applying by the OPM Form 1203-FX, leave this section blank.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

Enter the lowest grade (05) you will accept for this position.

05

07

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

The specialty code(s) for this position is (are):
001 Budget Analyst

21. Geographic Availability

The location code(s) for this position is (are):

1371 Portland, OR

22. Transition Assistance Plan

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

The United States District Court for the District of Columbia, in a decree approved in a lawsuit entitled Luevano v. Lachance, Civil Action no. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain

Federal occupations. The position for which you are applying is in one of those occupations. The collection of this information is authorized for use by the Office of Personnel Management only for the purposes of complying with the requirements of the Luevano v. Lachance Decree. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit, and will not be shared with employing agencies. You are requested to complete the following, however, submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

The categories (**items 1-6**) below provide descriptions of race and national origins. Select the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. Please select only one by shading in the circle next to the number corresponding to the category.

PRIMARY GEOGRAPHIC ZONE

Select the Zone (**items 7-15**) which includes your **first** choice for location of employment. This designation is for statistical use only and will not affect your actual consideration for employment. Your geographic area of consideration will be determined by your entries in Section 21, GEOGRAPHIC AVAILABILITY. Please select only one or darken the appropriate circle next to the number corresponding to your selection.

01 American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.

02 Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

03 Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

04 Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

05 White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

06 A person not included in another category.

07 ATLANTA ZONE includes Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia

08 CHICAGO ZONE includes Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin

09 DALLAS ZONE includes Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming

10 PHILADELPHIA ZONE includes Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont

11 SAN FRANCISCO ZONE includes California, Idaho, Nevada, Oregon, and Washington

12 ALASKA ZONE includes the State of Alaska

13 CARIBBEAN ZONE includes Puerto Rico and the Virgin Islands

14 HAWAII ZONE includes the State of Hawaii and Pacific overseas area

15 WASHINGTON, DC ZONE - Washington, DC metro area (Charles, Montgomery, and Prince George Counties in MD, Arlington, Fairfax, Prince William, King George, Stafford, and Loudoun Counties and Falls Church, Alexandria, and Fairfax cities in VA) and Atlantic overseas area (African, European, Middle Eastern, Central and South American countries)

25. Occupational/Assessment Questions:

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Record your answers in Section 25.

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Budget Analysis work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have completed a 4-year course of study leading to a bachelor's degree or I possess a bachelor's degree.

B. I have completed education beyond the bachelor's degree, e.g., graduate study, master's degree, Ph.D.

C. I have at least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements.

D. My work primarily involved maintaining files, routing telephone calls, and tracking leave and attendance.

E. I have three years of experience (e.g., budget, accounting, and fiscal) that required analytical ability to apply a general knowledge of financial and management principles and practices to organizations, and that required written products and one of the three years of experience is equivalent to the next lower level in federal service. A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

F. I have at least 3 years of post-high school education as described in "A" above and at least 3 months of experience as described in "C".

G. I have less than 4 years of post-high school education or a bachelor's degree and less than the experience described in "E," but I have a combination of education and the type of experience described in "E."

H. My education and/or experience is not reflected in any of the above statements.

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Budget Analysis work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have a bachelor's degree and superior academic achievement S.A.A. (S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership. 1. Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses. 2. Grade-point average (G.P.A.)--Applicants must have a grade-point average of: 3.0 or higher out of a possible 4.0

("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum. Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. 3. Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed below. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991). Agencies considering eligibility based on any society not included in the following list must ensure that the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision. A transcript or course listing must be submitted if you are basing all or part of your qualifications on education. See Step 3 under "How to Apply" for a description of a course listing. Applications submitted without this information may not be considered.

B. I have one full year of graduate level study, or possess a master's or higher degree, e.g., Ph.D., etc., in a field that provided the knowledge, skills, and abilities to do the work of the position.

C. I have at least one year of work experience that involved formulating budget estimates and comparing projected costs for selected line items with prior year expenditures; or checking and monitoring the rate and amount of obligations and expenditures for assigned line items and work units; or consolidating budgetary data from forms or worksheets and entering data in proper format on similar budget schedules; or researching legal and regulatory material to obtain factual information and/or interpretations for use by others; or explaining and summarizing the reasons for changes in funding needs or expenditures for specific line items and conveying information to managers; or screening and making recommendations on budget execution documents on the basis of availability of funds and compliance with regulatory requirements.

D. I have one year of experience in performing basic clerical work.

E. I have less than the full amount of graduate education described in "B" and less than the amount of experience as described in "C," but I have a combination of the type of graduate education described in "B" and the kind of experience described in "C."

F. My education and/or experience are NOT reflected in any of the above statements.

3. Please fill in "A" for this question.

A. This is the correct response.

4. Please fill in "A" for this question.

A. This is the correct response.

5. Please fill in "A" for this question.

A. This is the correct response.

The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance.

You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on OPM Form 1203 FX (Form C) beginning at Item 6. Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

1. During high school (grades 9 - 12), I made the semester honor roll:

- A. = never
- B. = once or twice
- C. = three or four times
- D. = five or six times
- E. = seven or eight times

2. The high school grade I most often received was:

- A. = A
- B. = B
- C. = C
- D. = D or lower
- E. = I do not remember

IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 4.

3. The college grade I most often received was:

- A. = A
- B. = B
- C. = C
- D. = D or lower
- E. = I do not remember

4. In the past three years the number of different paying jobs I have held for more than two weeks is:

- A. = 7 or more
- B. = 5 - 6
- C. = 3 - 4
- D. = 1 - 2
- E. = none

5. I have been employed in work similar to that of the job covered by this examination:

- A. = never employed in a similar job
- B. = less than 1 year
- C. = 1 - 2 years
- D. = 3 - 4 years
- E. = over 5 years

6. In the past three years, my primary work experience has been in:

- A. = professional or administrative occupations
- B. = clerical or sales occupations
- C. = service occupations
- D. = trades or labor occupations
- E. = not employed in the past three years

7. On my present or most recent job, my supervisor rated me as:

- A. = outstanding
- B. = above average
- C. = average

- D. = below average
- E. = not employed or received no rating

8. In the past three years the number of jobs I have been fired from is:

- A. = 5 or more
- B. = 3 to 4
- C. = 2
- D. = 1
- E. = none

9. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

- A. = none
- B. = 1
- C. = 2 or 3
- D. = 4 to 6
- E. = 7 or more

10. In organizations to which I belong, my participation is best described as:

- A. = do not belong to any organizations
- B. = not very active
- C. = a regular member but not an office holder
- D. = have held at least one important office
- E. = have held several important offices

11. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

- A. = superior
- B. = above average
- C. = average
- D. = below average
- E. = do not know

ACCOMPLISHMENTS

The questions in this part relate to fundamental competencies, such as problem solving and oral communication required for the job for which you are applying.

Please answer each question "A" for **YES** or "B" for **NO**.

Keep in mind the following:

1) Some questions refer to "work" experience. **Unless otherwise stated**, this includes experience you have gained through:

- School,
- Volunteer work,
- Military service,
- Paid employment,
- Hobbies, *or*

- Professional, charitable, religious, community, social, or other organizations.

2) Some questions include examples to help show the broad range of accomplishments and experience applicants might have. **Read the entire question using the examples as a guide, but do not base your answers solely on the examples.**

3) Some questions ask you if you received a grade of B or above in your schoolwork. On an A, B, C, D, F scale, a grade of B or above is considered an above average grade. If you were graded on a different scale, use the equivalent of a B or above on the type of scale on which you were graded.

Answer all questions to the best of your ability. Your responses are subject to verification through background checks, job interviews, and any other information obtained during the application process. Untruthful responses or any attempt to conceal information can result in your removal from a Federal job and in you being barred from seeking Federal employment in the future.

Remember:

A- For Yes

B- For No

12. Have you successfully done work that regularly involved forecasting costs or revenues for the **short term** (weekly, monthly, or quarterly)?

13. Have you successfully done work that regularly involved manipulating data in a computer database (for example, importing, exporting, merging, updating, sorting data, etc.)?

14. Have you successfully done work that **only occasionally** required you to present information at briefings, meetings, conferences, or hearings?

15. Have you successfully done work that regularly involved keeping detailed financial records, making or verifying calculations for accounting purposes, or preparing financial reports?

16. In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?

17. Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?

18. Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?

19. Have you successfully audited financial records, or monitored a budget to ensure expenditures were within budget, or that funds were disbursed, properly accounted for, or used according to regulations or policies?

20. Since high school, have you received a grade of B or above in oral communication classes (for example, speech, public speaking, theater, etc.) or participated in activities that improved your oral communication skills (for example, training classes, workshops, seminars, debate team, speech club, etc.)?

21. Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?

22. Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?
23. Have you successfully planned activities for nonwork groups (for example, athletic teams, professional associations, religious groups, etc.)?
24. Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?
25. Have you successfully done work that regularly involved using computer software to run a payroll, accounting, or inventory system, or to record or track other quantitative information?
26. Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?
27. Have you developed a formal mechanism to learn more about a problem (for example, developed a survey, conducted interviews or focus groups, etc.)?
28. Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?
29. Have you successfully done work, not including computer applications classes, that regularly involved using statistical software programs to analyze data?
30. Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?
31. Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
32. Have you successfully done work that involved forecasting costs or revenues for the **long term** (annually or longer)?
33. Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?
34. Have you successfully done work where one of your responsibilities was to handle payroll, accounts receivable, or accounts payable?
35. Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
36. Have you successfully done work that **often** required you to accommodate last minute requests from customers or clients or to provide quality service in situations where timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?
37. Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?

38. Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real estate, certified public accounting, etc.)?
39. Have you successfully planned an event such as a conference, fund-raiser, etc.?
40. Have you successfully prepared a budget for an **office, department, or organization**?
41. Have you successfully completed a **small-scale project** (lasting several days or weeks) on or ahead of schedule with minimal supervision?
42. Have you successfully done work that regularly involved discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?
43. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for **fewer than 10** people?
44. Have you successfully done work, not including computer applications classes, that regularly involved using word processing software to create, edit, and format documents or correspondence?
45. Have you participated in training classes, workshops, or seminars outside of school that improved your performance at work?
46. Have you successfully done work that required you to identify what a customer or client needs?
47. Have you successfully developed an automated system that improved accuracy, efficiency, or productivity?
48. Have you successfully done work that **frequently** required you to present **nontechnical** information at briefings, meetings, conferences, or hearings?
49. Have you worked on several major assignments or projects at the same time with minimal supervision and completed the work on time or ahead of schedule?
50. Have you successfully worked as treasurer of a school or community group, or planned and monitored the budget for a special school, group, or community project (for example, a class reunion, school trip abroad, neighborhood block party, etc.)?
51. Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?
52. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal setting, career development, etc.)?
53. Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?

54. Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?
55. Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?
56. Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?
57. Have you successfully completed a **large-scale project** (lasting several months or longer) on or ahead of schedule with minimal supervision?
58. Have you successfully done work that regularly required you to determine resource requirements or monitor the use of resources (for example, staff, space, equipment, supplies, materials, etc.)?
59. Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?
60. Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
61. Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?
62. Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?
63. Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?
64. Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?
65. Have you successfully done work that **regularly** involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?
66. Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?
67. Have you successfully created computerized databases to organize information?
68. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for **10 or more** people?
69. Have you done work that involved writing brochures, press releases, or speeches?
70. Have you successfully done work that required extensive on-the-job training?

71. Have you successfully remained polite and tactful while doing work where one of your primary responsibilities was to handle customer problems or complaints (for example, worked as a customer service representative)?
72. Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?
73. Have you successfully done work that regularly involved listening carefully to others to understand a need, problem, or situation (for example, investigative work, counseling, etc.)?
74. Have you successfully done work that constantly required you to work under difficult time constraints?
75. Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, making stained glass objects, etc.)?
76. Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?
77. Have you successfully done work, not including computer applications classes, that regularly involved using graphics software to create and edit charts, tables, or graphs?
78. Have you successfully completed a highly structured, formal training program, ***not including an apprenticeship for a trade or craft***, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?
79. Have you identified and solved a problem with a procedure, product, or service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?
80. Have you successfully done work that required you to keep enough cash on hand or maintain an adequate stock of supplies, equipment, or merchandise?
81. Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?

You must now complete and submit additional application materials (by Tuesday, June 29, 2010) as required by this vacancy announcement via uploading or faxing this information. To fax application materials, refer to the instructions in Alternative Methods for Completing the Application Package after Step 3 of this vacancy announcement.

STEP 2:

Submit your choice of a Resume or an OF-612 - Optional Application for Federal Employment available at http://www.vacareers.va.gov/l2_Jobs_Forms.cfm . We must receive a complete resume or OF 612 in order to determine your qualifications for this position.

Your **RESUME** must include the following information:

- **Vacancy Information:** Announcement Number (VG360029), Position Title (BUDGET ANALYST (TCF CAREER INTERN)), and grade (05/07);
- **Personal Information:**
 - Your full legal name and mailing address
 - Day and Evening telephone numbers including area code
 - Country of citizenship
 - Social Security number
- **Work experience** (NOTE: You must include the following information in order to receive credit for your experience):
 - Name and address of employer
 - Your job title
 - The beginning and ending month and year of your employment
 - The average hours worked per week. Full-time work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the number of hours a week spent in such employment
 - Your supervisor's name and phone number (indicate if we may call your supervisor);
 - A description of your duties that is sufficiently detailed to document the level of your experience. If the position is (was) with the Federal government (military or civilian), state the series and grade or pay grade (rank) and the date of last promotion
- **Education:** Name, location, and dates of attendance for colleges attended (if required). Type and date of degree received (if any);
- **Other:** Training, license(s), or certification(s) relevant to the position

Do not submit letters of recommendation, performance appraisals, position descriptions, examples of your work, etc. **This additional information will not be forwarded to the hiring facility.**

STEP 3:

Submit other required application materials, as applicable.

- If you are using **education** to qualify, you must submit copies of college transcripts or a course listing that identifies for each course completed: the college or university, semester or quarter hours earned, grade, and grade-point average received.

- If you are applying for **Veterans' Preference**, you must submit evidence of eligibility, such as: DD-214 (Certificate of Release or Discharge from Active Duty), or Standard Form 15 (Application for 10-Point Veterans' Preference version dated August 2008), and the proof requested on the form. For Access to DD214 and military records click on this link - [Military Information](#). To print a copy of the SF15 go to http://www.vacareers.va.gov/l2_Jobs_Forms.cfm. These documents must be submitted each time you apply for a position. Your veterans preference will be based on the information you provide.

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the "**Details**" tab of your Application Manager account <https://applicationmanager.gov> for this vacancy announcement. Your documents will display under the "**Details**" tab in the Document area.

Faxed documents will take 2-3 business days to process. To fax documents, you **MUST** use the United States Government Application Cover Page. Print the pre-populated cover page on the upload documents screen of Application Manager ~or~ click this link http://www.vacareers.va.gov/l2_Jobs_Forms.cfm to print a blank copy of the cover page. When faxing documents, follow the procedures outlined below.

- You may submit multiple documents for the same vacancy announcement using one cover page.
- Include the 8-character Vacancy Identification Number VG360029
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- Place the completed cover page on top of the documents being faxed.
- Fax your cover page and documents to **1-478-757-3144**.

Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

Note: If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

Be sure to complete all THREE STEPS of the application process described above in order to submit a complete application package and receive consideration for this position.

ALTERNATIVE METHODS FOR COMPLETING THE APPLICATION PACKAGE

To Complete the Assessment Questionnaire manually, you will need a copy of the answer sheet, referred to as the Occupational Questionnaire - **OPM Form 1203-FX** which can be obtained electronically at

http://www.vacareers.va.gov/l2_Jobs_Forms.cfm;

or by calling USAJOBS at 703-724-1850; follow the instructions given;

or by visiting the Human Resources Management Service of the VA Medical Center at the duty location.

You will also need a copy of the vacancy announcement to use as a guide in answering the questions. You **must** provide responses to all required questions. Some questions may request an additional written response to support your answer, such as *"Please explain or provide additional information to support your response to the above question."* When additional information is requested, please provide your answer(s) on a separate sheet of paper with the corresponding questionnaire number indicated, and type or print your answers legibly. You may omit any sections marked "optional" and be sure to double check your application before submission. **NOTE: The Questionnaire answer sheet is six pages long -- all six pages MUST be submitted even when the number of questions does not exceed page 5. In this case, please complete the top of Page 6 with your social security number and the vacancy ID number.**

You may submit the [Form 1203-FX](#), resume and any supporting documents by fax.

If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.

If you are faxing any documents without the Form 1203-FX on top, you MUST use the United States Government Application Cover Page. Print the pre-populated cover page on the upload documents screen of Application Manager ~or~ click this link (http://www.vacareers.va.gov/l2_Jobs_Forms.cfm) to print a blank copy of the cover page. When faxing documents, follow the procedures outlined below:

- Be sure to fill out the cover page completely and clearly.
- Include the 8-character Vacancy Identification Number TAG:VacancyID
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.
- Place your documents in the following order: US Government Application Cover Page; Resume or OF 612 (Application for Employment); Other required application materials.

Fax your application package to **1-478-757-3144**. Feed all documents into your fax machine top first so that we receive them right-side up.

NOTE: If you fax your documents using any other cover sheet, you may not receive consideration.

Mailed, e-mailed or hand delivered applications will not be accepted. If you are unable to upload your documents after completing the Occupational Questionnaire online, you may FAX your documents (resume, transcripts, etc.) as instructed above.

Required Documents:

All of the government forms mentioned in the above statements can be downloaded from the following web address: http://www.vacareers.va.gov/l2_Jobs_Forms.cfm or obtained at the Human Resources Management Office of the duty station.

Contact Information:

VHA Nationwide DEU
Phone: (501)257-4134
Fax: (478)757-3144
Email: CAVHS.DEU@VA.GOV

Agency Information:
VHA DEU Atlanta
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX ONLY
Thank You, AR 00000
USA
Fax: (478)757-3144

What To Expect Next:

WHAT HAPPENS NEXT?

Your resume and supporting documentation will be compared to your responses to the Assessment Questionnaire. The questionnaire is designed to capture the desired knowledge, skills, and abilities for this position. The evaluation you receive is based on your responses to the questionnaire and is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position.

If your application does not support your responses to the questionnaire, or if you are not able to provide verifying documentation, it may affect your evaluation or result in your name being removed from further consideration.

If you are eligible for veterans' preference, you will be given preference based on the documentation you submit. Please see the "**Veterans Information**" section of this announcement for details.

This office will **not** contact you to discuss missing or illegible documents.

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates will be ranked in score order with appropriate points added for veterans' preference.

An ELECTRONIC NOTIFICATION LETTER will be sent to applicants who provide an e-mail address. If you do not provide an e-mail address, you will receive a notification letter via the U.S. Postal Service. Normal processing time is **4 - 6 weeks**. This office is responsible for initial evaluation **ONLY**. Facilities are responsible for contacting eligible applicants thereafter.

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>



Control Number: 1949899