

NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Open Period: October 24, 2016 through November 16, 2016

Title, Series, Band/Grade: Budget Analyst, ZA-0560-III

Duty Station: La Jolla, CA

Who May Apply/Area of Consideration: ALL Current NOAA employees at the Pay Band III (GS-11/12 equivalent).

Security Level: Moderate Risk

Background: An opportunity is available to join the Office of Management Information (OMI) of the National Marine Fisheries Service (NMFS), Southwest Fisheries Science Center (SWFSC) in La Jolla, California. The division is responsible for providing professional and technical support in administration, organization and management, and scientific services.

Duties:

Duties include but are not limited to the following:

- Serves as a Budget Analyst responsible for providing technical support in all phases of budget formulation, execution, and budget analysis for the SWFSC in accordance with Federal Appropriations Law;
- Provides overall responsibility in the proper management of funding and maintains the integrity of program funding;
- Exercises responsibility for the planning, coordinating, analyzing and advising on changes in policies and resources that affect program objectives;
- Consults with supervisor on priorities and unusual situations;
- Drafts/revises and implements internal policies and procedures for budget processes;
- Processes and tracks all incoming and outgoing funding; and
- Gathers and analyzes budget data and responds to various data calls

The work of this position involves managing multiple assignments and conflicting priorities while maintaining good collaborative relationships and meeting various deadlines.

Knowledge, Skills, and Abilities (KSAs):

- Demonstrated technical competence
- Ability to plan and evaluate
- Ability to write and communicate clear guidelines
- Ability to effectively communicate orally to various audiences/groups
- Skilled in various automated data systems and MS Office programs (Excel, Windows, Word, and PowerPoint)
- Ability to identify problems, propose solutions, and defend recommendations

Qualifications: There is no positive educational requirement for this position.

Specialized Experience Statement: To qualify for the Budget Analyst position, you must currently be a ZA-III (or have reinstatement eligibility to a ZA-III) and have at least one year of specialized experience in the Federal service at the ZA-II/GS-09 or equivalent level that includes gathering and analyzing data; forecasting annual budgets; responding to complex data calls; utilizing budget, finance and/or accounting principles and procedures in accordance with Federal Appropriations Law to accomplish budget planning and execution tasks; managing large volumes of complex financial data; and preparing budget and/or financial reports for management review.

Relocation: Relocation incentive or expenses **will not** be paid.

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Annette.R.Stern@noaa.gov ***Do not send PII info to this email account***

NOTE: *Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>

Additional Questions – Point of Contact:

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