NOAA INTERNAL JOB OPPORTUNITY FOR
NON-COMPETITIVE REASSIGNMENT

Reference Number:

Open Period: February 13, 2015 to February 20, 2015

Title, Series, Band/Grade: Management and Program Analyst / GS-343-13

Duty Station: Silver Spring, MD

Area of Consideration: Current, permanent NOAA employees at the GS-13 or equivalent level in the Washington, D.C. commuting area. Relocation expenses will not be authorized.

Background: This position is located in the Budget Execution and Accountability Division (CFO2), Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO), National Weather Service (NWS). The Division is the focal point within NWS for management, oversight and distribution of fiscal resources. It is responsible for all aspects of NWS budget execution, including the development of Budget Operating Plans, allotments, management of reimbursable accounts, and the tracking and reporting of financial commitments and obligations to ensure an accurate status of available funds. The Division is also accountable for financial reporting and analysis; serving as a liaison for financial audits; implementing internal controls, and analyzing and developing financial system requirements. The Division serves as the organizational liaison for WebTA, Property Management, Construction Work in Progress, JP Morgan Chase travel and purchase cards, and ensures that programs adhere to established policies and procedures.

In fiscal year 2015, CFO2 will play a critical role in the implementation of the new NWS budget structure, as well as the implementation of the headquarters reorganization, which aligns headquarters offices to the new budget structure. More information is available here. With the implementation of the reorganization, CFO2 will merge with the Budget Formulation and Analysis Division to become the Budget Formulation and Execution Division.

Main Duties:
- Work closely with NWS financial management centers (FMCs) to plan and develop annual spend plans
- Assist in analyzing and projecting labor costs and planning for acquisitions
- Monitor and track expenditures, including monthly analysis of actuals to plan, and identify risks or issues needing attention
- Conduct execution reporting; for example, variance, budget flux, research & development
- Provide budget execution guidance and communicate regularly with NWS FMC budget analysts
- Analyze, evaluate and communicate financial management policies and procedures
- Conduct ad-hoc reporting
- Develop knowledge and expertise of NWS programs and mission areas

Knowledge, Skills and Abilities (KSAs):
- Knowledge of appropriations law
- Knowledge of federal financial management and internal control practices
- Knowledge of analytical and evaluative methods and techniques
- Customer Service, including consulting with, and anticipating and meeting the needs of, partners and customers
• Ability to communicate effectively verbally and in writing, in a clear, concise, organized, and convincing manner for the intended audience, including technical and non-technical audiences
• Ability to perform work independently
• Ability to problem solve
• Attention to detail
• Ability to work in a team environment

**Education Qualifications:**
Basic Requirement: None

**Specialized Experience Statement:** You must have one year of specialized experience equivalent to the GS-12 level in federal service. Specialized experience is experience that has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is further defined as demonstrated experience applying federal financial management and budget execution practices, and applying analytical techniques.

**How to Apply:** Email your resume, a statement of interest, and a brief description of your qualifications as it relates to the above KSAs and/or Specialized Experience Statement to Marie.Lovern@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](https://sft2.doc.gov/courier/web/1000@/wmLogin.html)*

For additional information on NWS or the position, contact Marie Lovern, Deputy CFO, NWS at 301-427-6914 or Marie.Lovern@noaa.gov