



***PUBLIC NOTICE FOR POSITION BEING FILLED
UNDER DIRECT HIRE AUTHORITY (DHA)
FOR RECENT GRADUATES***

Public Notice Number: HNC-DHA-RG-20-001

Opening and Closing Dates: 16 October 2019 through 30 October 2019 (11:59pm CT)

Position Title: Budget Analyst. Multiple positions may be filled using this Public Notice

Grade: GS-0560-07, OR GS-9, OR GS-11

Full Performance Level: GS-11. Promotion to the GS-09 and GS-11 levels can occur without further competition once all training, regulatory, and performance requirements are met.

Duty Location: U.S. Army Corps of Engineers, Engineering and Support Center, Huntsville, AL

Salary Range: \$43,329-\$83,368

Work Schedule: Full-time

Appointment Type: Permanent

Start Date: 10 November 19 – 7 January 2020

Travel Requirement: 5% Temporary Duty Travel required

Who May Apply: U.S Citizens, nationals, or those who owe allegiance to the United States.

**The following Eligibility and Qualifications requirements must be met by
the end of December 2019 Semester (o/a 22 December 2019)**

Eligibility Requirements: An individual who meets the following may apply for the DHA Recent Graduate Program: Was awarded a degree by an institution of higher education not more than two years before the date of the appointment of such person, except that in the case of a person who has completed a period of obligated service in a uniform service of more than four years.

Qualifications Requirements: In order to qualify, you must meet the education and/or experience requirements described below. This education and/or experience must be described/reflected in your resume and/or transcripts. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

Specialized Experience:

Qualifications for GS-7: One year of specialized experience which includes assisting others by gathering or organizing data; applying conventional analytical methods and techniques relating to budget issues; assisting with budget development; utilizing automated systems to monitor expenditures; and assisting with budget policy/regulation analysis. This definition of specialized

experience is typical of work performed at the second lower grade/level position in the federal service (GS-05).

OR

Education: One full year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: accounting, finance, business administration and auditing.

OR

Combination of experience and education: If you have some, but not all, of the experience or education described above, you may still qualify by combining the amount of creditable experience and education that you possess. To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.

OR

Superior Academic Achievement: Successful completion of all the requirements for a bachelor's degree with Superior Academic Achievement. In order to be creditable under this provision, Superior Academic Achievement must have been gained in a curriculum that is qualifying for the position to be filled.

Superior Academic Achievement is based on:

(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; OR

(2) Grade-Point Average (G.P.A.) - Applicants must have a grade-point average of either (a) 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your 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 (b) 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.; OR

(3) Honor Society Membership - Applicants may be considered eligible based on membership in one of the approved national scholastic honor societies listed by the Association of College Honor Societies (<https://www.achsntl.org/>).

Qualifications for GS-9: One year of specialized experience which verifying that obligations and expenditures occur on a timely basis in accordance with the annual work plan; reporting variations in excess of accepted funding limitations to activity managers; analyzing budgetary, financial data and staffing plans; and coordinating budget development with applicable managers. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-07).

OR

Education: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: accounting, finance, business administration and auditing.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year (total graduate semester hours minus 18) by 18. Add the two percentages.

Qualifications for GS-11: One year of specialized experience which includes developing program and budget data; entering budgetary information from a wide variety of related forms, schedules, and reports into automated financial systems; utilizing financial systems, data and reports to monitor and track obligations and expenditures throughout the execution phase of an annual budget; preparing data summaries for inclusion in routine and special reports on budget execution; and checking the accuracy and adequacy of budget justification data submitted in support of budget estimates or requests for funds by comparison with source documents. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09).

OR

Education: Ph.D or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: accounting, finance, business administration and auditing.

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages

Responsibilities/Duties: As a Recent Graduate Intern, you will be assigned to a senior specialist or group of specialists. You will be assigned tasks designed to familiarize you with different aspects of the occupation. Tasks will vary depending on the senior specialist's current workload, but may include the following:

- 1) Assist senior level analysts in developing, compiling, consolidating, reviewing, analyzing, and editing budget estimates for the budget.
- 2) Under the guidance of a senior analyst, monitor and track obligations and expenditures, verifying they occur within authorized timeframes.
- 3) Tabulate cost data and apply basic statistical formulas to illustrate the effects of changes in levels of funding.
- 4) Complete formal/informal classroom training, on-the-job training, and or self-development to obtain basic knowledge of the principles, theories, reference material and work procedures fundamental to the field

- 5) Participate in a variety of projects using basic computer skills to provide assistance in evaluating requirements and procedures, assist with the preparation of technical and administrative reports, and interface with senior program officials.

Conditions of Employment:

- 1) Must meet suitability for Federal employment
- 2) Will be required to provide proof of U.S. Citizenship
- 3) Male applicants born after December 31, 1959 must complete a Pre-employment Certification Statement for Selective Service Registration
- 4) Personnel Security Investigation required
- 5) Will be required to serve a 2 year probationary period
- 6) This is a Career Program (CP) 11 position
- 7) This position requires the incumbent to obtain and maintain the appropriate level of Financial Management Certification
- 8) Selectee must obtain a passing score on the appropriate Administrative Career with America (ACWA) assessment. Selectee will be notified of how to take the ACWA assessment.
- 9) Reasonable accommodation is available to qualified employees with disabilities

How to Apply:

Please provide your current resume (citing graduation date, degree and GPA) and unofficial transcripts via email to CEHNC-DirectHireAuthority@usace.army.mil. Please ensure your email has the following subject line: HNC-DHA-RG-20-001. Application packages will be accepted through 11:59pm CT on 30 October 2019

***Application packages that are received after the closing date,
or do not contain resume and transcripts will not be considered.***