

POSITION DESCRIPTION

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces F8599000	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	
13. Competitive Level				
14. Agency Use OFFICER Dual Status				

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Financial Manager	GS	0505	13	ejm	29 Oct 01

16. Organizational Title (If different from official title) _____ **17. Name of Employee** (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - ANG Flying Units
c. Third Subdivision - Wing Commander
d. Fourth Subdivision -
e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____ Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor _____
 Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) _____
 Signature _____ Date _____

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action
 ED MARCHETTI
 Personnel Management Specialist
 Signature //signed// Date 29 Oct 01

22. Standards Used in Classifying/Grading Position
 Financial Management Series, GS-0505, Jun 1963

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 Released from NGB-HR-Classification Activity, CRA 01-1037, dated 29 Oct 01.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located at an Air National Guard Wing/Base. Its purpose is to serve as the Chief Financial Officer for the installation and dissimilar geographically separated units, with responsibility for managing all funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. The incumbent serves as the Assistant United States Property and Fiscal Officer for Air (Fiscal), the installation funds Certification Officer, the organizing and directing member of the Financial Management Board, and the Wing Commander's focal point for highly sensitive military and civilian entitlement issues. Operates as a full partner with the Wing Commander, the Senior Management Staff, and GSU Commanders in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. Functions include the receipt, accounting, collection, safeguarding, and disbursement of government appropriated funds, and the likewise oversight authority and management of non-appropriated funds. As an agent for the U.S. Treasury, the incumbent is responsible for maintaining compliance with all regulatory and legal requirements; the overall integrity of accounting data; full disclosure of accounting information; sound reporting methods; analytical interpretation of the organization's financial posture and solvency; and implementation, operation, and maintenance of the budget, accounting, payroll, and other financial systems.

b. DUTIES AND RESPONSIBILITIES:

(1) Directs the financial management policy in support of the Air National Guard installation to include dissimilar geographically separated units. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), holds statutory authority and responsibility for the proper obligation, accounting, disbursement, and administrative control of all Federal funds allocated to the installation. Determines the impact and implements courses of action regarding projected DOD, OSD, USAF, NGB, Inter-Service, and non-DoD federal government programs that affect Air National Guard plans, policies, and missions. Problem resolution extends beyond fiscal management and requires internal synchronization, the coordination of external offices at all base command levels, and the involvement of financial entities outside the base.

(2) Serves as the principal financial advisor and technical expert to the Wing Commander, Senior Management Staff, GSU Commanders, and the Financial Management Board. Provides financial advisory services that contribute substantially to the plans, policies, decisions, and objectives of senior management. Comprehends the unique mission, philosophy, and concepts of operation of commands or divisions subordinate to the Wing Commander in order to guarantee the financial success of related programs. Maintains a high level of mission awareness by regularly attending staff meetings, formal briefings, and spontaneous informal sessions chaired or called by

the Wing Commander. Represents the Wing at nationwide financial meetings, conferences, seminars, and workshops to determine the impact of Higher Headquarters decisions on local programs. Provides advice to management to facilitate decisions regarding the extent of federal financial support for permanent and temporary civilian employment, unit flying requirements, real property maintenance and services (including environmental), logistics and administrative support, base security and firefighting capabilities, medical and counter narcotics programs, ancillary and specialty training, military clothing and subsistence, and discretionary funding levels for travel, general supplies and equipment, information technology equipment and communications, and other contract services. Analyzes deficiencies and recommends to the Wing Commander and Senior Management Staff the direction or alternatives to correct or achieve desired funding levels or actions. Explains, illustrates, and ensures the relevance, accuracy, and timeliness of financial management products briefed to senior management. Exercises dual fiduciary responsibilities to the Wing Commander and the United States Property and Fiscal Officer and implements actions to be taken on the use of federal financial resources in assuring the objectives of the Wing Commander and Adjutant General's Department are fully received, considered, and finalized.

(3) Functions as the Assistant United States Property and Fiscal Officer for Air (Fiscal) under ANGI 36-2, the accounting station's Certification Officer under the provisions of the Certification Officers Act of 1996, and as an agent of the US Treasury for all ANG federal disbursements and the associated pecuniary liabilities thereof. Incumbent is responsible for interpretation and implementation of all Comptroller General decisions as to the legality, propriety, and solvency of all payments and entitlements, and for ensuring all expenditures are in compliance with federal statutes. Implements sufficient internal controls that preclude Anti-Deficiency Act violations or obligations above the stated annual or multi-annual authorities, limitations, and dollar thresholds. Researches, determines, and advises management regarding the use of non-appropriated funds when applicable. Ensures the proper documentation, accounting, and auditability of non-appropriated funds, and their traceability to the United States Property and Fiscal Officer as required in accordance with Air Force instructions or applicable state laws.

(4) Directs and monitors the development, compilation, review, and submission of the annual financial plan, and conversion financial plans on an as-required basis. Provides reliable fiscal and managerial data or information for short-term and long-range plans by analysis of mission requirements, rates of expenditure, programmatic and unforeseen changes, and funded or unfunded requirements. Assessments and validity checks are based not only in terms of current year financial operations, but also with regard to the soundness of financial planning for future operations. Funding and procedural information is broad in scope and plays a significant role in ongoing Wing/GSU operation and maintenance, training, construction, and all other investment proposals finalized by the Wing Commander. Perspectives and advice contribute substantially to management's ability to train and equip assigned personnel in light of dynamic or evolving financial environments. The working results of the wing financial management program affect the overall outcome of Wing/GSU missions, contingency

operations, unit deployments and exercises, and readiness or compliance inspections levied by USAF MAJCOM Inspector General 's offices and other auditing agencies.

(5) Provides leadership to senior-level committees and task groups. Initiates, briefs, and documents the Financial Management Board, and supervises the annual distribution of financial resources, submission of budget execution reviews, financial plan submissions, and end-of-year closeout as required under the Resource Management System (RMS). Monitors financial, trend analyses, and progress reporting, and evaluates the procedures and timelines related to such responsibilities on a periodic, but systematic basis. Manages funding and workday availability in conjunction with other agencies on joint taskings, projects, exercises, and deployments. Reviews, recommends, and implements new or improved financial techniques and training due to revised policies or management turnover. Collaborates with the Wing Commander and management in the planning and development of short-term and long-term strategies for implementation of the Wing Strategic Plan, and in preparation for readiness or compliance inspections, evaluations, audits, and staff assistance visits.

(6) Represents and speaks on behalf of the Wing Commander and USPFO with regard to ANG Financial Management issues with representatives of the National Guard Bureau, the Adjutant General's Department, other military components, state/local governments, businesses and other public/private groups, or organizations and persons having an interest in the financial programs of the Wing. Coordinates fiscal activities across agency lines e.g., the Defense Finance and Accounting Service, MAJCOMs, other DoD, and non-DoD government agencies. Maintains direct contact with NGB staff and ANG counterparts to resolve issues affecting fiscal programs and to ensure timely exchange of pertinent, technical, managerial, and/or mission information. May serve as an investigating officer, IG inspector, or Professional Continuing Education instructor on behalf of the National Guard Bureau for brief or extended periods of time.

(7) Interprets, implements, and administers laws, procedures, regulations, and directives pertaining to various Air National Guard stand-alone, networked, or web-based financial systems, including Budget, Accounting, and Entitlement Disbursing. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), establishes and implements policies as the National Guard Bureau's focal point for financial audits and Internal Management Control Reviews requiring compliance at every command level within the organization. Serves as the Wing Commander's focal point for sensitive entitlement issues. Responsible for implementing and finalizing risk management programs in order to train Senior Management and intensify fraud awareness. Increases management's recognition of potential fraud, waste, and abuse by identifying the steps necessary to prevent such deficiencies and to guarantee the proper and economic management of financial resources issued by the National Guard Bureau via the United States Property and Fiscal Officer. Assures that management obtains the maximum benefit from the financial resources obtained without compromising mission efficiency, safety, higher headquarters guidance, and fiscal law.

(8) Serves as an agent of the US Treasury in the receipt, safeguarding, accountability, and disbursement of vendor payments, travel reimbursements, and pay entitlements in accordance with a wide variety of laws and precedents, including the Code of Federal Regulations, Comptroller General Decisions, DoD instructions, Air Force instructions and manuals, and Air National Guard instructions, manuals, and guidance. Manages the issuance of cash, checks, electronic funds transfers (EFT), and the disposition of supporting documents in payment of valid obligations of the U.S. Government. Ensures prompt, accurate, and correct payment to civilian and military personnel, travelers on temporary duty (TDY), commercial vendors, private contractors, and interdepartmental DoD agencies. Provides for appointment and training of subordinate agents through the United States Property and Fiscal Officer in order to collect, certify, and disburse public funds as delegated.

(9) Directs budget formulation and execution through the use of an integrated financial management and reporting system. This includes accounting and managerial-financial reports and software that furnish timely data used in the direction, evaluation, and control of financial and non-financial operations at all levels of management. Transmits to the Wing Commander and Senior Management Staff the end-products of the budgeting, accounting, pay, and managerial-financial reporting systems to compare actual performance with planned objectives and to interpret integrated plans, budget proposals, costs of operations, and program accomplishments. Partners with the Wing Commander in maintaining the proper balance between competing senior managers and missions, and assures that the available resources will permit the attainment of program objectives with minimal cost and maximum efficiency.

(10) Directs the operation and maintenance of the local budget and accounting systems and interfaces with other management systems, including the Standard Base Supply System, the Standard Procurement System, the Defense Civilian Pay System, and the host Automated Business Services System. Ensures the maintenance of general, subsidiary and memorandum ledgers, and files disposition using standard information management systems. Establishes accounting subroutines and interface processes for use by installation and serviced activities, including the Micro-based Budget Accounting System, the Automated Business Services System, the Workday system, and Financial Management Intranet Services. Coordinates with the Defense Mega Center (DMC), DFAS Regional Sites, and host Stock Fund authorities regarding activities pertaining to accounting, payroll, and budget functions and systems. Ensures processing conflicts and interface problems are avoided or resolved.

(11) Serves as the focal point for NGB on all Workday Program matters. Directs the Air National Guard Workday Program for the installation and dissimilar geographically separated units, which requires a broad cross-functional knowledge in Training Management and ensures that bona fide ANG training requirements are met. Ensures workdays are properly distributed and executed to achieve maximum mission effectiveness. Advises Wing Commander, Senior Management, the Financial Management Board, and the United States Property and Fiscal Officer on the status of the Workday Program quarterly or on-demand. Monitors the operation of financial

systems used to support the workday accounting, military pay, and special orders publication for continuity. Ensures technician time and attendance records are audited, documented, and filed to prevent, detect, and correct instances of dual compensation.

(12) Responsible for the administration of the Government Travel Card Program at the installation and dissimilar geographically separated units. Establishes and implements travel card procedures and coordinates the resolution of travel card issues with commanders at all levels and with the government travel card contractor. Ensures full implementation of DoD, SAF, and NGB guidance concerning application processing, program administration, the identification of delinquencies and potential abuse, and the training of commanders and other subordinate agency program coordinators in the interpretation of travel card management products and web-based access and navigation of card-related systems.

(13) Responsible for the overall management and control of the Quality Assurance Program (QAP) within the Financial Management office. Ensures sufficient Quality Assurance and Internal Controls are in place and in accordance with applicable regulations to preclude fraud and unauthorized use of assets, assure that financial records and reports are reliable, accurate, and timely, provide for adequate separation of financial duties, and ensure that all payroll accessibility audits are accomplished and documented. Maintains a comprehensive files disposition plan that provides quick, but secure access to required supporting documentation and other financial records.

(14) Plans, assigns, and supervises work to be accomplished by an organization consisting of 4 or more direct subordinates and 6 or more support employees in the grades of GS-05 to GS-11 and Active/Guard Reserve military grades up to Major, engaged in budgeting, accounting, payroll, or financial systems analysis. Sets priorities and prepares schedules for the completion of work. Assigns research, analysis, and other duties based on priorities, complexity, and other characteristics of the task. Sets performance standards and expectations. Monitors, reviews, evaluate, and documents employee performance. Assists personnel in reaching performance goals. Identifies developmental and training needs of employees and provides or obtains training. Inform subordinates of agency policies, programs, organizational goals, operating instructions, and administrative practices. Plans, develops, and publishes financial support policies, procedures, and goals consistent with higher command initiatives. Provides direction and supervisory guidance to subordinates as the basic ingredients of a comprehensive financial management program that contributes to the overall effectiveness of base operations and customer support. Promotes a high level of technical competence that enhances the quality and credibility of authoritative advice provided to management. Maintains an effective position management program. Ensures position descriptions and standards are compatible with the performance of work. Conducts job interviews and recommends employees for appointment, promotion, reassignment, and other personnel actions. Reviews employee grievances and recommends disposition on unresolved personnel matters. Approves and disapproves leave requests. Coordinates labor relations and administer disciplinary or adverse actions. Promotes acceptance and adherence of programs such as Equal

Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor Management Relations, and other special emphasis programs.

(15) Performs other related duties as assigned.

c. SUPERVISORY CONTROLS:

Works under the supervision of the Wing Commander who gives general policy guidance and is delegated commensurate authority to make final decisions and commitments within the broad parameters of financial management. Performs assigned duties on own initiative in accordance with established policies and procedures, applicable regulations, directives and statutory limitations. Incumbent's performance is evaluated in terms of effectiveness and adequacy with respect to existing policies.

ADDENDUM TO PD# D1540000
Financial Manager, GS-0501-13

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

EVALUATION STATEMENT

- A. Title, Occupational Series, and Grade: Financial Manager, GS-0505-13.
- B. Reference: US OPM PCS for Financial Management Series, GS-0505, Jun 63.
- C. Background: The National Guard Bureau Financial Management Directorate has rewritten the Position Description (PD) to update the responsibilities and duties that are now in the position.
- D. Occupational Series, Title and Grade Determination:
1. Occupational Series: The Financial Management Series describes duties, which are to manage or direct a program for the management of financial resources of an organizational segment, field establishment, bureau, department independent agency, etc. Duties and responsibilities include developing, coordinating, and maintaining an integrated system of financial services. The incumbent of this position serves as a chief Financial Officer and Assistant USPFO (Fiscal) for an Air National Guard installation. The incumbent is relied upon for financial resources management and provides broad and comprehensive advice in the areas of financial management. The financial advice is accepted and used for managerial consideration when major decisions or policies are involved, and in making optimum use of financial resources in meeting the goals of the mission. The duties and responsibilities meet the GS-0505 series definition as describe above.
 2. Title: The title of Financial Manager is the authorized title in the GS-0505 series.
 3. Grade: The GS-0505 Financial Management Series is used for grade determination as follows:

FACTOR I – CHARACTERISTICS OF THE OPERATING PROGRAM

Sub-factor A – Scope of Operating Program Served: This sub-factor is concerned with the extent to which the program and actions of the financial manager affect such things as the general economy, defense, international relations, health and welfare, natural resources, government operations, the public health, etc.

Degree B states that the operating program is substantial in size and impact and is characterized by the following: The program is nationwide or worldwide in its operations; it constitutes a substantial aspect of the program operations of several departments or independent agencies; or is a significant aspect of Government-wide operations. The program has a substantial impact on a number and variety of substantially nationwide industries. The program is prominently in the public eye and is subject at such times to more than usual attention by the congress, the press, and in the arena of public debate

and discussion. The program is multipurpose, multi-function, or consists of a number of subordinate “programs” when several of these purposes, functions, or programs are themselves substantial in scope.

At Degree C the program served is local or regional in scope, affects only a single department; and has a significant impact on local industry or limited impact on a national scale; is the subject of attention by the press, Congress, and the public to the degree normal for most governmental activities; and contains few or no subordinate functions that require their own administrative support or financial management organizations.

Degree C describes the scope of the operating program served for this position and is assigned for this factor.

Sub-factor B – Type of Operating Program Served: This sub-factor reflects the type of organization served, considering the basic mission or purpose for which the organization exists.

Significant portions of the program budget are for equipment, supplies, weapons, ammunition, chemical warfare, hazardous waste, military construction and purposes other than salaries and administrative support and service.

This exceeds Degree C, which states, the operating programs involve minimal current need for financial management and currently offer limited opportunity for the financial management program to function as a major participant of overall management, but does not meet Degree A which involves large scale industrial commercial, or financial operations and broad research and development programs which involve on individual research efforts the combined efforts of many contractors, subcontractors, laboratories, universities, or other appropriate organization, as, for example, a project to develop a weapon systems.

Degree B is assigned for this sub-factor.

Sub-factor C – Management Level of the Operating Program: This sub-factor measures the overall effect of the managerial setting on the financial manager’s position.

This position is considered at the operating level where the incumbent functions in conformity with comprehensive policies, procedures, and specifically detailed programs established by a higher organizational echelon. Operating level programs have authority and opportunity to adapt the policies and procedures established by higher echelons to fit the local conditions and needs. However, this authority does not extend to changing the essential substance of the prescribed policy and procedure, degree A. This position is given wide latitude in ensuring obligations are met and expenditures do not exceed the funds issued. The position holds statutory responsibility for all funds under his control. The financial manager is responsible for establishing policy regarding ANG Exercises and Deployments.

Degree B is assigned for this sub-factor.

The overall value of Factor I is assigned to Level 2.

FACTOR II – CHARACTERISTICS OF THE FINANCIAL MANAGEMENT PROGRAM

Sub-factor A – Volume of special staff management problems: This factor provides a means of appraising and giving credit for the existence in some positions of certain types of problems, which seriously complicate the management, and direction of some financial management programs.

Degree A and B are not applicable to this position. Degree A and B are characterized by the presence, in a significant and substantial degree, of at least two elements of special difficulty which are comparable to the following: The operating program... is marked by short-and long-term instability with the consequential need for frequent, extensive, and basic revisions of financial plans, programs, and operations. The types of operating programs or conditions of operation are such that the usual approaches to problems will not suffice. The financial manager must develop new approaches, work in areas where there is no adequate experience data, develop and/or work with broad new concepts, and possess exceptionally imaginative, and creative abilities to develop, present, and execute effective financial plans. The operating programs at the subordinate echelons or installations are so numerous and so varied from one to another, and the local conditions are so basically divergent, that the financial management programs present an exceptional degree of complexity in synthesizing financial and managerial data... No elements of difficulty, Degree C, such as both short and long term instability; work with brand new concepts; or the need for exceptionally imaginative and creative abilities to develop, present, and execute effective financial plans are present.

Degree C is assigned for this sub-factor.

Sub-factor B – Nature of the staff management responsibility: This sub-factor deals with the scope and nature of the management problem which is inherent in supervising and directing the-day-to-day operations of the several functions included in the financial management program.

Degree A and B are not applicable to this position. Degree A discusses the financial manager's subordinate organization as extremely large and organizationally complex. In a decentralized situation, it consists of a large number of subordinate financial organizations at several subordinate organizational levels (e.g., bureau, region, district, field station) with widely varying operations, programs and financial management problems. Degree B discusses the financial manager's subordinate organization as large. When the financial management program is decentralized, it typically consists of a number of financial management organizations located at subordinate installations or stations. Degree C is met as the financial manager's subordinate organization is divided into several subordinate segments. The financial manager provides both technical and administrative direction, guidance and control to his staff.

Degree C is assigned for this sub-factor.

Sub-factor C – Scope of functional coverage: This sub-factor deals with the breath or scope of the financial management program. It relates to the extent to which the program goes beyond the three basic functions of accounting, budgeting, and managerial/financial reporting to include additional functional areas.

Degree A and B are not applicable to this position. Degree A discusses characteristics that of exceptional breath and comprehensiveness which provide a wide variety of management support and control services to management, i.e., Management Analysis, Auditing, Statistical Services (for operating programs), Automatic (Electronic) Data Processing, and Program Analysis, Reporting, and Evaluation (of operating programs). Program characteristics of this degree are concerned with long range planning on a broad base, with the solution of major management problems, and the development of new and improved management techniques, support procedures, and controls to achieve the agencies goals. Degree B discusses financial management programs at this degree as comprehensive and concerned with the provision of a substantially greater than minimum range of financial and general management services. Thus, programs at this degree are marked by the breadth and of their functional coverage and include the three higher-level functions of accounting, budgeting, and managerial/financial reporting. The Digest of Significant Classification Decisions and Opinions, No. 16, dated March 1992 discusses the requirements of an accounting function, “the accounting function was being performed by one GS-07 Accounting Technician who was responsible for assisting in the management control of funds by reviewing documents to ensure that funds were used for appropriate purposes and to prevent over-obligations. The appellant did not have responsibility for the broader professional accounting duties described in the GS-0505 standard, such as planning an accounting program within delegated levels; developing, devising, and/or adapting accounting systems; analyzing the results and interpreting the effects of transactions upon the financial resources of the organization; applying accounting concepts to solve problems, render advice, or to meet the needs of management; and managing a total accounting program, including supervision of subordinate accountants...” The work identified in the appeal decision is similar to the work being performed in this organization and thus does not meet degree B. Degree C is credited as the “basic” functions of accounting, budgeting, and managerial/financial reporting constitute the major substance of the program.

Degree C is credited for this position.

The overall value of factor II is assigned to level 3.

FACTOR III – CHARACTERISTICS OF THE ADVISORY SERVICE PROVIDED TO MANAGEMENT

This factor is used to measure the scope and responsibility in the financial manager’s position for providing integrated and comprehensive financial advice and assistance to management.

Level I is not met as the requirement represent an unusual degree of participation in the overall general management of the operating program served. The financial manager is

a responsible member of the top management team and is relied on for authoritative advice on all aspects of financial management. The financial manager is a fully participating technical advisor in all or almost all significant management planning and policy and decision-making actions in his organization. Level 2 includes financial management advisory service relating to management plans, policies, and decisions involving important financial considerations. The advisory service provided is broad in scope and consistently reflects all major facets of the financial management program of the organization. As this position (as discussed in Factor Level II C) does not have the broader professional accounting responsibility, this would impact on the advisory service provided by this position. The limited aspects of the financial management program prevent crediting Level 2. Level 3 discusses the financial manager having a key role in bringing to managements attention any actual or anticipated issues or problems. Additionally at this level the financial manager prepares a wide variety of financial reports, statements, and data of both a factual and analytical nature. The financial manager is a technical advisor regarding financial issues and plays a key role within meetings and managerial considerations. Level 3 is credited for this position.

The overall value for Factor III is assigned to Level 3.

- E. Conclusion: The overall values for Factor 1- Level 2 Factor II – Level 3, Factor III – Level 3. As one Factor (Factor I) is above Level 3, the final grade determination according to the Grade Conversion Table is **GS-13**.

Classifier: Ed Marchetti, Personnel Management Specialist Date: 29 Oct 01