

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                    #2: --                    #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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 relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/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			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date	Signature		Date	
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date	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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DF00300**

Classification: Financial Specialist, GS-501-12

Introduction:

The purpose of this position is to perform financial management work relating to the financial activities of the Bureau.

Major Duties and Responsibilities:

Plans and conducts financial management studies that involve analysis of complex, interrelated administrative processes in budgetary, financial procurement, and property management functions. Develops innovative recommendations for eliminating problems or improving the operation under study and writes reports that document findings and recommendations. Reviews and evaluates financial systems for effectiveness of internal controls and integrity of the organization's financial information. Analyzes processing flows, integration of external system interfaces and internal subsystem modules, and recommends improvements in control techniques. Reviews data in reports and financial statements and identifies abnormal trends and control weaknesses. Provides and implements solutions to correct internal control and reporting weaknesses. Reviews and analyzes financial reports generated by the financial system and determines compatibility of each with plans, prior month status, other relevant reports, and the general ledger. Identifies problems and discrepancies, determines if adjustments or corrections are required, and takes necessary action to correct and produce reports. Prepares external financial management reports, statements, supporting schedules, justifications, and related documentation as required by OMB, Treasury, and/or the Department of the Interior to ensure data consistency and integrity. Reviews and analyzes the effect of new or revised regulatory changes, and develops financial management reporting procedures; and/or reviews financial management policies, practices, techniques, and procedures that guide primary office financial work, identifies those guidelines that are in need of revision, develops recommendations for changes; and analyzes the impact of changes.

Factor 1, Knowledge Required by the Position

Level 1-7 1250 points

Extensive knowledge of, and the ability to apply financial management concepts, principles, and techniques.

Extensive knowledge of financial management operations.

Knowledge and skill to apply new developments in financial management concepts and techniques to changing programs.

Ability to work in a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members.

Integral knowledge of the Department-wide financial system and reporting requirements of other agencies, e.g., GAO, OMB, and the Department of the Treasury sufficient to plan and conduct financial studies and write reports; conduct financial reviews, determine compliance with generally accepted accounting and financial management principles and standards, and identify problems.

In-depth knowledge to identify problems and improve financial management efficiency and effectiveness and satisfy financial management reporting requirements and correct internal control weaknesses.

Factor 2, Supervisory Controls

Level 2-4 450 points

The employee works under the supervision of a supervisor in the Bureau finance office, who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments; interprets regulations on his/her own initiative; applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems; resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and adherence to requirements. Proposals and recommendations are evaluated for reasonableness and utility within the accounting structure and program operation.

*Factor 3, Guidelines*

*Level 3-4 450 points*

The employee is guided mainly by policies, regulations, and legal authorizations and restrictions of the bureau, Department of the Interior, GAO, Department of the Treasury, and OMB. Broad general technical guidance and coordination are received from the Department to assure departmental uniformity in financial management concepts, procedures, and systems development and/or maintenance. The employee must be innovative and creative in interpreting these guidelines, developing specific objectives, and devising methods to complete assignments.

Factor 4, Complexity

Level 4-4 225 Points

Work involves applying many different and unrelated processes and methods to a broad range of activities. The employee solves financial management problems in particularly difficult and responsible circumstances; advises financial managers and program managers on financial policy and procedures; recognizes problems with the existing accounting system, recommends changes, and integrates or implements improvements developed in-house or elsewhere; and prepares and directs the preparation of a number of regulatory and special purpose management financial or statistical reports, ensuring that they are accurate and timely. The employee must be adept at

conceiving new strategies for the solution of accounting problems in an environment characterized by complex and variable programs supported.

Factor 5, Scope and Effect

Level 5-4 225 points

The purpose of the work is to provide financial management advisory services concerning the bureau financial operations, ensure that the system is providing reliable financial information, and resolve technical problems. Work affects the amount and availability of funds for major substantive bureau programs and services; the way financial information is applied in planning organizational operations or the efficient use of funds; the budgets, programs, and interests of other Federal organizations and/or private firms when the supported programs cut across component lines within the bureau; organizational compliance with regulatory requirements; and/or the capabilities of the financial management systems to support management's financial information needs.

*Factor 6/7, Personal Contacts and Purpose of Contacts*

*Level 3c-180 points*

Contacts are with financial management officials of the Department and bureaus, the Department of the Treasury, OMB, and private firms. Some contacts are not routine and depend on events which are sometimes not predictable. The contacts vary with respect to purpose; ground rules for conducting the contacts likewise vary.

The purposes of contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues. Defends alternative methods of financing substantive program operations or their distribution of appropriated funds and programs; negotiates and resolving controversial financial and program issues of considerable significance; provides training, giving advice, resolving operating problems, obtaining information, and providing assistance to program managers regarding pertinent financial matters; and resolves difficult and complex problems in collaboration with the necessary contacts.

Factor 8, Physical Demands

Level 8-1 -5 points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

Factor 9, Work Environment

Level 9-1 5 points

Work is performed in an office setting with adequate light, heat, and ventilation.

**TOTAL POINTS-2790**

**GRADE CONVERSION - GS -12 (2755-3150)**