

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE (Optional)			9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE Financial Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A
GS	0503		05	MONTH 6	DAY 1	YEAR 2007
				<input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER DL

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the 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 appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE		20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required	1-4	550	6. Personal Contacts	6-2	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-b	75
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-2	75	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS ▶		27. 1,035
					28. GRADE ▶
					28. 05

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE	30. DATE
/s/ David Love	06/01/2007
31. NAME AND TITLE	
David Love Deputy Director, Human Resources Operations	
32. REMARKS	33. OPM CERTIFICATION NUMBER
FLSA: N FPL: 06 Standard Job # 0503-05 Stmt of Diff OPM JF PCS for Clerical & Tech Acct & Budget Work, GS-0500, Dec 97	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD						
1. PAY PLAN (2) GS	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2) 0025	4. OFF. TITLE CD. (5) Financial Technician	5. OFF. TITLE (38)		
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 2 = Supv. GSSG 4 = Supv. CSRA 5 = Mgt. CSRA	6 = Leader WLGE 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR 6 1 2007	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	12. INACT / ACT (1) I = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT / REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION								
1. FLSA CD/PAY TABLE CD E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 3 = SF 278 4 = OGE 450	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	0 = Excepted but not A, B, C	4. POS. SENS. (1) 1 = Low risk/nonsensitive 2 = Noncritical sensitive 3 = Critical Sensitive	4 = Special sensitive 5 = Moderate risk 6 = High risk	5. COMP. LEV. (4) 05		
6. WK. TITLE CD. (4)	7. WK. TITLE (38)							
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th				9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE				
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR 6 1 2007
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Supv. / GSSG 4 = Supv. / Program 5 = RGEG 6 = Policy Analysis GEG				19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. BUD (1) Y = Perm N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)								
Normal Act 1 = Desk Audit 2 = Supv. Audit 3 = Paper Rev. 4 = PME / Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Supv. Audit 7 = Paper Rev. 8 = Panel Rev.		Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other		
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT / ACT (1) 1 = Inact. 2 = Act.	26. DT. INACT / REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)		
30. CLASSIFIER'S SIGNATURE David Love				31. DATE 06/01/2007				
32. REMARKS								

**STATEMENT OF DIFFERENCES
to Standard Job # 0503-06**

This is a developmental level designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 503-06, Financial Technician (copy attached).

Factor 2. Supervisory Controls

Level 2-2, 125 points

The supervisor provides work assignments indicating what is to be done, applicable policies, procedure and methods to follow, priority of assignments, and deadlines.

While the incumbent carries out recurring assignments independently; the supervisor is consulted on problems or situations which are not covered by instructions or standard operating procedures.

The work is reviewed upon completion for compliance with established procedures. Closer review is exercised on more difficult assignments or if the employee has not previously performed similar assignments. As experience and training on the job progresses, the incumbent will independently plan and carry out all aspects of the assignment and resolve the full range of problems.

Total points equal 1035 (GS-5 = 855-1100 points)