

REASON FOR THIS POSITION		
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 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		06	MONTH	DAY	YEAR
				06	01	2007
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	DL
17. CLASSIFIER						

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	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS ▶		27. 1,110
					28. GRADE ▶
					28. 06

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: 07 Standard Job # 0503-06 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)	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (6)
A/C/D/I/R					

B. MASTER RECORD														
1. PAY PLAN (2)		2. OCC. SER. (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFF. TITLE (38)						
GS				0025		Financial Technician								
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		8. CLASS. STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT. CLASS (6)						
1 = HQ 2 = FLD		2 = Supv. GSSG 4 = Supv. CSRA 5 = Mgt. CSRA		6 = Leader WLGE 8 = All Others		X = New Std. Applied Blank = NA		N = No Y = Interdis						
								MO DAY YEAR 06 01 2007						
11. EARLY RET. CD. (1)			12. INACT / ACT (1)			13. DT. ABOL. (6)			14. DT. INACT / REACT (6)			15. AGCY. USE (10)		
1 = Primary 2 = Secondary			3 = Foreign Svc. Blank = NA			I = Inactive A = Active			MO DAY YEAR			MO DAY YEAR		
16. INTERDIS. SER. (40)														
(4)		(4)		(4)		(4)		(4)		(4)		(4)		
17. INTERDIS. TITLE CD. (50)														
(5)		(5)		(5)		(5)		(5)		(5)		(5)		

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

STATEMENT OF DIFFERENCES
to Standard Job # 0503-07

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 # 503-07, 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.

Factor 3. Guidelines

Level 3-2, 125 points

Guidelines include Federal, Departmental and Agency policies, National Finance Center Procedural Manuals, and Financial Management Division guidance and directives.

The employee uses judgment in selecting and applying guidelines to the various situations and in detecting errors. Situations in which guidelines can not be applied or signification deviations must be made are referred to the supervisor or other designated employee. As experience is gained the incumbent extrapolates from the various guidelines to resolve problems and interpret the guidelines to apply to a variety of situations involving numerous accounts and sub accounts and uncommon financial arrangements.

Total points equal 1110 (GS-6 equals 1105 – 1350)