



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

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| ANNOUNCEMENT NO: 12-FI-OSSE-0008 | POSITION: Budget Officer |
| POSITION SERIES: DS-560 | POSITION GRADE: DS-14/1 – 15/10 |
| OPENING DATE: August 27, 2012 | CLOSING DATE: Open Until Filled |
| IF "OPEN UNTIL FILLED," SCREENING DATE: September 11, 2012 | SALARY RANGE: \$88,510 - \$133,855 TOUR OF DUTY: |
| WORKSITE LOCATION: 810 1st Street, NE, 9th Floor, Washington, DC 20002 | AREA OF CONSIDERATION: Unlimited |
| PROMOTION POTENTIAL: DS-15 | NO. OF VACANCIES: One (1) |
| AGENCY: Office of the State Superintendent of Education (OSSE) | DURATION OF APPOINTMENT: Permanent |

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The position is located in the Office of the Chief Financial Officer (OCFO), Primary & Secondary Education Cluster (PSEC), Office of the State Superintendent of Education (OSSE). The incumbent works under the direction of the Agency Fiscal Officer, performing a wide range of Budgetary, Financial and Non-financial duties associated with the day-to-day operation of the overall Fiscal Operations Unit. Incumbent studies and reviews reports originating outside or internally for the purpose of summarizing and analyzing subject matter to present to the Agency Fiscal Officer, and prepares comments and recommendations of the Agency's financial/budgetary requirements for review and/or approval by the Agency Fiscal Officer. Reviews completed budget reports and correspondence prepared within the various departments for consistency with existing practices and policies, and addresses opportunities for improvement of format, cogency, and presentation. These reviews extend to all phases and aspects of the Agency's operations. The incumbent revises the finished product in such a manner as may be necessary to affect a logical, reasoned presentation. Responsible for final preparation of a variety of reports and drafts to be used by the AFO, ACFO, grantors, or for subsequent presentation to the D.C. Council. On a continuing basis, analyzes monthly comparative status reports (funds budgeted vs. funds obligated), which are then compared to the current financial operating plan. Responsible for the final preparation of monthly, quarterly, and annual reports of funding status for use by senior financial managers and program personnel. Explains the financial impact of program changes; and recommends actions to avoid budgetary deficiencies, fund allotments, fund reapportionment, or requests for supplementary appropriation. Upon assignment from the Agency Fiscal Officer, serves as representative and liaison officer for the Fiscal Operations Unit by attending meetings and conferences held between Departments of the Agency or by other District agencies. Reports matters discussed and decisions reached at such meetings to the Agency Fiscal Officer. Assists with developing and implementing standard operating procedures and guidelines regarding the mission of the Agency Fiscal Officer. Identifies problem areas, trends, significant accomplishments and deficiency situations especially as these relate to the support staff and operations for the office.

MINIMUM QUALIFICATIONS: One (1) year of Specialized Experience performing the related duties and responsibilities is required.

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Describe in detail your knowledge and professional experience in applying principles, methods, techniques, theories and practices as it relates to budget formulation.
 2. Describe in detail your professional experience and skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions.
 3. Describe in detail your ability and professional experience in communicating orally and in writing as it relates to budget presentations.
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TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

IMPORTANT NOTICE TO ALL APPLICANTS: Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contacted you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. **Thank you for considering employment at the OCFO!**

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS (copy of College/University Transcripts, etc) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE ANNOUNCEMENT.**

NOTE: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

"WHERE TO APPLY:

Sabrina Coleman
OCFO – OMA – Human Resources
1101 4th Street, S.W., Suite W220
Washington, DC 20024
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES