



## Vacancy Information

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**Announcement Number:** CNS-15-100

**Position Title:** Management & Budget Specialist

**Open Period:** 11/13/2015 – 11/27/2015

**Pay Plan, Series, and Band:** NY-0501-03

**Annual Salary:** \$63,724.00 to \$63,724.00 per Annum

**Office and Duty Location:** Office of the Chief Financial Officer  
Field Financial Management Center  
Philadelphia, PA

**Announcement Open to:** Current Corporation Employees on Permanent  
(General) Appointments Only

**Relocation:** Relocation expenses will not be paid.

**Position Information:** Full-time, General Appointment

### Duties and Responsibilities:

The Management & Budget (M&B) Specialist provides comprehensive and independent budget, accounting, and administrative support within the Corporation field structure and works within the budget management system Corporation-wide. The M&B Specialist provides expert advice and assistance to the Director of the FFMC, Area Managers, and other Senior Field Officials on budget and financial management. The incumbent develops and reviews guidance on policies, procedures, and systems involving budget/finance. In coordination with field office clusters, he/she develops budget protocol, requests, and justifications for program and administrative operations with the FFMC and field program offices as well as monitors patterns of expenditures throughout the year to insure that budgetary limits are not exceeded and recommends re-budgeting proposals to maximum effectiveness of administrative and program resources.

The M&B Specialist prepares a variety of regular and ad hoc budget reports covering the status of funds, expenses and obligations for field and headquarters program and administrative managers. He/she independently assesses office processes and recommends and develops streamlined procedures to increase office efficiency such as workflow and system review, technology, and customer service in all areas of the FFMC, state offices and headquarters. He/she also applies the provision of customer-oriented services to Corporation staff and Corporation programs, reviews service standard measurements and customer feedback forms, develops strategies for continuously improving management and budget functions, and interprets, explains, and informs others regarding budget policies and procedures. Importantly, the M&B Specialist directly supports all grant award cycles through the creation, monitoring, and regular modification and reporting of all CNCS/FFMC-related grant program tracking modules.

### **QUALIFICATION REQUIREMENTS:**

Applicants must have one year of specialized experience comparable in scope and responsibility to at least the upper range of the NY-02 pay band, which would be at, or equivalent to, the GS-09 level in the Federal Service. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized experience include 1) budget formulation and execution; 2) utilizing financial systems; 3) performing quantitative and qualitative analysis; 4) performing administrative functions; and 5) proficiency in Microsoft Office Suite, and especially Excel.

If you are qualifying based on education alone, you must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree. Such education must be from an accredited institution and demonstrate the knowledge, skills, and abilities necessary to perform the work. You must submit an unofficial copy of your college transcript. You must submit evidence that any education completed in a foreign institution is equivalent to U.S. educational standards.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills can provide valuable training and experience that translates directly to paid employment. You will receive credit for qualifying experience, including volunteer experience.

**PLEASE NOTE:** Qualifying experience must be clearly documented in your resume.

## **JOB SPECIFIC NARRATIVE**

**(Please limit your responses to 500 words or less)**

*The response should be behavioral based, utilizing the STAR (Situation, Task, Action, and Result) methodology.*

1. Compose an e-mail message, intended for new staff, with the purpose of describing the elements of budgetary qualitative and quantitative analysis and how it generally applies to grants administration.

## **BASIS OF RATING**

Once your complete application is received, we will conduct an evaluation of your qualifications to determine if you meet the basic qualification requirements listed above. Those applicants who meet the requirements will be referred to the selecting official for further evaluation against the job specific narratives.

## **HOW TO APPLY**

Completed applications **must be received** by 11:59 p.m. November 27, 2015. You are strongly encourage to apply via email to [lasafiev@cns.gov](mailto:lasafiev@cns.gov). If you are unable to do so, you may hand-deliver or send your application and all supporting documents to: Corporation for National Community Service, Office of Human Capital, 1201 New York Avenue, NW, attn: Loretta Asafiev, Room 10711B, Washington, DC 20525. For additional information regarding this position, please email [lasafiev@cns.gov](mailto:lasafiev@cns.gov) or call 202-606-6748.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome.

## **AFFIRMATIVE RECRUITMENT**

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

## **REASONABLE ACCOMMODATION**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

## **PRIVACY ACT STATEMENT**

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.