

## NOAA Leadership Competencies Development Program

### LCDP DEVELOPMENTAL ASSIGNMENT FORM

*(Data provided will be loaded on the LCDP website to be used by the program participants.)*

#### **Details of Developmental Assignment**

1. **Title of Assignment:** Budget Analyst
  
2. **Level of Responsibility** GS- 14, ZA IV
  
3. **Host Office** NOAA Budget Execution Division
  
4. **Timeframe** 90 Days
  
5. **Assignment Description** (include goals/objectives/expected outcomes): This assignment will allow the individuals to better understand the role of budget execution in the budget process. Individuals will work at the NOAA headquarters level and interact with NOAA finance, NOAA headquarters budget formulation and Department of Commerce staff. The participant will be able to understand and use the following NOAA/DOC business systems to accomplish work assignments, including Commerce Business System (CBS), Management and Reporting System (MARS), Discover, Program Execution Batch Processing. As a member of the NOAA Budget Execution team, the participant will be able to improve organizational understanding of appropriations. The participant will design and develop appropriation processes and practices for the FY 2009 budget by using the Appropriation Process. This includes determining, managing, and controlling funds provided through the appropriations process. The participant will also be able to execute and allocate FY 2009 resources effectively and efficiently to meet NOAA mission objectives. The participant will research, analyze and interpret financial data and trends. Present analyses that are concise and clear to targeted audiences. Participate with higher-level analysts in performing various functions such as budget exhibits and material that are used for reporting purposes. This developmental assignment will expose the participant to a variety of other Budget Execution functions, including the PPBES process for the Financial Services Program, management of NOAA-wide costs, and briefings to NOAA and DOC management officials.

**Potential Benefit to LCDP Participant** (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at [www.opm.gov/ses/define.html](http://www.opm.gov/ses/define.html)): Incumbent will

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develop an expansive knowledge of NOAA Budget Execution Office and understand the priorities of NOAA Headquarter Budget Office, Line Offices and Staff Offices.

#### **Leading Change**

Continual Learning – The LCDP participant will be able to grasp the essence of new information; masters new technical and business knowledge; recognizes own strengths and weakness; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

#### **Results Driven**

Accountability – The LCDP participant will be able to assure that effective controls are developed and maintained to ensure the integrity of the organization. Hold self accountable for rules and responsibilities. Ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluate plans; focuses on results and measuring attainment of outcomes.

Decisiveness – The LCDP participant will exercise good judgment by making sound and well-informed decisions; perceives the impact and implication of decisions; makes effective and timely decision, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented

Problem Solving – The LCDP participant will identify and analyze problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Customer Service – The LCDP participant will balance interest of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meet the need of clients; achieves quality end-products; is committed to continuous improvement of services.

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#### **Building Coalitions**

Oral Communication – The LCDP participant will make clear and convincing oral presentations to individuals or groups; listen effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering – The LCDP participant will develop networks and build alliances, engages in cross functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

6. Written Communication – The LCDP participant will express facts and ideas in writing in a clear, convincing and organized

7. **Any other considerations, special requirements or comments:**

8. **Assignment Supervisor** (name, position): James Leduc, Chief, Budget Execution

9. **Assignment Contact Person** (name and email address): James.Leduc@noaa.gov

***Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).***

***Thank you!***