

LCDP VI DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

1. Title of Assignment: Budget Analyst
2. Level of Responsibility: GS 14, ZA IV
3. Host Office: NOAA, Chief Financial Officer, Budget Office, Budget Formulation and Analysis Division
4. Timeframe: October 1, 2008 – February 2009
5. Assignment Description: Incumbent will work with the Line Offices, Program Analysis and Evaluation (PA&E), the Office of Management and Budget, and Department of Commerce. Incumbent will work with any of these organizations to further NOAA's goals and mission by learning the budget through formulation and development of the FY 10 OMB and Congressional budgets and other ad hoc requests as required. The incumbent will serve as a Budget Analyst in the Formulation and Analysis Division of the Budget Office, Office of Chief Financial Officer and will be primarily responsible for coordinating the development, review and edits of the Annual Performance Plan (APP), Performance and Accountability Report (PAR), Budget in Brief (BIB) Performance section with Budget Formulation and the Department of Commerce, and Verification and Validation (V&V) for performance metrics with the Line Offices and the Department of Commerce. They will perform a wide variety of administrative and analytical duties connected with the review, justification, and presentation of the performance section of the NOAA budget. The analyst reviews, analyzes, and interprets existing and proposed legislation, appropriation language, executive orders, and OMB communications. The analyst will also serve as liaison between the Department of Commerce staff and NOAA line office budget staff. They may also develop cost-benefit analysis of proposed budgetary and program actions and advise Department officials and program managers of the most advantageous courses of action.
6. Potential Benefit to the LCDP Participant: Incumbent will develop an expansive knowledge of NOAA budget and understand the priorities of NOAA and its constituents. Competencies that will be developed include:

Leading Change

Continual Learning - Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses;

pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation - Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience - Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation - Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

Vision - Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.

Leading People

Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Integrity/Honesty - Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility and commitment to public service.

Team Building - Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

Results Driven

Accountability - Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

Customer Service - Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients; achieves quality end-products; is committed to continuous improvement of services.

Decisiveness - Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Entrepreneurship - Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving - Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Technical Credibility - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

Building Coalitions/Communications

Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Oral Communication - Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering - Develops networks and builds 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.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Written Communication - Expresses facts and ideas in writing in a clear, convincing and organized manner.

7. Any other considerations, special requirements or comments:

None.

Contact Information

8. Assignment Contact Person: Pat Johnson (patricia.a.johnson@noaa.gov)

9. Host Office Phone Number: (202) 482-5192

Please send completed form to LCDP. ProgramManager@noaa.gov.