

NOAA Leadership Competencies Development Program
LCDP DEVELOPMENTAL ASSIGNMENT FORM

Details of Developmental Assignment

1. Title of Assignment: Budget Analyst

2. Level of Responsibility (e.g., GS13, GS14, SES or equivalent pay band): ZA-IV

3. Host Office (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):
NOAA, Chief Financial Officer, Budget Office, Budget Formulation and Analysis Division

4. Timeframe (expected start date, duration, any known time dependencies):

July 2010-February 2010

5. Assignment Description (include goals/objectives/expected outcomes):

Incumbent will serve as a Budget Analyst in the Formulation and Analysis Division, covering a portfolio of programs. 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 12 OMB and/or 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 budget submissions. They will perform a wide variety of administrative and analytical duties connected with the review, justification, and presentation 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 LCDP Participant (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at www.opm.gov/ses/define.html):

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Incumbent will develop an expansive knowledge of NOAA and federal budget process and understand the priorities of NOAA and its constituents. The assignment provides an opportunity to understand other mission areas of NOAA and routinely interact with NOAA senior leadership. Specific ECQs to be used include – Business Acumen, Building Coalitions, Results Driven, and Leading Change.

7. Any other considerations, special requirements or comments:

8. Assignment Supervisor (name, position): Jennifer Werner, Chief, Budget Formulation and Analysis Division

9. Assignment Contact Person (name and email address): Jennifer.werner@noaa.gov