



**USDA Forest Service
Budget Analyst GS-0560-7/9
Sawtooth National Forest**

Notice valid through April 15, 2012

Duty Location: Twin Falls, ID
Organizational Unit: R4 - Sawtooth National Forest, Supervisor's Office
Opportunity Type: Pre-announcement
Primary Contact: Omotayo Olubiyi, Budget Officer; obolubiyi@fs.fed.us; (208) 737-3260

This position will be advertised on the USAJOBS website, www.usajobs.com in the near future. It is the intent of the Forest to advertise specific to the unit and position, as opposed to an open continuous recruitment. The position may be advertised as merit promotion and demonstration (open to the general public) depending on outreach response. Applicants must locate these announcements in the USAJOBS website and follow the How To Apply procedures. To locate these announcements click on Search Jobs, then Agency Search and select Forest Service, then select Idaho, type in series "0560" in the Series Number Search, and select GS-09 in the Pay Grade pull-down list. The closing dates will be shown on the announcements. Outreach respondents will be notified when the announcement is posted.

POSITION DESCRIPTION – This position serves as a National Forest Budget Analyst responsible for all phases of one or more Forest budget programs. Assignments are varied in nature. They are structured to provide a means by which the incumbent can display and validate a working knowledge of regulations, policies, and analytical procedures and apply an increasingly full range of the principles, concepts, and work processes common to the occupation.

Interpretes and applies pertinent regulations and style manuals governing written communications in order to prepare written materials which communicate the intended information. Researches and analyzes data, issues, and information that would support project recommendations or the work assignments of higher-grade specialists.

Budget Obligations/Expenditures Monitoring 25%

Provides support and assists in review and coordination of accounting documents and apportionments, allocations and operating budgets. Identifies differences between current spending and the projected estimate. Recommends adjustments to accommodate future needs.

Obtains, compiles, and summarizes factual narrative information and quantitative data for use by others within the office.

Budget analysis 25%

Reviews easily obtained data, and, using predetermined formulas, prepares estimates of future requirements for a specific operating program or small stable organization. Submits the estimates for consolidation into an integrated budget.

Budget Justification Activities 25%

Prepares and assembles a portion of the justification material used by the agency to support a substantial segment of the budget. Develops a concise, clear picture of budget estimates and supporting narrative through the use of a comprehensive financial reporting system for top management.

Budget Call Activities 25%

Receives specific instructions with the call for the budget for a stable operating program. Interprets instructions for local situations, and prepares local guides. Analyzes, evaluates, recommends, and revises annual and supplemental requests for all working capital fund accounts. Prepares a monthly status of funds for submission to senior management.

Other Significant Functions

The Budget Analyst position assists to monitor financial execution for NFRR Pilot Program to encompass Roads, Construction, Natural Resources, and other assigned programs in accordance with Appropriation Law and Forest Service financial policies. Has knowledge of FS regulations and procedures to accomplish budget tasks, and where no defined methodology exists, demonstrates initiative to determine procedures to arrive at the desired outcome/product. Familiarity with FFIS is desirable, and a working knowledge of PAS, Workplan are required to analyze current spending trends. Intermediate Excel Skills, ability to generate pivot tables, ability to create ad hoc reports to disseminate financial information to BLI Team Leaders are an essential component in order to analyze spending rates and financial trends. Ability to follow directions as related to fiscal year end close out is required. Flexibility to adapt to changing priorities as it relates to multiple requests, and the ability to multi-task are important. Good communication skills to convey clear, concise information to BLI Team Leaders is essential. The successful candidate will have the ability to prepare, review and post balanced accounting adjustments.

Sawtooth National Forest - The 2.1 million acre Sawtooth National Forest is divided into four management units – the Minidoka, Ketchum and Fairfield Ranger Districts and the Sawtooth National Recreation Area. Elevations range from 4,513 to 12,009 feet above sea level offering a great variety of land forms and vegetation. The Forest extends from northern Utah to the Salmon River country in Idaho and includes 149 range allotments on which more than 44,570 sheep and 24,348 cattle graze. More than 2 million visitor days of recreation occur annually on the Forest with four downhill ski areas, including the world-premiere Bald Mountain Ski Area at Sun Valley. The Forest administers the 217,088-acre Sawtooth Wilderness in addition to three other areas, totaling more than 270,700 acres, recommended for wilderness classification. The Forest provides habitat to 10 listed T & E Species, 17 Sensitive Wildlife & Fish Species and 36 Sensitive Plant Species. Approximately 5 million board feet of timber are offered annually. There are approximately 120 permanent/full-time employees on the Forest in addition to 100 seasonal employees.

Twin Falls - The City of Twin Falls is located in south central Idaho. Twin Falls is a two hour drive from Boise (the state capitol) to the west, an hour and a half from Pocatello to the east, and a 3 ½ hour drive south to Salt Lake City, Utah. The City is located at a high-desert elevation of 3,745 feet above sea level and sits on the south rim of the 500-foot deep Snake River Canyon. The population of Twin Falls is approximately 40,000.

Climate - Residents of this City enjoy a very distinct four-season climate. Daytime highs in July are about 91 degrees with overnight lows of 54. January temperatures typically range from about 37 in the daytime to 19 overnight. Annual precipitation averages 17 inches of snow and 9 inches of rain. Residents enjoy sunny skies nearly 300 days annually, and the air is dry and clear.

Churches and Civic Groups - There are nearly 70 local religious congregations representing 34 denominations. All major national service organizations, such as Kiwanis, Lions, Rotary, Optimists as well as professional societies and youth groups are found here.

Schools - There are seven Elementary schools, two Junior highs, two Senior highs, one Alternative Junior and High School, and six private and parochial schools. Twin Falls also offers an outstanding Junior College, the College of Southern Idaho. A new fine arts center at the college brings internationally recognized Arts on Tour events to the community throughout the year. In addition, classes and limited degrees are available from Idaho State University, Boise State University, University of Idaho and Northwest Nazarene College.

Health Services - St Luke's Magic Valley Regional Medical Center and two immediate care centers are available as well as clinics offering a variety of general and special medical practices.

Housing costs – There are lots of houses available for sale in Twin Falls and the surrounding area. A three bedroom, 2 bath family dwelling is available in the price range of \$120,000 to \$300,000.

Getting here - Twin Falls is located just south of the intersection of Interstate 84 and U.S. Highway 93. Magic Valley Regional Airport serves Twin Falls and surrounding communities. Skywest Airlines, a Delta connector, offers direct flights each day to Salt Lake International Airport. Twin Falls also has Greyhound bus service.

Amenities - Twin Falls offers a number of well developed and maintained city parks and a number of organized events, hiking trails, water skiing, boating and the 212-foot Shoshone Falls. Outstanding outdoor recreation opportunities are just a short drive from Twin Falls. These include the Craters of the Moon National Monument, City of Rocks National Reserve, the Sawtooth National Forest and a number of state parks.

Other information about the area is available at:

www.twinfallschamber.com

www.magicvalley.com.

For additional information you may contact:

Omotayo Olubiyi at obolubiyi@fs.fed.us or 208-737-3260

Outreach Notice Form:

If interested, please complete the form below and send via e-mail to obolubiyi@fs.fed.us or fax to: (208) 727-3236. Please respond by April 15, 2012.

Yes, I am interested in the following position:

Position Title/Series/Grade: Budget Analyst GS-0560-7/ 9
Location: Sawtooth NF Supervisor's Office, Twin Falls, Idaho
PERSONAL INFORMATION:
Name:
Address:
E-mail:
Phone:
Current position:
Current Employer: