

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                    #2: --                    #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date	Signature		Date	
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD  
PD# DF00700**

**Classification: Financial Specialist, GS-501-05**

**Introduction:**

As a trainee, the employee in this position assists higher-level analysts and/or accountants in the performance of their assignments in any aspect of their work.

**Major Duties and Responsibilities:**

The employee performs a variety of routine financial management tasks that are designed to increase the employee's knowledge and understanding of the functions of financial management and provide familiarity with the policies, procedures, and practices of financial management. Duties include examining financial management documents for proper accounting classification and authorization; performing reconciliations; analyzing a variety of accounts; entering and processing data into various accounts and the general ledger; recognizing and adjusting differences between the general ledger and subsidiary accounts; preparing monthly trial balances and financial reports; reviewing procedures related to the automated accounting system; and/or reviewing, for completeness, financial data from various sources.

**Factor 1, Knowledge Required by the Position**

**Level 1-5 750 points**

Knowledge of the concepts and principles of financial management.  
Basic knowledge of automated accounting systems sufficient to perform developmental assignments and develop familiarity with the organization's financial management system and the operation of Federal programs.

**Factor 2, Supervisory Controls**

**Level 2-1 25 points**

The employee works under the direction and continuing supervision of a higher graded employee in the Bureau Finance Office who provides specific instructions that cover all aspects of the assignment. The employee carries out recurring assignments independently. The higher grade employee reviews all assignments in progress and when completed for accuracy, conformance to organizational policy and procedure, and adherence to instructions.

**Factor 3, Guidelines**

**Level 3-1 25 points**

Guidelines consist of established precedents, standards, laws, regulations, and organizational policy. The employee receives specific guidance from a higher-level employee, who is readily available to answer questions. All deviations are referred to a higher level employee.

**Factor 4, Complexity**

**Level 4-2 75 Points**

Work involves conducting specific tasks designed to give the employee experience in the practical application of theory and basic principles of financial management. Decisions regarding what needs to be done follow well-established financial management practices and established procedures within the organization. Actions to be taken or responses to be made are based on factual differences such as the type of information needed on balance sheets.

**Factor 5, Scope and Effect**

**Level 5-1 25 points**

Work involves performing a variety of specific routine tasks intended to help train the employee in the application of financial management concepts and practices and to familiarize the employee with the particular programs, procedures and functions of the organization. The work facilitates the work of other employees within the immediate organizational unit.

**Factor 6, Personal Contacts and Factor 7, Purpose of Contacts**

**Level 1a-30 points**

Contacts are made with other employees, including support personnel, in the immediate office or related units within the organization. Contacts are made to acquire or exchange information or facts needed to complete assignments.

**Factor 8, Physical Demands**

**Level 8-1 -5 points**

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

**Factor 9, Work Environment**

**Level 9-1 5 points**

Work is performed in an office setting with adequate light, heat, and ventilation.

**TOTAL POINTS - 940**

**GRADE CONVERSION - GS-05 (855-1100)**