

General Position Qualifications: Budget Analyst

As an entry level Budget Analyst at TSA, you will use your knowledge and experience to perform a mixture of budgeting assignments as a part of a team. Your work will cover a variety of duties including gathering budgeting data and information, explaining regulations, and discussing the customer's situation; providing factual advice and guidance on requirements of well-established guidelines; researching laws, regulations, procedures and past practices to recommend approaches or solutions to problems or concerns; and analyzing and comparing budget obligations and expenditures in the approved operating budget.

The general position qualifications for the Budget Analyst position through the Career Resident Program are outlined below. To be eligible for the Budget Analyst position, you must be able to demonstrate in your application how you meet these general qualifications.

Basic Requirements (must meet A or B or C):

- A. Successful completion of a full 4-year course of study in any field leading to a bachelor's degree in an accredited college or university;

OR

- B. At least 3 years of progressively responsible experience, one year (52 weeks) of which was equivalent to at least the GS-04 grade level, that demonstrates the ability to:
- Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; and
 - Plan and organize work; and
 - Communicate effectively orally and in writing;

OR

- C. A combination of successfully completed post-high school education and experience may be used to meet total qualification requirements for the pay band level specified. The requirements may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the pay band level; then determining the applicant's education as a percentage of the education required for the pay band level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify for that pay band level.