

**UNITED STATES DEPARTMENT OF AGRICULTURE  
MARKETING AND REGULATORY PROGRAMS (MRP)  
CAREER INTERN PROGRAM ANNOUNCEMENT**

**JOB NUMBER:** MRP-AMS-CIP-2008-1039  
**POSITION TITLE:** Budget Analyst  
**SALARY:** GS-0560-09 (\$48,108.00 - \$62,546.00)  
**LOCATION:** Agricultural Marketing Service  
Compliance and Analysis  
Budget Division  
Budget Estimates and Allotments Branch  
Washington, DC

**MAJOR DUTIES:** This position is located in the AMS, Compliance and Analysis, Budget Division. The Budget Estimates and Allotments Branch is responsible for preparing and presenting the consolidated Agency budget for the Agricultural Marketing Service, issuing and controlling fund allocations, and reviewing and controlling obligations incurred.

At the GS-9 level, the incumbent will be at an advanced developmental stage acquiring the full range of knowledge to operate at the higher levels. Work will be more closely reviewed for technical accuracy and acceptability than at the higher levels, and situations requiring significant interpretation and application of guidelines will be referred to the supervisor for resolution.

The incumbent prepares materials for use in the presentation of the budget estimates for Agency appropriations and other funds. Prepares budget schedules that include staff-years, workload data, and available funds by activity and breakdown by object classification. Prepares budget related material for use by the Administrator, the Department, the Office of Management and Budget, and Congressional Committees. Conducts estimates such as analysis of administrative expenses for Agency appropriations and funds. Develops apportionments and allotments for Agency appropriations and funds. Conducts continuous analyses of administrative funds to determine compliance with overall program plans and policies, including adequacy and efficiency of operations in relation to obligations, limitations, and policies of the Office of Management and Budget, General Accounting Office, and the Treasury. Performs continuing analyses of financial reports on obligations and expenditures to determine compliance with overall program plans and policies, including adequacy and efficiency of operations in relation to obligations, limitations, and policies of the Office of Management and Budget, General Accounting Office, and the Treasury.

This position will serve as a career intern in a position with promotion potential to GS-12. Upon successful completion of the internship, the incumbent will become eligible for conversion to competitive service position.

**GENERAL ELIGIBILITY:** This announcement is open to all U.S. Citizens. Federal status is not required when applying. You must meet the qualifications listed below:

**QUALIFICATIONS:** **For GS-9:** Master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D., if related.

OR

One full year of specialized experience equivalent to at least the GS-07 level performing continuing analyses of financial reports on obligations and expenditures to determine compliance with overall program plans and policies, reconciling monthly budget and accounting reports, and reviewing and controlling obligations incurred.

**HOW TO APPLY:** Submit USDA Career Intern Program application (available on-line at: <http://www.usda.gov/da/employ/CareerInternApplication.htm>) with a copy of your resume, most recent transcript and proof of veteran's preference if applicable to:

USDA, MRP, Human Resources Operations  
Attn: Career Intern Program  
1400 Independence Ave SW, Room 0758-S  
Washington, DC 20250  
Fax: (202) 690-2782  
Email: [Linda.Blackmon@aphis.usda.gov](mailto:Linda.Blackmon@aphis.usda.gov)

**APPLICATION DEADLINE:** Applications must be received by Midnight EST on August 20, 2008. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.

**QUESTIONS CONTACT:** Linda Blackmon, (202) 720-9176  
[Linda.Blackmon@aphis.usda.gov](mailto:Linda.Blackmon@aphis.usda.gov)

**VETERANS PREFERENCE:** If you are claiming 5-point veteran's preference, you must submit a DD-214. If you are claiming 10-points veteran's preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

**REASONABLE  
ACCOMMODATION:**

The Department of Agriculture provides reasonable accommodation to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

**ADDITIONAL  
INFORMATION:**

All qualification requirements must be met by the closing date of this announcement. Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System. Appointments under this announcement include a two-year probationary/trial period requirement. A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

*Candidates will be considered without discrimination for any non-merit reasons such as race, religion, sex, national origin, marital status, politics, disability, age, or membership or non-membership in an employee organization.*

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