

STATEMENT OF DIFFERENCES
to Standard Job # 0503-07

This is a developmental level designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 503-07, Financial Technician (copy attached).

Factor 2. Supervisory Controls

Level 2-2, 125 points

The supervisor provides work assignments indicating what is to be done, applicable policies, procedure and methods to follow, priority of assignments, and deadlines.

While the incumbent carries out recurring assignments independently; the supervisor is consulted on problems or situations which are not covered by instructions or standard operating procedures.

The work is reviewed upon completion for compliance with established procedures. Closer review is exercised on more difficult assignments or if the employee has not previously performed similar assignments. As experience and training on the job progresses, the incumbent will independently plan and carry out all aspects of the assignment and resolve the full range of problems.

Factor 3. Guidelines

Level 3-2, 125 points

Guidelines include Federal, Departmental and Agency policies, National Finance Center Procedural Manuals, and Financial Management Division guidance and directives.

The employee uses judgment in selecting and applying guidelines to the various situations and in detecting errors. Situations in which guidelines can not be applied or signification deviations must be made are referred to the supervisor or other designated employee. As experience is gained the incumbent extrapolates from the various guidelines to resolve problems and interpret the guidelines to apply to a variety of situations involving numerous accounts and sub accounts and uncommon financial arrangements.

Total points: 1,110 (GS-6 range 1,105 - 1,350)