

REASON FOR THIS POSITION			POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER			

RECOMMENDED					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>		

OFFICIAL						
10. TITLE Financial Technician						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	0503		07	MONTH/DAY/YEAR 06/01/2007	YES NO	DL

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1 st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the 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 appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-4	550	6. Personal Contacts	6-2	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-b	75
3. Guidelines	3-3	275	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS		27. 1,410
OPM JF PCS for Clerical & Tech Acct & Budget Work, GS-0500, Dec 97				28. GRADE	28. 07

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. /s/ David Love	30. Date 06/01/2007
31. Name and Title: David Love, Deputy Director, Human Resources Operations	
32. Remarks: FLSA:N FPL: 7 Standard Job # 0503-07	33. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/W/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 0503	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0025	5. OFF. TITLE (38) Financial Technician										
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 2 = Supv/ GSSG 4 = Supv. CSRA 5 = Max CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 06 01 2007							
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR			14. DT.INACT/REACT (6) MO DAY YEAR			15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)														
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)														

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 = None 3 = 278 4 = 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 0=Excepted but not A, B, C			5. COMP. LEV. (4) 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk													
6. WK. TITLE CD. (4)				7. WK TITLE (38)																			
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change				B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE									
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)			14. BUS. CD. (4)			15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank=N/A 1=PAS			17. DATE EST. (6) MO DAY YEAR 06 01 2007					
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG									4=Sup./Program 5=RGEG			7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. BUD(1) Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																							
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other							
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.			26. DT. INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)					
30. CLASSIFIER'S SIGNATURE												31. DATE											

32. REMARKS

Standard Job # 0503-07

