



Finding and Applying for Jobs in the Federal Government

U.S. Office of Personnel Management
Recruitment Policy and Outreach



Introducing USAJOBS

- What is USAJOBS®?
 - Federal Government's main employment portal
 - Mainly used by Executive Branch Agencies
 - Competitive Civil Service positions
 - Limited Excepted Service positions (e.g., Pathways Programs positions)
- Most Civil Service hiring begins here
 - Some jobs may be found on agency websites
- Your Federal application is not complete until you finish it in the agency's system



Basic Search (Main Landing Page)

An official website of the United States Government

USAJOBS Sign In Help Search

Keywords: Location: Search



SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

[Create Profile](#)

Create a USAJOBS Profile

Federal Application Process

Explore Opportunities

Create a USAJOBS Profile



Save your favorite jobs and searches

Receive email updates from jobs you're interested in.



Upload your resumes and documents

Save and manage resumes and documents for your application.



Make your resume searchable

Your resume will be visible to recruiters searching our database.



Apply for jobs in the Federal Government

You can only apply online with a complete USAJOBS profile.

[Create Profile](#)

or [Sign In](#)



Basic Search (Main Landing Page)

Going 20 years strong!

We're celebrating 20 years of connecting job seekers with federal jobs. [Learn more](#)

Explore Unique Hiring Paths

Hiring authorities are a way for the Federal Government to hire individuals who may fall under one of the following groups of people, including:

 <p>I'm a current/former Federal employee You may be eligible for a merit promotion.</p>	 <p>I'm a Veteran You may be eligible for Veterans' Preference, as well as other veteran specific hiring options.</p>
 <p>I'm a Student/recent graduate The Pathways Program offers federal internship and employment opportunities.</p>	 <p>I'm a Senior executive You may be eligible for a SES position if you meet the five Executive Core Qualifications (ECQs).</p>
 <p>I'm a Former overseas employee You may be eligible to be hired directly for jobs in the competitive service.</p>	 <p>I'm an Individual with a Disability You may be eligible to apply for jobs and get hired without going through the full application process.</p>
 <p>I'm a Military spouse You may be eligible to apply for jobs open to merit promotion candidates.</p>	 <p>I'm a Peace Corps or AmeriCorps VISTA alumni You may qualify for non-competitive eligibility.</p>



Basic Search (Main Landing Page)

Events

2016

AmeriCorps VISTA Federal Career Expo
Washington, DC
 Hosted by Corporation for National and Community Service
Oct 25
[More information](#)

2016

Veterans Healthcare Career Events
Multiple locations
 Hosted by Department of Veterans Affairs
Oct - Nov
[More information](#)

Federal Hiring Myth

"I must move to Washington, DC if I want to work for the Federal Government."

False. About 15% of Federal jobs are in the Washington, DC metro area while approximately 85% are found in multiple locations throughout the country. [Read more](#)

[Return to top](#)

Job Applications

- All
- Advancing
- Paused
- Stopped

Account

- Home
- Profile
- Documents
- Saved Jobs
- Saved Searches
- Username & Password

Help

- Help Center
- About USAJOBS
- Contact Us
- FAQs
- Get Started
- How to...
- Working in Government



USAJOBS Account – Create

An official website of the United States Government

USAJOBS

Sign In

Help

Search

Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search



SHAPE AMERICA'S FUTURE

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Save your favorite jobs and searches

Receive email updates from jobs you're interested in.



Upload your resumes and documents

Save and manage resumes and documents for your application.



Make your resume searchable

Your resume will be visible to recruiters searching our database.



Apply for jobs in the Federal Government

You can only apply online with a complete USAJOBS profile.

Create Profile

or Sign In



USAJOBS Account – Create

USAJOBS

Sign in

Username or email

Enter your username, primary email, or secondary email.

Password

[Forgot your username or password?](#)

Sign In

Don't have a USAJOBS account?

[Create a new account](#)

Terms and Conditions

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Security Guidelines

As the USAJOBS account holder, you are responsible for maintaining the confidentiality of your account, notably your password, and for any and all activity that occurs under your account as a result of failing to keep this information secure and confidential. You agree to notify USAJOBS Support immediately of any unauthorized use of your account or password, or any other breach of security. You may not use anyone else's USAJOBS account at any time.



USAJOBS Account – Create

USAJOBS

Create account

All fields are required

Primary Email address

Only one account can be created for each email address. Do not share your account with anyone else.

Confirm Primary Email address

Username

Your Username must:

✖ Be 6 to 20 characters long

✖ Have at least one letter

✖ Only contain the following special characters: underscore (_), ampersand (&), and period (.)

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By clicking "Create Account" you are agreeing to the Terms and Conditions.

Create Account

Consider using a personal email for your account to avoid losing access to your account in case you need to reset your password in the future.

Upon entering your email address, the system will email you to validate the address and then prompt you for additional contact information.



USAJOBS Account – Dashboard

USAJOBS

[Help](#) [Search](#)

Profile Incomplete

Welcome Adrian [Sign Out](#)
Before you can apply for jobs, you need to complete your profile. [Complete profile.](#)

0 APPLICATIONS	0 SAVED JOBS	0 SAVED SEARCHES
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Complete your profile

While anyone can review job announcements on USAJOBS, you can only apply to a job with a complete profile.

[Complete Profile](#)

- HOME
- PROFILE
- DOCUMENTS
- USERNAME & PASSWORD



USAJOBS Account – Profile Contact Info

An official website of the United States Government

USAJOBS

Adrian

Help

Search

Profile
Incomplete

CONTACT
REQUIRED

HOME

ELIGIBILITY
REQUIRED

PROFILE

DEMOGRAPHICS

DOCUMENTS

PREFERENCES

USERNAME &
PASSWORD

Profile

Contact Information Required

Contact information saved
Your contact information has been saved to your profile.

All fields are required unless otherwise noted

Legal Name

Title Optional

First name

Middle name Optional

Last name



USAJOBS Account – Profile Preferences

Unique Hiring Paths

Do you fall into one of the groups listed below? If yes, you may be eligible to apply for certain jobs or receive preference through a unique hiring authority.

Agencies use this information to search for potential applicants to hire under one of these special hiring authorities. This information is optional. Whether you choose to provide this information, or not, does not impact your application or your ability to apply to a job under a special hiring authority. Learn more about [unique hiring paths](#).

Veterans

- Veterans Recruitment Appointment (VRA)
- 30% Or More Disabled Veteran
- Disabled veterans who have completed a VA training program

Military Spouses

- Military Spouse

Certain former overseas employees

- Certain former overseas employees

Individuals with Disabilities

- Schedule A Disabled

When you set up your profile, check one or more of these boxes if you would like your résumé to be searchable by agencies when they try to find job seekers who may be eligible to apply under special hiring authorities. This will allow them to find your résumé and notify you about application opportunities.

Save



USAJOBS Account – Profile Contact Info

An official website of the United States Government

USAJOBS

AD

Help

Search

Profile Complete

CONTACT
REQUIRED

Profile

HOME

ELIGIBILITY
REQUIRED

✔ Contact Information *Required*

All fields are required unless otherwise noted

PROFILE

DEMOGRAPHICS

Legal Name

DOCUMENTS

PREFERENCES

Title *Optional*

First name

Middle name *Optional*

Last name

USERNAME & PASSWORD

Suffix *Optional*



USAJOBS Account – Dashboard

USAJOBS AD Help Search

Keywords: Location: Search

Profile Complete

Welcome Adrian [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

0 APPLICATIONS **0** SAVED JOBS **0** SAVED SEARCHES

Active Archived

Begin your job search

Keywords: Location: Search

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD



Advanced Search

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show:

[All Expanded](#) [All Collapsed](#)

- ▶ **Keywords** ?
- ▶ **Salary or Pay Grade** ?
- ▶ **Occupational Series or Job Category** ?
- ▶ **Location** ?
- ▶ **Department and Agency** ?
- ▶ **Type of Work or Work Schedule**
- ▶ **Posting Options** ?
- ▶ **Additional Search Options**

Who May Apply ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement?](#)
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?



Advanced Search

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show:

[All Expanded](#) [All Collapsed](#)

Keywords ?

Search for: Job Title, Agency Name, Job Announcement #, etc

But none of these words:

Search by Job Title:

Salary or Pay Grade ?

Search by: Salary ?

From: To:

Pay Grade (GS) ?

From: To:

Show Only Senior Executive Service Postings ?

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.



Advanced Search

Occupational Series or Job Category ?

Show Me:

- All Occupational Series
- Only Occupational Series with Open Jobs

Search for Occupation(s):

	Series	Occupation	Category
<input type="checkbox"/>	0510	Accounting	Accounting Budget And Finance
<input type="checkbox"/>	0525	Accounting Technician	Accounting Budget And Finance
<input type="checkbox"/>	0511	Auditing	Accounting Budget And Finance
<input checked="" type="checkbox"/>	0560	Budget Analysis	Accounting Budget And Finance
<input checked="" type="checkbox"/>	0561	Budget Clerical And Assistance	Accounting Budget And Finance



Advanced Search

Location ?

Show Available Jobs In:

City, State, or Country

[Hide Additional Location Search Options](#)

Location Criteria:

- All Locations
- Locations with open jobs only

1.) Show locations for this region:

- United States
- Africa
- All Foreign Countries
- Antarctica
- Asia
- Australia and Pacific Isl
- Caribbean and Central
- Europe



2.) State/Territory/Region

- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia



3.) Then Locale(s)

- Los Alamos
- Los Altos
- Los Altos Hills
- Los Angeles
- Los Angeles AFB
- Los Angeles County
- Los Banos
- Los Gatos

Add

You Added:

You may make up to 10 selections

- Los Angeles, California [Remove](#)
- Washington DC, District of Columbia [Remove](#)



Advanced Search

Department and Agency ?

Agency, Sub Agency, Department

Show Available Jobs In:

[Show Additional Department and Agency Search Options](#)

You Have Added:
You may make up to 10 selections

- Department Of Homeland Security [Remove](#)
- Department Of Justice, Department of **Justice** - Agency Wide [Remove](#)
- General Services Administration, GSA Office of Mission Assurance [Remove](#)
- Department Of The Interior, National Park Service [Remove](#)

Type of Work or Work Schedule

Type of Work: ?

- All
- Permanent
- Temporary
- Term
- Detail
- Presidential Management Fellows
- Recent Graduates
- Internships
- Telework
- Seasonal
- Summer
- Multiple Appointment Types
- Intermittent

Work Schedule: ?

- All
- Full-Time
- Part-Time
- Shift Work
- Intermittent
- Job Sharing
- Multiple Schedules



Advanced Search

▼ Posting Options ?

Exclude postings for jobs open longer than 30 days? ?

Yes No

Show Jobs Posted:

In the last 7 day ▼

▶ Additional Search Options

Who May Apply ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement?](#)
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
 - No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
 - Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

[Reset Form](#)

[Search Jobs](#)



Reviewing Search Results

You are currently searching on:

- Keyword:** Budget, Financial [Remove](#)
- Exclude:** Personnel [Remove](#)
- Location:** Los Angeles, California [Remove](#)
- Location:** Washington DC, District of Columbia [Remove](#)
- Location:** California [Remove](#)
- Salary:** \$25,000.00 - \$74,999.00 [Remove](#)
- Occupational Series:** Budget Analysis [Remove](#)
- Occupational Series:** Budget Clerical And Assistance [Remove](#)

Refine Your Results By:

Who May Apply:

- Open to the Public
- Federal Employees

- ▶ Department and Agency
- ▶ Posting Date
- ▶ Exclude These

Search options

- [Q Advanced Search](#)
- [Map Search](#)
- [RSS Feed](#)

Saved searches

- [Save current Search](#)

1 to 4 of 4 Jobs

Sort By:

Relevance

Budget Analyst

[Applied](#) | [More Like This](#)

This position is for a Budget Analyst located in the Financial Management Division, Budget Branch in Washington, DC...implement budgetary and financial policies.-Draft procedural...Perform in-depth analysis of budget requests, such as historical...

Salary: \$33,435.00 - \$84,044.00 / Per Year
Series & Grade: GS-0560-09/11
Location(s): Washington DC, District of Columbia
Open Period: 9/28/2016 to 10/11/2016
Announcement Number: 16-FS-1154-P

Department: Department Of The Treasury
Agency: Bureau of the Fiscal Service
Position Info: Career/Career Conditional - Full-time
Who May Apply: U.S. citizens ; no prior Federal experience is required. This opportunity is als...

Budget Analyst

[Save Job](#) | [More Like This](#)

...Arcata, California. As a Budget Analyst, you will provide financial data to Field Office...changing time pressures. Budget Analysis Provide financial data to Field Office...review and prepare budget estimates and financial plans for short- and...

Salary: \$48,968.00 - \$63,654.00 / Per Year
Series & Grade: GS-0560-09/09
Location(s): Arcata, California
Open Period: 9/26/2016 to 10/7/2016
Announcement Number: R8-16-1809060-SG

Department: Department Of The Interior
Agency: Interior, US Fish and Wildlife Service
Position Info: Full Time - Permanent
Who May Apply: United States Citizens

Budget Analyst

[Save Job](#) | [More Like This](#)

...Office of the Chief Financial Officer. The incumbent serves as the Budget Analyst responsible...recommendation. He/she performs budget operations duties, including both budget formulation and execution...assigned. Considers financial and workload relationship...

Salary: \$70,333.00 - \$91,433.00 / Per Year
Series & Grade: GS-0560-11/11
Location(s): Moffett Field, California
Open Period: 10/3/2016 to 10/11/2016
Announcement Number: AR16D0056

Department: National Aeronautics and Space Administration
Agency: Ames Research Center
Position Info: Full Time - Permanent
Who May Apply: This announcement is open to all qualified U.S. citizens.

Budget Analyst

[Save Job](#) | [More Like This](#)

...coordination point for all budget requirements. This...application of financial management, related...months of finance budget experiences and...provided knowledge of financial principles and...National Guard financial budget business program...

Salary: \$52,505.00 - \$68,252.00 / Per Year
Series & Grade: GS-0560-09/09
Location(s): Sacramento, California
Open Period: 9/27/2016 to 10/11/2016
Announcement Number: 16-S23 1802225

Department: Department of the Army
Agency: Army National Guard Units (Title 32)
Position Info: Full Time - Excepted Service Permanent
Who May Apply: Current California National Guard members- California Air National Guard members...



Reviewing Search Results

[SIGN IN OR CREATE AN ACCOUNT](#)

At USAJOBS, we are always working to improve this site. In response to feedback, we've created the Map Search page. Do you have feedback on the new Map Search? Please click [HERE](#). Your feedback helps us to improve USAJOBS.

You are currently searching on:
Who May Apply: Open to the Public

Refine Your Results By:

Who May Apply:
 Open to the Public
 Federal Employees

Keyword [?](#)
 Add Keyword to this search
 Add Title to this search

Salary [?](#)
Pay Grade [?](#)
Job Categories [?](#)
Department and Agency [?](#)
Work Schedule [?](#)
Work Type [?](#)
Posting Date [?](#)
Exclude These [?](#)



1 to 25 of 7284 Jobs

Sort By: [Relevance](#)

Transportation Security Officer (TSO)

Salary Information: The salary range listed above includes locality pay of 14.35%. The current starting hourly rate for this position is \$15.13. In order to recruit and retain highly qualified employees at this location, TSA has also approved the payment of a biweekly retention incentive. The...

Salary:	\$15.13 - \$21.61 / Per Hour	Department:	Department Of Homeland Security
Series & Grade:	SV-1802-D	Agency:	Transportation Security Administration
Location(s):	North Dakota, Williston	Position Info:	Part-Time - Permanent
Open Period:	07/01/2016 to 11/03/2016	Who May Apply:	Open to All U.S. Citizens and U.S. Nationals/For further information concerning U...
Announcement Number:	ISN-F09-P001		

[Save Job](#)

Attorney and Assistant United States Attorney

The Department of Justice offers a broad range of opportunities for experienced attorneys to work on many significant and complex issues that face our nation. Our lawyers work in virtually every area of legal practice. The effectiveness of the Department's law enforcement and other legal...

Salary:	\$50,287.00 - \$129,517.00 / Per Year	Department:	Department of Justice
Series & Grade:	GS-0905-11/15	Agency:	Offices, Boards and Divisions
Location(s):	District of Columbia, Washington DC	Position Info:	Full-Time - Multiple Appointment Types
Open Period:	09/11/2013 to 09/30/2017	Who May Apply:	All groups of qualified individuals
Announcement Number:	OARMAV1		

[Save Job](#)

Pretrial Services Internship

The United States Pretrial Services Office, District of Arizona, extends its commitment to serving the community by providing undergraduate and graduate students the opportunity to gain experience in the field of pretrial services through non-paid internships. It is our mission to provide a unique...

Salary:	\$0.00 - \$0.00 / Without Compensation	Department:	Judicial Branch
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[Save Job](#)



Reviewing Search Results

You are currently searching on:

- Keyword: Budget, Financial [Remove](#)
- Exclude: Personnel [Remove](#)
- Location: Los Angeles, California [Remove](#)
- Location: Washington DC, District of Columbia [Remove](#)
- Location: California [Remove](#)
- Salary: \$25,000.00 - \$74,999.00 [Remove](#)
- Occupational Series: Budget Analysis [Remove](#)
- Occupational Series: Budget Clerical And Assistance [Remove](#)

Refine Your Results By:

Who May Apply:

- Open to the Public
- Federal Employees

- Department and Agency
- Posting Date
- Exclude These

Search options

- Advanced Search
- Map Search
- RSS Feed

Saved search

- Save current Search

1 to 4 of 4 Jobs Sort By: Relevance

Budget Analyst [Applied](#) | [More Like This](#)

This position is for a Budget Analyst located in the Financial Management Division, Budget Branch in Washington, DC...implement budgetary and financial policies.-Draft procedural...Perform in-depth analysis of budget requests, such as historical...

Salary:	\$53,435.00 - \$84,044.00 / Per Year	Department:	Department Of The Treasury
Series & Grade:	GS-0560-09/11	Agency:	Bureau of the Fiscal Service
Location(s):	Washington DC, District of Columbia	Position Info:	Career/Career Conditional - Full-time
Open Period:	9/28/2016 to 10/11/2016	Who May Apply:	U.S. citizens ; no prior Federal experience is required. This opportunity is als...
Announcement Number:	16-FS-1154-P		

Budget Analyst [Save Job](#) | [More Like This](#)

...Arcata, California. As a Budget Analyst, you will provide financial data to Field Office...changing time pressures. Budget Analysis Provide financial data to Field Office...review and prepare budget estimates and financial plans for short- and...

Salary:	\$48,968.00 - \$63,654.00 / Per Year	Department:	Department Of The Interior
Series & Grade:	GS-0560-09/09	Agency:	Interior, US Fish and Wildlife Service
Location(s):	Arcata, California	Position Info:	Full Time - Permanent
Open Period:	9/26/2016 to 10/7/2016	Who May Apply:	United States Citizens
Announcement Number:	R8-16-1809060-SG		

Budget Analyst [Save Job](#) | [More Like This](#)

...Office of the Chief Financial Officer. The incumbent serves as the Budget Analyst responsible...recommendation. He/she performs budget operations duties, including both budget formulation and execution...assigned. Considers financial and workload relationship...

Salary:	\$70,333.00 - \$91,433.00 / Per Year	Department:	National Aeronautics and Space Administration
Series & Grade:	GS-0560-11/11	Agency:	Ames Research Center
Location(s):	Moffett Field, California	Position Info:	Full Time - Permanent
Open Period:	10/3/2016 to 10/11/2016	Who May Apply:	This announcement is open to all qualified U.S. citizens.
Announcement Number:	AR1600056		

Budget Analyst [Save Job](#) | [More Like This](#)

...coordination point for all budget requirements. This...application of financial management, related...months of finance budget experiences and...provided knowledge of financial principles and...National Guard financial budget business program...

Salary:	\$52,505.00 - \$68,252.00 / Per Year	Department:	Department of the Army
Series & Grade:	GS-0560-09/09	Agency:	Army National Guard Units (Title 32)
Location(s):	Sacramento, California	Position Info:	Full Time - Excepted Service Permanent
Open Period:	9/27/2016 to 10/11/2016	Who May Apply:	Current California National Guard members- California Air National Guard members...
Announcement Number:	16-S23 1802225		



Saved Searches

Save this search

Name Your Saved Search *Required*

Budget Finance

Sort Results By

Relevance ▾

How often do you want to receive email notifications to your primary email address? [?]

Daily Weekly Monthly Never – don't email but save for later

[Save Search](#) [Save and View Results](#) [Reset Form](#)

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- [How to...](#)
- [Working in Government](#)



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- Location: Washington DC, District of Columbia [Remove](#)
- Location: California [Remove](#)
- Salary: \$25,000.00 - \$74,999.00 [Remove](#)
- Occupational Series: Budget Analysis [Remove](#)
- Occupational Series: Budget Clerical And Assistance [Remove](#)

Refine Your Results By:

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- Department and Agency
- Posting Date
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Search options

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Saved searches

- Save current Search

1 to 4 of 4 Jobs Sort By: Relevance

Budget Analyst

This position is for a Budget Analyst located in the Financial Management Division, Budget Branch in Washington, DC...implement budgetary and financial policies. -Draft procedural...Perform in-depth analysis of budget requests, such as historical...

Salary:	\$53,435.00 - \$84,044.00 / Per Year	Department:	Department Of The Treasury
Series & Grade:	GS-0560-09/11	Agency:	Bureau of the Fiscal Service
Location(s):	Washington DC, District of Columbia	Position Info:	Career/Career Conditional - Full-time
Open Period:	9/28/2016 to 10/11/2016	Who May Apply:	U.S. citizens ; no prior Federal experience is required. This opportunity is als...
Announcement Number:	16-FS-1154-P		

Budget Analyst

...Arcata, California. As a Budget Analyst, you will provide financial data to Field Office...changing time pressures. Budget Analysis Provide financial data to Field Office...review and prepare budget estimates and financial plans for short- and...

Salary:	\$48,968.00 - \$63,654.00 / Per Year	Department:	Department Of The Interior
Series & Grade:	GS-0560-09/09	Agency:	Interior, US Fish and Wildlife Service
Location(s):	Arcata, California	Position Info:	Full Time - Permanent
Open Period:	9/26/2016 to 10/7/2016	Who May Apply:	United States Citizens
Announcement Number:	R8-16-1809060-SG		

Budget Analyst

...Office of the Chief Financial Officer. The incumbent serves as the Budget Analyst responsible...recommendation. He/she performs budget operations duties, including both budget formulation and execution...assigned. Considers financial and workload relationship...

Salary:	\$70,333.00 - \$91,433.00 / Per Year	Department:	National Aeronautics and Space Administration
Series & Grade:	GS-0560-11/11	Agency:	Ames Research Center
Location(s):	Moffett Field, California	Position Info:	Full Time - Permanent
Open Period:	10/3/2016 to 10/11/2016	Who May Apply:	This announcement is open to all qualified U.S. citizens.
Announcement Number:	AR1600056		

Budget Analyst

...coordination point for all budget requirements. This...application of financial management, related...months of finance budget experiences and...provided knowledge of financial principles and...National Guard financial budget business program...

Salary:	\$52,505.00 - \$68,252.00 / Per Year	Department:	Department of the Army
Series & Grade:	GS-0560-09/09	Agency:	Army National Guard Units (Title 32)
Location(s):	Sacramento, California	Position Info:	Full Time - Excepted Service Permanent
Open Period:	9/27/2016 to 10/11/2016	Who May Apply:	Current California National Guard members- California Air National Guard members...
Announcement Number:	16-S23 1802225		



Job Opportunity Announcements

Budget Analyst

BUREAU OF THE FISCAL SERVICE

[Agency Contact Information](#)

📍 1 vacancy - Washington DC, DC

Work Schedule is Career/Career Conditional - Full-time

Opened Wednesday 9/28/2016
(4 day(s) ago)

🕒 Closes Tuesday 10/11/2016
(9 day(s) away)

Salary Range

\$53,435.00 to \$84,044.00 / Per Year

Series & Grade

GS-0560-09/11

Promotion Potential

12

Supervisory Status

No

Who May Apply

U.S. citizens; no prior Federal experience is required.

This opportunity is also open to [Status eligibles](#) under Announcement **16-FS-1155-MP**. Please refer to that announcement for details on open period, eligibility, and how to apply.

Control Number

451744700

Job Announcement Number

16-FS-1154-P



Apply



Job Opportunity Announcement

USAJOBS

Budget

BUREAU OF

Agency Contact

1 vacancy - W

Work Schedule

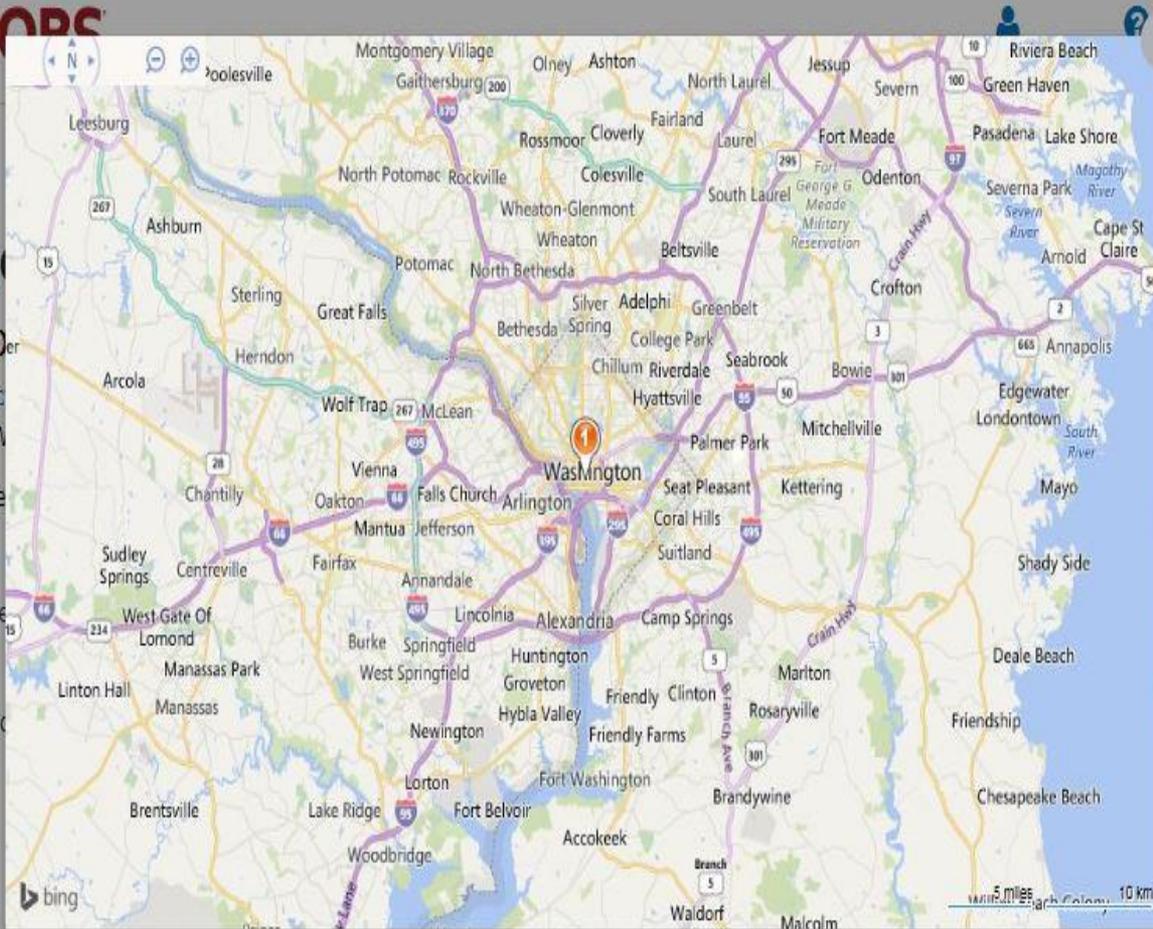
time

Opened Wednesday

(8 day(s) ago)

Closes Tuesday

(5 day(s) away)



Search

ence is

is eligible

P. Please refer
open period,

Job Announcement Number

16-FS-1154-P



Job Opportunity Announcements

Job Overview

Summary

[About the Agency](#)

This position is for a Budget Analyst located in the Financial Management Division, Budget Branch in Washington, DC.

The incumbent exercises a high degree of initiative and judgment to interpret, apply, and develop new guidelines for administering assigned budgetary functions, and recommends changes to agency budget policies and or legislation.

Duties

The following are the duties of this position at the GS-12. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position.

- Develop, recommend, and implement budgetary and financial policies.
- Draft procedural instructions and policy guidance for use by bureau officials in planning and estimating funding needs.
- Perform in-depth analysis of budget requests, such as historical requirements review, cost-benefit analysis, and program trade-offs.
- Formulate and coordinate Fiscal Service Office budget requests for the coming fiscal year considering changing objectives, work processes, staffing needs, and funding requirements.
- Prepare a variety of reports covering the status of funds, expenses, and obligations.

Travel Required

- Occasional Travel
- Minimal travel may be required

Relocation Authorized

- No



The “JOB OVERVIEW” section provides a “Summary” of the job including information about the agency and work unit, and offers details about the “Duties” you will be expected to perform.



Job Opportunity Announcements

Job Requirements

Key Requirements

- Please refer to "Conditions of Employment."
- Click "Print Preview" to review the entire announcement before applying.

Qualifications

You must meet the following requirements by the closing date of this announcement.

Specialized experience: For the GS-11, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal service. Specialized experience for this position includes AT LEAST THREE (3) of the following:

- Formulating policies, plans, processes, and procedures for managing and improving the efficiency and effectiveness of accounting, financial, or banking functions or systems.
- Interpreting and assessing the impact of new and revised legislation, regulations, executive orders, laws or standards issued from other authoritative sources.
- Evaluating new technology and/or proposed process or system changes, and determining the impact on systems and/or programs.
- Performing process improvement evaluations of financial programs, processes, or systems to assess the efficiency and effectiveness of operations (such as identify root cause issues, provide recommendations for improvements in policies, procedures, customer service, and program management)

OR You may substitute education for specialized experience as follows: Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related.

OR You may qualify by a combination of experience and education.

Specialized experience: For the GS-09, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Specialized experience for this position includes AT LEAST THREE (3) of the following:

- Assisting in formulating policies, plans, processes, and procedures for improving the efficiency and effectiveness of accounting, financial, or banking functions or systems.
- Experience analyzing the impact of new and revised legislation, regulations, or laws.
- Assisting with the evaluation of new technology or proposed process or system changes, and determining the impact on systems or programs.
- Helping perform process improvement evaluations of financial programs, processes, or systems to assess the efficiency and effectiveness of operations (such as identify root cause issues, provide recommendations for improvements in policies, procedures, customer service, and program management)

OR You may substitute education for specialized experience as follows: Two full years of progressively higher graduate education or Master's degree or an LL.B. or J.D. if related to the posted position OR You may qualify by a combination of experience and education.



The "JOB REQUIREMENTS" section provides details on "Key Requirements," the specific "Qualifications" you will need such as education and/or experience, and information on required background checks and security clearances.



Job Opportunity Announcements

Additional Information -

Additional Information

What To Expect Next

Upon closing of the announcement you will receive a system-generated acknowledgement that your application was received. Applications in the highest category are referred to the selecting official, in accordance with OPM category procedures. Veterans are referred and given selection priority over non-veterans. If further evaluation or interviews are required, you will be contacted. We inform applicants if they met the basic requirements for the position, were among the group referred to the selecting official, and the final outcome of this career opportunity. These notices will be posted directly to your USAJOBS account.

BENEFITS

The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here <http://www.usajobs.gov/EI/benefits.asp>.

Other Information

Other Information:

1. All requirements, including a complete application with required documentation, must be met and submitted by 11:59 p.m. EST on the closing date of this announcement.
2. Information contained in your application package will be verified as part of the employment and security process.
3. Relevant volunteer work may be credited as paid work if appropriate to the position.
4. If you are a male applicant who was born after 12/31/59, and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered, or you will not be eligible for appointment in this agency.
5. NPS employees must personally gather all required documents. The Human Resources staff will not be retrieving or appending documents to your application on your behalf.
6. Telework options: The position may be telework eligible with supervisory approval.



In the “ADDITIONAL INFORMATION” section you will learn “What to Expect Next” after you submit your application; about “Benefits” and “Other Information” relevant to the application process.



Job Opportunity Announcements



Department Of The Treasury
Bureau of the Fiscal Service

Contact
Applicant Call Center
Phone: 304-480-7300
Email: fiscalserviceinquiries@bpd.treas.gov

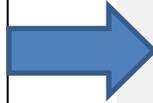
Address
Bureau of the Fiscal Service
*** Please see the "How to Apply" section ***
Parkersburg
WV
US
Fax: 000-000-0000

Use this contact information to follow up on the status of your application (note that the time you wait to hear back will vary depending on the position).



Job Opportunity Announcements

Use the “APPLY” button to begin the application process - but first be sure to carefully read the “How to Apply” and “Required Documents” sections to learn what is needed for a complete application.



Apply

How to Apply



Required Documents





Job Opportunity Announcements

How to Apply

How to Apply

How to Apply:

Online Application Instructions:

You are encouraged to apply online, which is the simplest application method, and will allow you to track the status of your application. Instructions are provided below:

To begin, log into USAJOBS, click Apply Online to create a USAJOBS account or to log into your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the Occupational Questionnaire. To view questionnaire (insert tag Occupational Questionnaire)

Click the Submit My Answers button to submit your application package.

To verify your application is complete, log into your USAJOBS

If you cannot apply online:

Please visit the following link for further instructions:

<http://staffing.opm.gov/pdf/usascover.pdf>

reference the vacancy ID which is 1678372



The “HOW TO APPLY” section tells you the steps you need to follow to complete and submit your application for Federal employment.



Job Opportunity Announcements

How You Will Be Evaluated

You will be evaluated using OPM category rating procedures. Based on your responses to the Occupational Questionnaire, you will initially be placed into one of the following categories: Best-Qualified, Highly-Qualified, or Qualified. A quality review of your application and supporting documentation will be conducted to verify that your application package is complete and to ensure that you have been placed into the appropriate quality category.

Your application package is rated based on the duration, level and quality of your experience, including education, job related training and your responses to the occupational assessment. In addition, you will be evaluated on the extent to which you meet the following knowledge, skills and abilities for this particular position:

Knowledge of budget processes and fiscal related duties such as budget reconciliation, tracking expenditures, retrieving data, and preparation of status of funds.

knowledge of general accounting and finance principles, with knowledge of government specific accounting desirable. Ability to interpret complex legal language and instructions.

Ability to review and evaluate programs for subsequent distribution of funds.

Skill in using office automation software (MS Word, MS Excel, MS Access) and applying analytical methods sufficient to complete memorandum.

To preview the Assessment Questionnaire click here: [View Assessment Questions](#)

If your resume is incomplete or does not support the responses provided in the Occupational Questionnaire, or if you fail to submit all required documentation, you will be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly.

VETERANS PREFERENCE: When applying for Federal Jobs, eligible veterans should claim preference on their application or resume indicating type of preference claiming, dates served and type of discharge. Applicants claiming 10-point preference must complete and SF-15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be given tentative preference on the basis of information contained in their applications, but they must produced a DD Form 214 prior to appointment document entitlement to preference. For more information on Veterans' Preference, please review the VETGuide. Your resume and supporting documentation will be verified. If you rated yourself higher than what is supported by your application material, your score may be adjusted and/or you may be excluded from consideration for this job. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.



The “HOW TO APPLY” section also includes information on “How You Will Be Evaluated” and often allows you to preview any assessment questions before you actually apply.



Job Opportunity Announcements

Required Documents:

1. Resume: May be in any format. You must include a list of all significant jobs held and duties performed, with dates specified in month and year format; and, indicate hours worked per week. If Federal employment, include your GS or equivalent grade, step, and series; if military your rank. Applications that include privacy information, such as full social security numbers and dates of birth, race or ethnic identification, or photographs, will be considered incomplete, and will result in loss of consideration.

2. Occupational questionnaire: This document is part of the on-line application process. If applying via fax, follow the instructions in the "How to apply section" of this announcement.

3. Veterans' preference documentation (if applicable): You must submit your most current DD-214 documenting your military status and discharge information. Disabled veterans or derived preference individuals must also submit SF-15 and any documentation required by that form to support your claim to veterans' preference. For more information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>

4. Transcripts (if applicable to the position): Unofficial transcripts are sufficient for application purposes, but must contain: your major(s), courses by name and level, including grades and hours, and any degrees awarded. If qualifying based on education, or if a requirement of this position, you will be required to submit an official transcript prior to entry on duty. We do not make



The "REQUIRED DOCUMENTS" section details the specific documents you must include to ensure you have a complete Federal application package. This may include school transcripts, a copy of your DD-214 (documenting active military service), an SF-50 (documenting current or former Federal employment), or others. It also offers information about veterans' preference.



USAJOBS Account – Résumé Builder

USAJOBS

Adrian Help Search

Profile Complete

RESUMES

OTHER DOCUMENTS

Documents - Resumes

Get noticed by recruiters—make your resume searchable
If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (2/5) Help

View	View
<p>ADStyleResume</p> <p>Build 02/23/26</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>HR Management</p> <p>Build 02/23/26</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable</p> <p>until 10/23/26</p> <p>Extend for 1 year</p>

Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

You can make at least one résumé “searchable” to allow agencies to find your résumé and notify you about application opportunities in the future.



USAJOBS Account – Résumé Builder

The screenshot displays the USAJOBS account interface. A dark sidebar on the left contains navigation options: HOME, PROFILE, DOCUMENTS, and USERNAME & PASSWORD. The main content area features a modal window titled "Add New Resume" with two options: "Build resume" (represented by a wrench icon) and "Upload resume" (represented by an upload icon). Below the modal, the "Resumes (2/5)" section shows two existing resumes:

Resume Title	Build Date	Searchable
ADstyleresume	Built 10/03/16	<input type="checkbox"/>
HR Management	Built 02/13/15	<input checked="" type="checkbox"/> Searchable until 10/23/16 Extend for 1 year

Each resume card includes "View", "Edit", "Duplicate", and "Delete" actions. A "Help" link is visible in the top right of the resumes section. At the bottom, a "Do not include in Resume" section lists prohibited content:

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents



USAJOBS Account – Résumé Builder

Resume Builder

Resume Name *Required*

ADBudget

Next

Resumes (2/5)

View	View
<p>ADstyleresume</p> <p><i>Built 10/09/16</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>HR Management</p> <p><i>Built 02/13/15</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable until 10/25/16</p> <p>Extend for 1 year</p>

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Upload or build resume



USAJOBS Account – Résumé Builder

Resume Builder

Resume Name *Required*

ADBudget

Next

Resumes (2/5)

View	View
<p>ADstyleresume</p> <p><i>Built 10/03/16</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>HR Management</p> <p><i>Built 02/13/15</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable until 10/23/16</p> <p>Extend for 1 year</p>

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- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Upload or build resume



USAJOBS Account – Résumé Builder

Work Experience All fields are required unless otherwise noted

Employer Name: ABC Company

Formal Job Title: HR Specialist

Employer Address 1: 2400 Common Way

Start Date: January | Start Year: 2008

Employer Address 2: *Optional*

End Date: January | End Year: 2008

Country: United States

Salary: *Optional* | Currency: USD | Salary Rate: Per Year

Postal Code: 20415

Average Hours per week: 40

City/Town: Washington DC

May we contact your supervisor?
 Yes No Contact me first

Is this a Federal Civilian position? ?
 Yes No

State/Territory/Province: District of Columbia

Duties, Accomplishments, and Related Skills (4999 characters remaining)

Start inputting work experience

[Problems with formatting when pasting from Microsoft Word?](#)

[Cancel](#) [Save Work Experience](#)

Search

Help



nel.docx
10/02/16

chable

der,



USAJOBS Account – Résumé Builder

Resume Builder

Resume Name *Required*
ADstyleresume [Edit](#)

Job Related Training
[Add Job Related Training](#)

Language Skills
[Add Language](#)

Organizations/Affiliations
[Add Affiliation](#)

Professional Publications
[Add Publication](#)

Additional Information
[Add Information](#)

[Previous](#) [Finish](#)

USAPersonnel.docx
Uploaded 10/02/16



USAJOBS Account – Résumé Builder

USAJOBS

Adrian
Help
Search

Profile Complete

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD

RESUMES

OTHER DOCUMENTS

Documents - Resumes

Get noticed by recruiters—make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (3/5) Help

View	View	View
<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; margin-bottom: 5px;"> </div> <p>ADBudget <i>Built 10/06/16</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; margin-bottom: 5px;"> </div> <p>ADstyleresume <i>Built 10/03/16</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<div style="background-color: #0056b3; color: white; padding: 10px; text-align: center; margin-bottom: 5px;"> </div> <p>HR Management <i>Built 02/13/15</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable until 10/23/16 Extend for 1 year</p>

+

Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents



USAJOBS Account – Upload Résumé

USERNAME & PASSWORD

☰

Add Resume

All fields are required

Resume Name

Files must be one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX)

Please enter a unique name for your resume (100 character maximum).

Select New Resume
Complete Upload

resume

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

[Return to top](#)



USAJOBS Account – Saved Documents

USAJOBS

AD

Help

Search

Profile Complete

RESUMES

Documents

HOME

OTHER DOCUMENTS

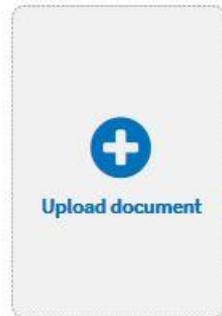
Other Documents (0/10)

Help

PROFILE

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.

DOCUMENTS



Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

USERNAME & PASSWORD

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Additional Help

[Where can I find forms that may be necessary when applying?](#)

[What types of documents might I need to provide?](#)



USAJOBS Account – Saved Documents

USAJOBS

Profile Complete

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD

Search

Help

Add Document

All fields are required

Document Name

ADtesttranscript

.pdf

Please enter a unique name For your document (100 character maximum).

Document type

- Cover Letter
- DD-214
- ECQ
- OF-306
- Other
- SF-15
- SF-50
- Transcript
- Veteran Other

Select New Document

Complete Upload

formats: .doc, .docx, .rtf, .pdf or Word (DOC or DOCX).

[when applying?](#)

[What types of documents might I need to provide?](#)



USAJOBS Account – Saved Documents



Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.



Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[Where can I find forms that may be necessary when applying?](#)



USAJOBS Account – Dashboard



Adrian
Help
Search

Keywords

Location

Search

Profile
Complete

HOME

PROFILE

DOCUMENTS

USERNAME &
PASSWORD

Welcome Adrian [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

95

APPLICATIONS

1

SAVED JOB

2

SAVED SEARCHES

Active Archived

Filter by Application Status +

Sort by Last updated Notifications

+ Budget Analyst

Bureau of the Fiscal Service

Washington DC, District of Columbia

Closes 10/11/2016

Unavailable

Last updated 10/2/2016

+ Attorney Advisor, GS-0905-14, EXCEPTED APPT

Economic Development Administration

Philadelphia, Pennsylvania

Closed 4/12/2016

Application Incomplete

Last updated 4/12/2016



USAJOBS Account – Application Status

Profile
Complete

HOME

PROFILE

DOCUMENTS

USERNAME &
PASSWORD

Welcome Adrian [Sign Out](#)
Your profile is complete and you're able to apply for jobs on USAJOBS.

95
APPLICATIONS

1
SAVED JOB

2
SAVED SEARCHES

Active Archived

Filter by Application Status +

Sort by Last updated ⚙ Notifications

Budget Analyst

Bureau of the Fiscal Service

Washington DC, District of Columbia

Closes 10/11/2016

Unavailable

Last updated 10/2/2016

Application Status

Unavailable

The status of your application cannot be determined at this time.

Locations

Washington DC, District of Columbia

Work Schedule

Full-Time - Permanent

Series & Grade	Salary Range
GS-0560-09/11	\$53,435.00 to \$84,044.00 / Per Year

Update Application



USAJOBS Account – Saved Searches

USAJOBS Adrian Help Search

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country Search

Welcome Adrian [Sign Out](#)
Your profile is complete and you're able to apply for jobs on USAJOBS.

Profile Complete

HOME 95 APPLICATIONS 1 SAVED JOB 2 SAVED SEARCHES

PROFILE DOCUMENTS USERNAME & PASSWORD

Active Archived

Sort by Last updated

Budget Finance
Alert: Weekly
Created 10/3/2016

[View Search Results](#) [Renew Search For 1 year](#)

[Edit](#) [Duplicate](#) [Archive](#) [Help](#)

Will be archived automatically on 10/3/2017.

recruiter
Alert: Weekly
Created 3/15/2015



USAJOBS Account – Saved Jobs

USAJOBS Adrian Help Search

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country **Search**

Profile Complete **Welcome Adrian** [Sign Out](#)
Your profile is complete and you're able to apply for jobs on USAJOBS.

HOME **95** APPLICATIONS **1** SAVED JOB **2** SAVED SEARCHES

PROFILE Sort by: Saved Date [Notifications](#)

DOCUMENTS

USERNAME & PASSWORD

Budget Analyst Saved 10/2/2016

Bureau of the Fiscal Service
 Washington DC, District of Columbia
 Closes 10/11/2016

Work Schedule
Full-Time - Permanent

Series & Grade **Salary Range**
 GS-0301-12 \$71,012.00 to \$92,316.00 / Per Year

Apply **Full job announcement**

[More jobs like this](#) [Saved](#) [Help](#)



Applying for Jobs – Select “Apply”

Budget Analyst

BUREAU OF THE FISCAL SERVICE

[Agency Contact Information](#)

📍 1 vacancy - Washington DC, DC

Work Schedule is Career/Career Conditional - Full-time

Opened Wednesday 9/28/2016
(4 day(s) ago)

🕒 Closes Tuesday 10/11/2016
(9 day(s) away)

Salary Range

\$53,435.00 to \$84,044.00 / Per Year

Series & Grade

GS-0560-09/11

Promotion Potential

12

Supervisory Status

No

Who May Apply

U.S. citizens; no prior Federal experience is required.

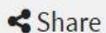
This opportunity is also open to [Status eligibles](#) under Announcement **16-FS-1155-MP**. Please refer to that announcement for details on open period, eligibility, and how to apply.

Control Number

451744700

Job Announcement Number

16-FS-1154-P





Applying for Jobs – Welcome Prompt

USAJOBS

Adrien

Help

Search

Applying to:
Budget Analyst
Bureau of the Fiscal Service
Closes 10/11/2016
Who may apply



Welcome to the USAJOBS Application Process

This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.

Do not show this message again

[Start Application](#)

Select

Instructions

Select the resume step until you see...
If the resume you...
to create one u...
be reflected in...
resume to uplo...

Your Resumes *(Required)

Resume Template Uploaded 10/6/2016	Resourse Uploaded 10/6/2016	ADBudget Built 10/6/2016
View Delete	View Delete	View Edit Delete

- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

[What should I include in my resume?](#)



Applying for Jobs – Select Résumé

USAJOBS

Admin Help Search

Applying for:
Budget Analyst
Bureau of the Fiscal Service
Closes 10/11/2016
Who may apply



Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes * (Required)

Resume Template Uploaded 10/6/2016	Resume Uploaded 10/6/2016	ADBudget Built 10/6/2016
View Delete	View Delete	View Edit Delete



Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 5MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

[What should I include in my resume?](#)

Save & Continue



Apply for Jobs – Select Documents

Applying for
Budget Analyst
Bureau of the Fiscal Service
Closes 10/11/2016
www.opm.gov



Application Progress Saved
Your application progress has been saved to your account. [View your application.](#)

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

DD-264	CCAF Transcripts	Retirement 214
DD-264 10/6/2016	Transcripts 10/6/2016	DD-264 10/6/2016
View Delete	View Delete	View Delete

[Add Document](#)

Required Documents ↑

Acceptable Formats —

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (doc or docx).

Do Not Include in Resume
Classified Information
Social Security Number (SSN)
Photos of yourself
Personal or sensitive information
Encrypted and digitally signed documents

Helpful Links
[What should I include in my resume?](#)

[Previous](#)

[Save & Continue](#)



Apply for Jobs – Review Package

Applying to:
[Budget Analyst](#)
 Bureau of the Fiscal Service
 Closes 10/11/2016
[Who may apply](#)

1 — 2 — **3** — 4 — 5

Select Resume Select Documents **Review Package** Include Personal Info Continue Application with Agency

Review Package

Your Resume [Add/Remove Resume](#)



ADBudget
 Built 10/6/2016
[View](#)

Your Documents [Add/Remove Documents](#)



DD214
 DD-214 10/6/2016
[View](#)



CCAF Transcript
 Transcript 10/6/2016
[View](#)



Retirement 214
 DD-214 10/6/2016
[View](#)

Required Documents

The following required document details have been sourced from the job posting.

The following documents are required if you are applying to this announcement:
A complete application includes 1. A résumé, 2. Vacancy question responses, and 3. Submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

All applicants are required to submit a résumé either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your résumé. We suggest that you preview the online questions, as you may need



Apply – Include Information

Applying to:

[Budget Analyst](#)

National Park Service

Closes 5/27/2016

[Who may apply](#)



Select
Resume



Select
Documents



Review
Package



**Include Personal
Info**



Continue Application with
Agency



Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.

Include Personal Information

- I volunteer to provide my [demographic information](#) to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

- I searched the USAJOBS website
- I received an automated USAJOBS saved search notification
- I saw a social media posting
- I visited the agency website
- I was referred by an agency employee
- I attended a recruitment event (Job/Career Fair, Meetup, etc.)



Continue Application with Agency

Applying to:

[Nurse Practitioner \(Mental...](#)

Veterans Affairs, Veterans He...

Closes 4/15/2016

[Who may apply](#)

1

Select Resume

2

Select Documents

3

Review Package

4

Include Personal Info

5

Continue Application with Agency

Continue Application with Agency

- *** I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the Veterans Affairs, Veterans Health Administration application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.



Continue Application with Agency

WORKING FOR

Applying to:
Nurse Practitioner
Veterans Affairs, V
Closes 4/15/2016
Who may apply

Continue to Agency



* I certify, I have not submitted information made in good faith, work experience, or providing grounds for that false or imprisonment.

Continue to

with Agency

and be sent to
Trans Health
in system once
Agency Site."

lication once
the agency



What Happens Next?

1. Agency notifies you that application received
2. Agency reviews eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency ranks candidates based on qualifications
5. Agency may conduct interviews
6. Agency selects the best candidate for the job
7. Applicant given tentative job offer
8. Other applicants notified of non-selection



What Happens Next?

- Background Check/Security Clearance
 - Most individuals selected for Federal positions will be required to undergo a basic background investigation
 - Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation
 - Most often, the background check/clearance process takes place after a tentative job offer has been made and accepted



USAJOBS Help Center

USAJOBS

AD **Help** Search

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country Search

Profile Complete

Welcome Adrian [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

0 APPLICATIONS 0 SAVED JOBS 0 SAVED SEARCHES

Active Archived

Begin your job search

Keywords: Job title, Skills, Agency Location: City, State, ZIP, or Country Search

HOME PROFILE DOCUMENTS USERNAME & PASSWORD



USAJOBS Help Center

USAJOBS



Help Center

Search for help

Search



How to...

How to change your password

How to reset your password

How to reset your password when you have forgotten your security questions

How to sign into your account if you can't access your primary email

How to check on the status of an application

[View this section](#)



FAQs

How does the application process work?

What does status candidate mean?

What should I include in my resume?

Which jobs am I eligible to apply for?

Why did USAJOBS rate my application as not qualified?

[View this section](#)



Working in Government

Appointments

Benefits

Occupations by college major

Pay & Leave

Service

[View this section](#)



USAJOBS Help Center

Explore Unique Hiring Paths

The Federal Government offers unique hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society. If you fall under one of these groups of people you may be eligible to receive preference when applying for jobs.



I'm a current/former Federal employee

You may be eligible for a merit promotion.



I'm a Veteran

You may be eligible for Veterans' Preference, as well as other veteran specific hiring options.



I'm a Student/recent graduate

The Pathways Program offers federal internship and employment opportunities.



I'm a Senior Executive

You may be eligible for a SES position if you meet the five Executive Core Qualifications (ECQs).



I'm a Former Overseas Employee

You may be eligible to be hired directly for jobs in the competitive service.



I'm an Individual with a Disability

You may be eligible to apply for jobs and get hired without going through the full application process.



I'm a Military spouse

You may be eligible to apply for jobs open to merit promotion candidates.



I'm a Peace Corps or AmeriCorps VISTA alumni

You may qualify for non-competitive eligibility.



USAJOBS Help Center

Get Started

USAJOBS posts all federal job opportunities with a position description and instructions how to apply. With USAJOBS.gov tools and resources, you can find the right federal job faster.

[Get Started](#)

About USAJOBS

As a free web-based job board and the Federal Government's official source, USAJOBS has attracted over 17 million job seekers to create accounts to date.

[Learn about USAJOBS](#)

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Job Applications

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- [Advancing](#)
- [Paused](#)
- [Stopped](#)

Account

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- [Saved Searches](#)
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USAJOBS





Additional Resources – HRU



- About Us
- Training Opportunities
- Career Development
- Resource Center
- Manager's Corner
- My Profile

Select the Recruitment Policy Studio Link

Webinar Series REGISTER NOW!

Recruitment Professional Development Series

Select for details and to register.

TRAINING OPPORTUNITIES



- Course Catalog
- Free Courses
- Accredited Courses

CAREER DEVELOPMENT



- HR Career Paths
- HR Customized Self-Assessment
- Individual Development Plan (IDP)
- HR Competencies
- HR Professional Framework
- HR Professional Roles
- HR Success Factors
- Critical Developmental

RESOURCE CENTER



- Employee Services Policy Series Studio
- Mentoring Studio
- Retirement Studio
- Recruitment Policy Studio
- Work-Life Studio
- Library
- Media Center

MANAGER'S CORNER



- Tools and Resources
- Course Catalog for Supervisors, Managers, and Executives

www.HRU.gov



Additional Resources – HRU

Recruitment Policy Studio

This site, created by the Recruitment Policy & Outreach division of the Office of Personnel Management, is designed to create a Federal recruitment community of practice for sharing best-in-class recruiting practices, ideas, insights, and lessons learned. Here you will find informational pages, videos, presentations, online and in-person training, along with a host of other resources related to Federal recruitment.

WHAT'S HAPPENING

NEW TOOL
Mythbuster on Federal Hiring Policies
Now available in Recruiting Tools and Resources

TOOLS

FEDERAL EMPLOYEES



RECRUITMENT

- Planning for Recruiting
- Employer Branding
- Recruiting Strategies
- Marketing and Outreach
- Recruiting Effectiveness
- Recruiting Tools and Resources

HIRING

- Hiring Toolkit **NEW!**
- Hiring Decision Tool

JOB SEEKERS



- Applicant Tools and Resources
- Find Federal Jobs - USAJOBS.gov
- USAJOBS Employment Videos

TRAINING



VIRTUAL SESSIONS FOR FEDERAL APPLICANTS **NEW!**

- Finding and Applying for Jobs in the Federal Government
- Writing Your Federal Resume
- Interviewing
- Pathways Programs - Recruiting and Hiring Students and Recent Graduates into Federal Careers
- Employment Opportunities for individuals with Disabilities



Additional Resources – HRU

- About Us
- Training Opportunities
- Career Development
- Resource Center**
- Manager's Corner
- My Profile



LEARNING MODULES



VIDEO

- > [Make Your Volunteer Experience Count](#)
- > [Finding and Applying for Jobs in the Federal Government](#)
- > [Do I Need to be a United States Citizen to Work for the Federal Government?](#)
- > [6 Tips for Communicating Your Qualifications](#)
- > [Writing Your Federal Resume](#)
- > [What Happens to my Resume When It's Sent to the Hiring Official?](#)
- > [What are Special Hiring Authorities?](#)
- > [Special Federal Hiring Authority for Individuals with Disabilities](#)
- > [Does Military Rank and Grade Qualify Me for a Specific Federal Pay Grade or Level?](#)
- > [Do You Need a Degree for a Federal Job?](#)
- > [May I Apply if I am Close to Completing My Degree?](#)
- > [Pathways Internships Tutorial](#)
- > [Pathways Recent Grads Tutorial](#)
- > [Are All Federal Internships Under the Pathways Programs?](#)

OTHER

- > [Interviewing Tips](#)
- > [10 Tips for Letting a Federal Employer Know Your Worth](#)
- > [Most Effective Resumes](#)

TOOLS



- > [Mythbuster on Federal Hiring Policies](#)
- > [Action Verbs for Writing Resumes](#)
- > [Federal Occupations by College Major](#)
- > [A-Z Index of U.S. Government Departments and Agencies](#)
- > [USAJOB 3 Federal Careers Flyer](#)
- > [USAJOB 3 Resource Center](#)
- > [Veterans](#)
- > [Individuals with Disabilities](#)
- > [Students and Recent Graduates](#)
- > [Presidential Management Fellows \(PMF\)](#)
- > [Senior Executive Service](#)

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Contact

Recruitment Policy and Outreach
U.S. Office of Personnel Management

outreach@opm.gov





Questions

