



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE
District of Connecticut

POSITION

BUDGET ANALYST

LOCATION

New Haven, CT

SALARY/TARGET

CL 27
\$68,174 - \$110,828

OPENING DATE

May 23, 2024

CLOSING DATE

Open until filled, with preference given to those applications received before June 20, 2024.

ANNOUNCEMENT

24-CT- 03

POSITION OVERVIEW



The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Connecticut is currently accepting applications for a full-time Budget Analyst.

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people and communities we serve. In recruiting members to our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, and economic status. Join us.

POSITION OVERVIEW

This full-time, permanent position is in the U.S. Probation Office in New Haven, Connecticut. The Budget Analyst performs in a consolidated administrative services department providing support to the Probation and Pretrial Services and reports to the Chief United States Probation Officer. The Budget Analyst assists in the formulation of the annual Probation/Pretrial Office budget and associated spending plan and assists with policy development regarding budgetary matters. The incumbent develops and justifies budget requirements and executes approved and appropriately documented budget requests.

Representative Duties:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution. Provide input to the Court Unit Budget Organization Plan (CUBOP) and certify annually. Advise executives and judges on budget matters.
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.
- Execute approved budget plans. Review spending and fund balances routinely and recommend and execute reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction. Participate in advance review and approval of major purchases.
- Enter adjustments to allotments into JIFMS and submit the respective Status of Funds through Info Web. Enter reprogramming transactions to move funds from one BOC to another within a fund or from one fund to another in both the financial system and the Status of Funds reports.
- Review treatment services expenditures, projections, and payments to ensure appropriate spending and budget oversight is maintained.
- Track temporary duty assignments for staffing salary reimbursement and budget projections.
- Review and manage oversight of specific bills as needed to maintain accurate budget projections.
- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepare and electronically submit each unit's Electronic Status of Funds reports monthly, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year.
- Provide budget forecasting reports to the unit executives monthly in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Perform internal reviews of administrative and operational areas to ensure compliance with judiciary policies and procedures and internal controls. Prepare documents to identify findings and develop written recommendations for changes.
- Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information.
- Respond to requests for information and clarification from department representatives regarding the budget. Review expenditures of departments to ensure compliance with budget. Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.
- Ensure appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed. Review purchase requests related to proposed expenses for appropriateness of procurement and sufficiency of funding.
- Collaborate with information technology staff to develop or customize programs or systems to assist with budget and recordkeeping. Participate with a team reviewing compliance of internal controls, policies, and procedures.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.
- Perform other duties as assigned.

Qualifications:

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Bachelor's degree in accounting or business-related field.
- Prior experience in accounting, finance, bookkeeping, or budget preferred.
- Consistent, high quality past job performance demonstrating sound ethics and judgement.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills (grammar, spelling, punctuation, etc.)
- Excellent organizational skills.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines. Ability to be tactful and work cooperatively with others, including judicial officers, the bar, the public and colleagues.
- Proficient in the use of Microsoft Excel and Word, in conducting internet searches, in the use of computer file structure and other computer applications. Proficient in developing spreadsheets and the ability to research system issues from a user perspective.
- General knowledge of the functions and procedures of the court unit.
- Knowledge of accounting procedures, reports, and automated equipment.
- Ability to understand relationships among accounts, reconcile accounts, recognize errors and their probable causes and the impact of proposed actions and/or recommend alternatives.
- Knowledge of internal controls.
- Skill and accuracy in working with numerical transactions.
- Skill and knowledge in financial accounting software packages and Microsoft Excel to track and record accounting transactions.

FBI Background Investigation:

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours:

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Chief Probation Officer. Additional hours, as needed. This position qualifies for one telework day a week, per supervisor approval.

Benefits:

A generous benefits package is available and includes the following:

- Ten (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

How to Apply:

Submit all the following documents (1) a cover letter; (2) a current resume; (3) copy of your last two evaluations, if unavailable, please explain in your cover letter, (4) a completed AO-78, Application for Federal Judicial Branch employment to HR_Department@ctd.uscourts.gov

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Incomplete applications will not be returned, retained, or considered.

Information for Applicants:

Employees of the United States Probation Office are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Probation employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States Probation Office is a part of the Judicial Branch of the United States government, and therefore is not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all the requested materials as listed above may lose consideration for this position.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES INCLUSION AND DIVERSITY**

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