



# Budget Analyst

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

National Environmental Satellite, Data, and Information Service (NESDIS)

## Summary

This position is located in the National Oceanic and Atmospheric Administration (NOAA), National Environmental Satellite, Data, and Information Service (NESDIS), Office of the Chief Financial Officer (OCFO), Data Analysis and Systems Integration Branch (DASIB).

This position is also announced under vacancy number NESDIS-26-13023719-ST, which is open to Status Candidates. You must apply to both announcements if you want to be considered for both.

[Learn more about this agency](#)

## Overview

Accepting applications

🕒 Open 08/05/2026 to 08/11/2026

## Location

1 vacancy in the following locations:



-  Boulder, CO
-  Fort Collins, CO
-  College Park, MD
-  Greenbelt, MD
-  Lanham, MD

## Work site options

**Telework eligible**

Yes — as determined by the agency policy.

**Remote job**

No

**Relocation expenses reimbursed**

No

**Salary**

\$106,437 - \$187,093 per year

**Pay scale & grade**

ZA 4

**Promotion potential**

None

 [Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

**Work schedule**

Full-time

**Travel Required**

Occasional travel - Up to 10% of travel may be required for this position.

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**Appointment type**

Permanent

**Occupations and job series**

- [0560 Budget Analysis](#)

**Supervisory status**

No

**Federal service type**

This job is in the Competitive Service

**Represented by a union**

No

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**Drug test**

No

**Security clearance**

Not Required

**Position sensitivity and risk**

[Moderate Risk \(MR\)](#)

 Jobs require a [background check](#) and some require a [security clearance](#). The type depends on the job.

**Background check type**

- [Suitability/Fitness](#)

**Financial disclosure required**

No

? Some jobs require [financial disclosure](#) to identify conflicts of interests.

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**Announcement number**

NESDIS-26-13023720-DE

**Control number**

879094800

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**This job is open to** **[The public](#)**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

 **[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees whose job, agency or department was eliminated and are eligible for priority over other applicants.

 **[Veterans](#)**

Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference

**Clarification from the agency**

Open to the Public and Career Transition (CTAP, ICTAP, RPL).

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**Videos**



## NOAA: Science, Service, and Stewardship

noaa

Climate change • Climate change  
refers to long-term shifts in ...



Watch on

## Duties

This specific position will be filled in Silver Spring, MD and the initial certificate of eligibles will be issued for that location. Additional duty locations are listed for future vacancies and/or vacancies that may be filled throughout the Department of Commerce. Please select locations for which you want to be considered.

As a Budget Analyst, you will perform the following duties:

- Lead preparation of annual budget estimates for the organization to include appropriated and cost-share funds balanced against overhead and projected costs. Conduct special studies, analysis of trends, and develop projections to identify variances in rates of expenditures and obligations. Analyze, evaluate, and recommend strategic actions to better leverage funding to support mission requirements, such as short fall and trade off requirements, cost analysis, and appropriateness of funding requests.
- Analyze accounting transactions and accounts to ensure accuracy, effective internal controls, and compliance with regulatory requirements. Examine accounting documents for proper accounting classification, authorization, and type and amount of payment, obligation, billing and collection. Compile, process, and reconcile a variety of complex transactions and accounts.
- Develop proposed language in support of new or revised program and budgetary requirements. Track progress of bureau and line office appropriations through Congress. Provide long-range analysis of the potential effects of budgetary actions on national, economic, social, environmental and political objectives. Provide authoritative interpretations of Congressional legislation and Office of Management and Budget (OMB) policies and precedents.
- Coordinate with the Bureaus Budget, Program Office budget analysts, Business Managers, and Line Office Budget Execution Division Chief to execute the Line Office Budget. Review, analyze, consolidate, and revise budget estimates, justification statements, and budget execution plans.

Advise managers on appropriate budgetary action to be taken to meet agency needs and make recommendations affecting substantive programs.

## Requirements

### Conditions of employment

This position will be filled under the DOC Alternative Personnel System (CAPS). Under CAPS, positions are classified by career, pay plan, and pay band. The ZA-4 is equivalent to the GS-13/14.

#### Key Requirements:

- Applicants must be U.S. Citizens.
- Suitable for Federal employment, as determined by background investigation.
- More requirements are listed under Qualifications and Additional Information.
- Must be registered for Selective Service, if applicable ([www.sss.gov](http://www.sss.gov))
- Qualification requirements must be met by closing date of the announcement.

#### Additional Considerations:

- One year probationary period may be required.
- Payment of relocation expenses (PCS) is not authorized.
- Payment of relocation incentives OR recruitment incentives may be authorized. Note: Relocation incentives are for current federal employees only.
- This position requires Moderate Risk Security Clearance.
- Background investigation will be required. Continued employment is subject to applicant's successful completion of security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

\*Note: A one year probationary period will be required unless you are a current Department of Commerce (including NOAA) employee and are in the same line of work and with no more than a 30 day break in service.

As a condition of employment for accepting this position, for those required to serve a 1-year probationary period, we will evaluate your fitness and whether your continued employment advances the public interest. In determining if your employment advances the public interest, we may consider:

- Your performance and conduct;
- Needs and interests of the agency;
- Whether your continued employment would advance organizational goals of the agency or the Government; and
- Whether your continued employment would advance the efficiency of then Federal service.

Upon completion of your probationary period, your employment will be terminated unless you receive certification, in writing, that your continued employment advances the public interest.

**Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy**

**remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update our system.**

## Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

**EDUCATION:** There is no positive education requirement for this position.

**SPECIALIZED EXPERIENCE:** Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

### To qualify at the ZA-4 or GS-13 level:

**SPECIALIZED EXPERIENCE:** Applicants must possess one full year (52 weeks) of specialized experience equivalent to the ZA-3 or GS-12 in the Federal service. Specialized experience **MUST** include all of the following:

- Planning, organizing, or applying budget policies and procedures;
- Reviewing, analyzing, or reconciling project budgets or financial data to ensure compliance with organizational policies or guidelines; and
- Presenting budgetary findings and providing guidance to management.

## Education

Substitution of education for specialized experience is not applicable to this vacancy.

## Additional information

**ICTAP and CTAP Candidates:** Eligible for selection priority if it is determined that they have exceeded the minimum qualifications by attaining at least a rating of 85 out of 100. Information about ICTAP eligibility is on OPM's Career Transition Resources website at: [Employee Guide to Career Transition](#).

**ICTAP** applicants **MUST** submit the following documents:

1. Copy of your RIF separation notice; notice of proposed removal for failure to relocate; notice of disability annuity termination; certification from your former agency that it cannot place you after

- your recovery from a compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement;
2. Copy of your SF-50 "Notification of Personnel Action" documenting your RIF separation, noting your positions, grade level, and duty location, and/or Agency certification of inability to place you through RPL, etc;
  3. Copy of your latest performance appraisal including your rating; and
  4. Any documentation from your agency that shows your current promotion potential.

**CTAP** applicants **MUST** submit the following documents:

1. Copy of your specific RIF notice; notice of proposed removal for failure to relocate; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice eligibility for discontinued service retirement, or similar notice).
2. Copy of your SF-50 "Notification of Personnel Action", noting current position, grade level, and duty location;
3. Copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

NOAA participates in e-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees.

The Federal Government is an Equal Opportunity Employer. Candidates will not be hired based on their race, sex, color, religion, or national origin.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

## Benefits



A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), your responses on the application questionnaire and/or evaluation through a manual assessment process, and your responses to any additional assessments (i.e. USAHire) required for this position.

Your qualifications will be also be evaluated using a Job Knowledge Test. The Job Knowledge Test is designed to assess technical and professional expertise directly relevant to the requirements of this announcement. This assessment measures the specialized knowledge and skills accumulated over time, which are critical for successful performance in this position. The best-qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

### **CATEGORY RATING:**

Category rating will be used in the ranking and selection process for this position. Within each category, those entitled to Veterans' preference will be listed at the top of the pre-defined category for which they are placed. The quality categories are Gold, Silver, and Bronze. Preference eligible with a service-connected disability of 10% or more will be listed at the top of the highest quality category (Gold) depending on the position and grade level of the job. For more information on Category Rating, please go to [Category Rating](#).

Your responses to the application questions and/or assessment method will determine your placement in the appropriate quality category described above. Your responses must be substantiated by your resume and supporting documents. If you do not respond to the application questions you may be rated ineligible. Candidates placed in the "Gold" category will be identified first for referral to the hiring manager and may be invited for an interview.

You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

Budget Administration, Financial Management, Organizational Awareness, and Principles of Accounting

If referred, all relevant documents submitted with your application package will be forwarded to the hiring official for review.

To preview the announcement questionnaire, click here:

<https://apply.usastaffing.gov/ViewQuestionnaire/13023720>

## **Required Documents**

**REQUIRED DOCUMENTS** (may be: (1) uploaded directly from your desktop; or (2) uploaded directly from your USAJOBS stored attachments):

### **1. Resume:**

- Only resumes up to a total of two pages will be accepted. Applicants with resumes exceeding two pages will be removed from consideration. Reference the [USAJobs Help Center](#) for additional recommendations and instructions.
- You are encouraged to make your resume and profile searchable <https://help.usajobs.gov/how-to/account/profile/searchable>.

- You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume.
- If you use your own resume or curriculum vitae, for each work experience at a minimum, your resume should include; job title(s) (including job series and grade, if Federal); description of duties or work performed; starting and ending dates (month and year).
- Part-Time work must be clearly identified and include the number of hours per week; if not identified, then work will be assumed to be Full-Time. (**NOTE:** A full-time work schedule requires most employees to work 33-40 hours during the work week. A part-time schedule requires an employee to work less than full-time, typically 16-32 hours per week.)

**2. Veterans' Preference Eligibles:** If you are claiming veterans' preference you must provide a legible copy of your DD-214, Certificate of Release or Discharge from Active Duty, member 4 copy or any official documentation or statement from the Armed Forces that confirms your dates of service and that your separation, discharge, or release from active duty was under honorable conditions (i.e., Honorable or General Discharge). Note: If you have more than one DD-214 for multiple periods of active duty, submit a copy for each period of service.

**Active Duty Service Members:** You must submit a statement of discharge/certification of release or an official written document from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions no later than 120 days from the date the announcement closes. Enlisted Record Briefs and military identification do NOT qualify as official documentation. If the appropriate information is not submitted to confirm the discharge status, dates of service, etc., you will not be considered for this job opportunity under Veteran Preference procedures. To gain access to your DD-214 online please [visit](#).

If you are claiming 10-point veterans' preference, in addition to the documents specified above, you must also submit documentation that supports your claim, e.g., an official statement from the Department of Veterans Affairs (dated 1991 or later) or from a branch of the Armed Forces certifying the existence of a service-connected disability, or the award of the Purple Heart, completed SF-15, etc. The overall rating must be identified on your certification letter or separation orders. Documentation must be received by the closing date shown in this vacancy announcement. If you fail to submit any of the required documentation, you will not be granted veterans' preference.

Additional information on veterans' preference can be found in the [Vet Guide](#).

**3. Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation** if applicable (see "Additional Information" section).

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

Please read the entire announcement and all the instructions before you begin an application. To apply and be considered for this position, you must complete all required questionnaires, assessments and submit all required documentation as specified in the How to Apply and Required Documents section. The complete application package must be submitted by 11:59 PM (ET) on the closing date of the announcement to receive consideration. The application process is as follows:

1. Click the blue "Apply Online" button.
2. If you are not a registered USAJOBS user, please create a [new account](#) and follow the instructions to complete your application process. If you are a registered user, login to access your existing USAJOBS profile.
3. As a registered user, select a stored resume and select one or more of your stored documents to attach to your application.
4. Check the "Certification" box and click the "Apply for this position now!" button located at the bottom of the screen.
5. Answer the questions presented in the application and attach all necessary supporting documentation.
6. Click the **Submit Application** button prior to 11:59 PM (ET) on the announcement closing date.
7. If you experience technical difficulties during the online application process, please contact the [USAJOBS helpdesk](#)

**To update your application, including supporting documentation:** During the announcement open period, return to your USAJOBS account, find your application record, and click **Edit my application**. This option will no longer be available once the announcement has closed.

### Agency contact information

## Applicant Inquiries

#### Email

[noaa.applicantinquiries@noaa.gov](mailto:noaa.applicantinquiries@noaa.gov)

#### Address

NOAA Office of Human Capital Services (OHCS)  
1315 East West Hwy  
SSMC4  
Silver Spring, MD 20910  
US

## Next steps

**This Job Opportunity Announcement may be used to fill other equivalent positions throughout the Federal government. The position must be alike (e.g.: within the same geographic locations, equivalent grade/band and requires the same qualifications and specialized experience as indicated in this vacancy announcement).**

Salary ranges will vary based on the location. Please visit: [OPM Salary Charts](#) for specific salary information related to a specific location.

You will be notified of your application status through USAJOBS at four points during the hiring process, as applicable. You can check the status of your application by accessing the [USAJOBS](#) website and clicking on "Track Your Online Application." The four points of notification are:

1. Application Received
2. Application assessed for qualification;
3. Referred or Not Referred; and
4. Selected or Not Selected.

By submitting your application, you are certifying the accuracy of the information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or, you may be fined or jailed. After making a tentative job offer, we will conduct a suitability/security background investigation.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, Veterans' Preference, proof of disability, etc.).

## Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)

## Additional locations

-  **Lanham, MD**
-  **Riverdale, MD**
-  **Silver Spring, MD**
-  **Suitland, MD**
-  **Stennis Space Center, MS**
-  **Asheville, NC**
-  **Madison, WI**



USAJOBS is a [United States Office of Personnel Management](#) website.