

IBC GS-0501 Financial Administration & Program Cluster
FINAL

Approved by the Competency Modeling Validation Review Board 03/08/16

GS-0501 Base Model (applicable to all GS-0501's):

Competency	Definition	Proficiency Level	Remarks						
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-05-10</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-11-13</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	5	
<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>							
3	4	5							
Decision Making	Makes sound, well-informed and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-05-10</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-11-13</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	5	
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3	4	5							
Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-05-10</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-11-13</u></td> <td style="border-bottom: 1px solid black; text-align: center;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	5	
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Group 1 (Business Systems Analyst, Financial Systems Analyst, Payroll & Benefits Systems Analyst, Payroll Systems Analyst, Senior Payroll Systems Analyst, Supervisory Business Systems Analyst, Supervisory Financial Systems Analysts, Supvy, Financial Systems Project Manager, Supvy, Payroll Program & Systems Analyst)

Additional Competencies:

Competency	Definition	Proficiency Level	Remarks
Creative Thinking	Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting-edge programs/processes.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Data Management	Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Requirements Analysis	Knowledge of the principles and methods to identify, analyze, specify, design, and manage functional and infrastructure requirements; includes translating functional requirements into technical requirements used for logical design or presenting alternative technologies or approaches	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Systems Life Cycle	Knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
System Testing & Evaluation	Knowledge of the principles, methods, and tools for analyzing and developing system test and evaluation procedures and technical characteristics of IT systems, including identifying critical operational issues.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	

Technical – Administrative Systems Design & Maintenance	Knowledge of the design, development, configuration, and/or testing of administrative systems (e.g., HR/Payroll Systems / subsystems, accounting systems, etc.). Trouble-shoots, diagnoses, analyzes and identifies system issues to determine the root cause and facilitate the issue's resolution.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u>	
		3 4 5	

Group 2 (Lead Benefit Specialist, Payroll Accounting Analyst, Payroll Program Specialist, Supvy Benefits Specialist, Supvy Debt Collection Program Specialist, Supvy Debt Management Specialist, Supvy Payroll Operations Specialist, Supvy Payroll Program Specialist)

Additional Competencies:

Competency	Definition	Proficiency Level	Remarks
Technical – Automated Integrated Personnel & Payroll System/Subsystems	Effective use of integrated system for data management, analysis and problem identification, and/or performance of payroll processing to accurately and timely provide payroll services to client agencies.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u>	
		3 4 5	
Technical – Pay Administration	Demonstrates comprehension of the payroll processes and transactions that affect time and attendance, employee benefits, retroactive payments and leave, debt management, processing of commercial garnishments, child support and/or court orders, to ensure timely and accurate employee pay.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u>	
		3 4 5	

Group 3 (Financial Specialist, Financial Systems Specialist, Fiscal Services Specialist, Fiscal Services Specialist (Leader), Lead Fiscal Services Specialist, Supvy Financial Specialist, Supvy Fiscal Services Specialist, Supvy Payroll Accounting Specialist, Tax Waiver Specialist)

Additional Competencies:

Competency	Definition	Proficiency Level	Remarks
Technical – Accounting Operations	Performs work in support of accounts payable, accounts receivable, reimbursement, general and/or payroll accounting.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Technical – Automated Accounting & Business-Related Systems	Effectively uses systems for posting data, making adjustments, analyzing, reconciling, and processing transactions to accurately and timely provide accounting services to internal and external clients.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	

Group 4 (Supvy Financial Management Specialist)

Additional Competencies:

Competency	Definition	Proficiency Level	Remarks
Planning and Evaluating	Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats of opportunities.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Technical – Automated Accounting & Business-Related Systems	Effectively uses systems for posting data, making adjustments, analyzing, reconciling, and processing transactions to accurately and timely provide accounting services to internal and external clients.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	

Technical – Financial Management	Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u>	3	4	5	
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Group 5 (Assistant Payroll Program Manager, Payroll Integration Manager, Payroll Program Manager, Payroll Systems Integration Coordinator)

Additional Competencies:

Competency	Definition	Proficiency Level			Remarks
External Awareness	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	
		n/a	n/a	5	
Technical – Automated Integrated Personnel & Payroll System/Subsystems	Effective use of integrated system for data management, analysis and problem identification, and/or performance of payroll processing to accurately and timely provide payroll services to client agencies.	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	
		n/a	n/a	5	
Technical – Program Management	Manages a program area for an organization that may consist of multiple projects and programs across a broad spectrum of functional specialties such as financial management, policy development, organizational development, quality management, and/or performance metrics; directs related resources, personnel and activities.	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	
		n/a	n/a	5	

Group 6 (Financial Management Officer)

Additional Competencies:

Competency	Definition	Proficiency Level	Remarks
Creative Thinking	Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting-edge programs/processes.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	
External Awareness	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	
Quality Management	Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	
Vision	Envisions a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	
Technical – Accounting	Knowledge of accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	
Technical – Financial Management	Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> n/a n/a 5	

Technical – Program Management	Manages a program area for an organization that may consist of multiple projects and programs across a broad spectrum of functional specialties such as financial management, policy development, organizational development, quality management, and/or performance metrics; directs related resources, personnel and activities.	<u>GS-05-10</u> n/a	<u>GS-11-13</u> n/a	<u>GS-14-15</u> 5	
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Proficiency Level Definitions:

1 = Awareness: Employee is aware of the competency or has had training but has not applied the competency.

2 = Basic: Has a minimum level of knowledge, experience and training in this competency area and has had little opportunity to apply this competency on the job. Employee requires considerable coaching, guidance and direction.

3 = Intermediate: Applies the competency in difficult situations. Employee requires occasional guidance and demonstrates understanding of the concepts and processes.

4 = Advanced: Applies the competency in considerably difficult situations. Generally requires little or no guidance and demonstrates broad understanding of concepts and processes.

5 = Expert: Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others and demonstrates comprehensive expert understanding of concepts and processes.