



Pattern I and II Work Descriptions:

- **Preparation** : The action or process of making a budget ready for use or service .
- **Justifying**: Explanation of supply or service consumption patterns and methods used to estimate or calculate including inflations factors Should also include an itemized list that makes up the total cost for each category. Explains the necessity and basis for proposed costs.
- **Analyzing**: Refers to experience studying the nature of a complex situation or issue in the program environment to determine its essential features and their relationships to gain a better understanding of the issue and provide the basis for problem-solving and decision-making.
- **Controlling and administering budgets**: Refers to development, implementation, review, control and maintenance of the operating budget. It represents those activities necessary to ensure the efficient and effective use of the financial resources. Relates to projection and allocation of revenues as well as expenditures.
- **Budgeting and budgetary programs**: Planning process involving the allocation of quantified resources (e.g., materials, people, capital, resources) into time-phase objectives and milestones.
- **progressively responsible experience**: Refers to tasks, job duties, or roles that demonstrate growth and/or advancement in complexity, difficulty, or level of responsibility. Common terms used to describe such added responsibility include: project lead, train(ed) others, (primary) point of contact, “senior” staff.