

POSITION DESCRIPTION (Please Read Instructions on the back)								1. Agency Position No S0313			
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No			
Explanation		7. Fair Labor Standards Act Non-exempt			8. Financial Statements Required			9. Subject to IA Action YES			
		10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code			14. Agency Use		
		15. Drug Test Required NO					16. ADP Status NO				
17. Classified/Graded by	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date		
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review	Administrative Assistant				GS	0341	5	L . P	11/02/2004		
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
18. Organizational Title of Position (if different from official title)					19. Name of Employee (if vacant, specify)						
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR					c. Third Subdivision						
a. First Subdivision U.S. GEOLOGICAL SURVEY					d. Fourth Subdivision						
b. Second Subdivision					e. Fifth Subdivision						
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)						
<p>Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p>											
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
Signature /s/Mark Sogge			Date 07/30/2015		Signature			Date			
23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					24. Position Classification Standards Used in Classifying/Grading Position GS-341, Admin Officer Series GS-500, JFS for Prof and Admin Work in the Actng and Bdgt Grp						
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist					Information for Employees <i>The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.</i>						
Signature Lorilee Penn /s/			Date 11/02/2004								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities (See Attached)											

,Administrative Assistant,GS-341-05

Introduction

As a basic trainee, the incumbent performs limited analytical and evaluative administrative duties including budgeting, procurement and contract administration, human resources management, space and equipment utilization, travel, property and records management, and related administrative support services.

Major Duties

Financial Management

Evaluates budgetary and fiscal data for consistency with previous estimates and current levels of program operations.

Monitors and tracks obligations and expenditures within the budget execution phase. Verifies that obligations and expenditures occur on a timely basis in accordance with the financial plan and regulatory controls, and are within amounts obligated. Reports variations in excess of accepted funding limitations.

Assists in the compilation of selected administrative support requirements information pertaining to needs and cost trends of payroll, travel, supplies, training, and related human resources and materials.

Management Analysis

Performs limited analyses of organizational elements including such functions such as overtime cost, logistical support, office and field space, telecommunications requirements, word processing systems, duplicating equipment, and work distribution.

Reviews program data, workload reports, and staffing requests to verify organization program and financial information.

Human Resources Management

Compiles and consolidates information on the distribution and changes in permanent, full time, part time, and temporary employees.

Office Services Management

Participates in basic developmental work efforts in support of supply and property management, mail and file services, travel, records and reports, equipment maintenance, vehicle management, and related services.

Procurement Management

Prepares straightforward requisitions and purchase orders.

FACTORS

Factor 1, Knowledge Required by the Position Level 1-5, 750 points

Basic knowledge of basic principles, practices, and methods of budget administration through structured on-the-job and classroom training sufficient to perform entry-level work.

Basic knowledge of basic management principles and techniques relating to human resources, financial management, interpersonal communications, and their interrelationships in order to compile, consolidate, and verify administrative support data.

Basic knowledge of organizational structure, human resources staffing and utilization, work methods, and related requirements to locate and compile administrative information.

Factor 2, Supervision Received Level 2-1, 25 points

The supervisor provides detailed instructions for all new assignments. Work is closely reviewed in progress and upon completion for technical accuracy, adequacy, and adherence to instructions.

Factor 3, Guidelines Level 3-1, 25 points

Guidelines include established OPM, Department, Survey, regional, and other agency procedures, laws, regulations, policies, and/or practices. Detailed procedural guidance in the form of standard operating procedures, accounting manuals, and user guides are established and readily available to the incumbent. Deviations from established guidance are referred to the supervisor.

Factor 4, Complexity Level 4-2, 75 points

The purpose of the position is to perform basic developmental assignments covering a range of administrative tasks that facilitate the work of other employees in the immediate organizational unit.

Factor 5, Scope and Effect Level 5-1, 25 points

Assignments include specific and limited administrative tasks that facilitate the work of other employees in the immediate organizational unit.

Factors 6 &7, Nature and Purpose of Contacts Level 1A, 30 points

Contacts are primarily with USGS employees in the immediate organizational unit.

The purposes of contacts are to exchange information and obtain advice.

Factor 8, Physical Demands Level 8-1, 5 points

The work is sedentary.

Factor 9, Work Environment Level 9-1, 5 points

The work is performed in an office setting.

TOTAL POINTS 940

GRADE CONVERSION GS-05