

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position No S0319	
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 100			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	Program Analyst					GS	0343	5	L . P	11/03/2004	
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-343, Mgmt and Program Analysis Series Administrative Analysis Grade Evaluation Guide					
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 11/03/2004								
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)											

Introduction

As a basic trainee, the incumbent performs developmental assignments in support of program analysis functions.

Major Duties

Locates, extracts, and summarizes data related to program activities.

Reviews past program status reports, locates and extracts needed data, and identifies trends in order to assist in monitoring integrated reporting systems.

Receives training in the conduct of program surveys, audits, and analyses of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives.

Collects, compiles, and analyzes a variety of program data used in workload status reports

FACTORS

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

Basic knowledge of qualitative and quantitative methods for the assessment and improvement of program effectiveness to collect data needed for the conduct of organization program reviews and evaluations.

General knowledge of overall bureau mission and programs to analyze and evaluate data regarding organization programs, activities and operations.

Basic knowledge of the USGS program and budget formulation process and bureau strategic planning and program development functions to participate in limited economic analyses of organization programs, operations, and activities.

Ability to summarize information and write portions of status reports.

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 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)

Assignments include specific, well-defined tasks that are designed to orient the employee in the application of a range of program analysis principles and concepts.

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

The purpose of the position is to perform basic development assignments 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 with USGS employees in the immediate organizational unit.

The purposes of contacts are to exchange information and receive training.

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

AAGEG, 08/90

GS-343, Management and Program Analysis Series 08/90