

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. S0257				
2. Reasons for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statement Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment & Financial Interest				9. Subject to IA Action <input type="checkbox"/> X Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	Grade	Initial	Date
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Student Trainee (Admin)				GS		399	03	lp	01/01/2002
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (If vacant, specify)					
18. Department, Agency, or Establishment U.S. Department of the Interior						c. Third Subdivision					
a. First Subdivision U.S. Geological Survey						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. 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 our 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.					
a. Typed 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		
21. Classification/Job Grading Certification. 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.						22. Position Classification Standards Used in Classifying/Grading PositionS GLG for Clerical and Asst. Work					
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist						Information for Employees. 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.					
Signature Lorilee Penn /s/			Date 01/01/2002								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)											
b. Supervisor											
c. Classifier		CS	08/20/13								
24. Remarks Changed SCEP to Pathways											

Introduction

The incumbent of this position serves as a student trainee under the Pathways Internship Program. This program is designed to provide the student with paid work experience and orient them to the mission of the U.S. Geological Survey and the benefits and conditions of a Federal career. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, and the employing Office.

Major Duties

The incumbent will provide assistance to senior administrative personnel in the preparation of a variety of administrative material required to support the organization.

Assists in recording information necessary to provide data for internal reports. Receives basic training in the development of reports from previously recorded data.

Receives training in the preparation of time cards; requisitions for supplies; equipment and services; travel authorizations and vouchers; property transfer forms; journal vouchers and related transactions.

Receives training in handling a variety of day-to-day basic, practical administrative problems.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Basic knowledge of the terminology and procedures of the organization in order to understand and apply guides and instructions.
- Fundamental computer skills sufficient to enter, retrieve, and manipulate financial or administrative data.
- Ability to communicate effectively orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS

As a trainee, incumbent performs under the direct supervision of senior level administrative personnel. The supervisor explains assignments in detail and informs the incumbent of changes in

policies, practices and procedures as they effect work assignments. Work is frequently reviewed while in progress. Completed work is reviewed in detail for completeness and compliance with instructions.

FACTOR 3 - GUIDELINES

The incumbent will be instructed in the use of written guidelines including the U.S. Geological Survey Manual, Federal Procurement Regulations and small purchasing guidelines, which are immediately available to the incumbent. The incumbent will also receive training in the use of additional guidelines such as object class codes, the Timekeepers Manual and other applicable reference materials. Instructions on the use of the guidelines will be comprehensive, and require little interpretation on the part of the incumbent.

FACTOR 4 - COMPLEXITY

Performs a variety of basic administrative support assignments that are usually simple and well-defined, offering little necessity for deviation from established procedures.

FACTOR 5 - SCOPE AND EFFECT

Work efforts by the incumbent contribute to assuring the timely and efficient processing of a variety of administrative activities and assist in providing accurate and up-to-date information to the supervisor and personnel of the organization.

FACTOR 6 - PERSONAL CONTACTS

Contacts are primarily with employees of the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of receiving instructions, exchanging information and for reporting problems to the supervisor.

FACTOR 8 - PHYSICAL DEMANDS

Work is performed primarily while sitting with occasional periods of standing, walking, bending or carrying relatively light materials.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an ordinary office environment.

Select the appropriate statement:

____The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

____The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

____The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework ____ day s a week and must be eligible to telework under the 2010 Telework Act

Grade Level Guide for Clerical & Assistance Work, 06/89

Office Automation Grade Evaluation Guide, 11/90

Introduction to the Position Classification Standards

(Source Document Std PD S0257)