

0341,Administrative Assistant,GS-05

Based on PD Tracking Number 0002220

PD Tracking Number 0002222

## 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