

0341,Administrative Assistant,GS-07

Based on PD Tracking Number 0002221

PD Tracking Number 0002223

Introduction

As an advanced trainee, the incumbent performs 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

Administers separate accounts of the annual program budget. Monitors organization budget estimates. Evaluates budgetary and fiscal data for consistency with previous estimates and current levels of program operations.

Monitors and tracks obligations and expenditures throughout 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 and recommends corrective actions. Recommends adjustments to planned expenditures to help satisfy priority needs.

Compiles, consolidates, and analyzes selected administrative support requirements in consideration of needs and cost trends of payroll, travel, supplies, training, and related human resources and materials used to support technical programs.

Management Analysis

Plans and conducts 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. Interprets findings, develops minor recommendations to improve organization efficiency and solve problems.

Reviews program data, workload reports, and staffing requests to help ensure that organization positions are funded properly and that acceptable grade and staffing levels are maintained.

Human Resources Management

Participates in administrative functions pertaining to recruitment, selection, promotion, awards, and training activities to help ensure compatibility with staffing plans, personnel ceilings, and funding levels. Reviews completed position descriptions and work plans for proper format.

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

Office Services Management

Performs administrative support and office services assignments involving supply and property management, mail and file services, travel, records and reports, equipment maintenance, vehicle management, and related services.

Procurement Management

Interprets and applies contract and procurement regulations. Prepares requisitions and purchase orders, and ensures adherence to policies and regulations.

FACTORS

Factor 1, Knowledge Required by the Position Level 1-6, 950 points

Knowledge of, and skill in applying organizations missions, functions, goals, objectives, work processes, and sources of funding; commonly used budget and/or finance practices, procedures, regulations, precedents, policies and guides that specifically pertain to the work; and as required, sources of factual data about budgeting and/or finance matters relevant to assigned tasks sufficient to relate needs and accomplishments of the organization to anticipated and/or actual dollar figures in the budget; relate this knowledge to the needs of the serviced organizations; and work independently on routine or continuing assignments.

Knowledge of management theories, principles and techniques relating to human resources, financial management, interpersonal communications, and their interrelationships in order to adapt and implement policies and procedures concerning administrative support activities; and elicit cooperation and acceptance of recommendations and interpretations.

Knowledge of organizational structure, human resources staffing and utilization, work methods, and related requirements to analyze straightforward administrative issues and problems.

Ability to research and assemble data; evaluate the utilization and management of human resources, material, and financial resources, and advise on straightforward management and fiscal problems.

Factor 2, Supervision Received Level 2-2, 125 points

The supervisor assigns work by indicating the work to be performed, limitations, quality and quantity expected, deadlines, and priority of assignments; provides additional specific instructions for unusual assignments and suggested work methods; and reviews completed work for technical accuracy and compliance with instructions.

Factor 3, Guidelines Level 3-2, 125 points

Guidelines include OPM, Department, Survey, regional, and other agency directives, circulars, and decisions. While the guidelines are detailed and specific, the incumbent exercises judgment in locating and selecting the most appropriate guidelines. He/She exercises discretion in selecting among alternative approaches.

Factor 4, Complexity Level 4-3, 150 points

Assignments involve the provision of administrative services. The work requires effective utilization of financial, logistical, and human resources. The incumbent works with costs, performance, and human resources data; reviews and analyzes resources needed, propriety and effectiveness of administrative support activities, and accomplishments in terms of resources used; and interprets information and data in identifying ways to accomplish desired management objectives within the limitations of funding constraints and human resources staffing ceilings. The work involves making decisions and recommendations under conditions of time pressure.

Factor 5, Scope and Effect Level 5-2, 75 points

The purpose of the position is to perform advanced developmental assignments covering a range of administrative work. The work has an effect on the accuracy, reliability, and timeliness of projects performed by higher-level employees.

Factors 6 &7, Nature and Purpose of Contacts Level 2A, 45 points

Contacts are with USGS employees within the immediate organizational unit and in other offices within the USGS.

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 1480

GRADE CONVERSION GS-07