

0341,Administrative Officer,GS-09

Based on PD Tracking Number 0002224

PD Tracking Number 0002225

## Introduction

As the administrative officer, the incumbent plans, administers, and coordinates basic administrative services including budget formulation and execution, financial planning, accounting, procurement and contract administration, human resources management, space and equipment utilization, travel, property and records management, and related administrative support services.

## Major Duties

### Management Advisory Services

Provides advice and counsel on a range of straightforward administrative and operational management support issues.

Identifies and analyzes changes and trends in funding for human resources and material needs, human resources availability, and other administrative support matters. Provides input for management decisions regarding administrative management requirements. Analyzes human resources targets, travel, materials and related requirements; and provides cost data and other information for use in program planning and evaluation activities.

Briefs the senior staff regarding existing Department, Survey, and regional administrative policies and requirements. Adapts internal administrative policies and procedures in conformance with changes in higher-level policies.

### Financial Management

Formulates and administers separate accounts of the annual program budget. Guides the preparation, revision, and monitoring of organization budget estimates. Maintains proper financial balances and distributes resources to all activities within planned limitations. Evaluates budgetary and fiscal data for consistency with previous estimates and current levels of program operations.

Directs the monitoring and tracking of 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 administrative support requirements into a unified financial plan 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 and work to identify problems and approve resource utilization, administrative support, and management effectiveness. Study areas include functions such as overtime cost, logistical support, office and field space, telecommunications requirements, word processing systems, duplicating equipment, and work distribution. Interprets findings, develops recommendations to improve organization efficiency and solve problems.

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

#### Human Resources Management

Serves as an organization liaison on human resources matters by coordinating organization needs with human resources office requirements; directing the initiation of personnel actions; and facilitating the accomplishment of various human resources management programs in analyzing and advising on implications of proposed management decisions.

Oversees recruitment, selection, promotion, awards, and training activities to ensure compatibility with staffing plans, personnel ceilings, and funding levels. Advises supervisors in structuring and describing positions and writing performance plans. Reviews completed position descriptions and work plans for proper format and uniformity prior to submission to the human resources office.

Works with supervisors and human resources office in counseling employees on personal and job related problems, grievances, and adverse actions. Establishes communications with employees to obtain their ideas, transmit managements views to them, and identify potential problems.

Identifies and researches problems in administrative and clerical support areas including the distribution and changes in permanent, full time, part time, and temporary employees. Recommends changes in the structuring of work to justify position classification requirements.

#### Office Services Management

Directs, advises, and trains employees engaged in providing administrative support and office services for the organizations activities 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. Directs others regarding the preparation of 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, commonly used budget and finance principles, practices and methods of budget execution and the organizational structure, programs, and work methods of serviced components sufficient to function effectively to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget and/or determine whether estimates of funding needs and requests for allotments are in line with program plans and work methods.

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 2-3, 275 points

The supervisor assigns work with guidance on organization policy, priorities, and deadlines; and provides assistance on controversial issues or on application of analytical methods for which precedents are not available. The employee plans and carries out assignments independently. Completed work is reviewed for conformance with overall requirements, timeframes, consistency of facts, complete development of issues, analytical methods used, and recommendations made.

### Factor 3, Guidelines Level 3-3, 275 points

Guidelines include OPM, Department, Survey, and Region, and other agency directives, circulars,

and decisions. The employee independently selects, interprets, and applies the guides; and adapts and makes compromises to meet assignment requirements. The employee exercises judgment in applying standard administrative practices to new situations and relating new work situations to precedent ones.

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 5-3, 150 points

The incumbent directs all Center, District, or Team administrative services including administrative, financial, human resources, and office services. This responsibility requires the investigation, assessment, and analysis of administrative problems, conditions and issues. The work has impact upon the efficient use of organization funds, and the effectiveness and efficiency of administrative management operations.

Factors 6 &7, Nature and Purpose of Contacts Level 3B, 110 points

Contacts are with USGS employees throughout the nation, the general public, and with representatives of other agencies and private firms.

The purposes of contacts are to exchange information, provide advice, and resolve problems

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 1920

GRADE CONVERSION GS-09