

0341,Administrative Officer,GS-11

Based on PD Tracking Number 0002211

PD Tracking Number 0002226

## Introduction

As the organization administrative officer, the incumbent plans, administers, and coordinates 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 administrative and operational management support issues, policies, programs, objectives, and plans.

Identifies and analyzes changes and trends in funding for human resources and material needs, human resources availability, and other administrative support matters. Provides substantive input and analysis for management decisions by articulating 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.

Keeps abreast of Department, Survey, and regional policies and requirements; briefs senior staff; and recommends methods for implementing and enforcing requirements. Adapts internal administrative policies and procedures in conformance with changes in higher-level policies.

### Financial Management

Formulates, coordinates, and administers separate accounts of the annual program budget. Provides coordination, direction and policy interpretation, and guidance for the preparation, revision, monitoring, and evaluation of organization budget estimates and full-time equivalent (FTE) needs. Maintains proper financial balances, distributes resources to all activities within planned limitations, and ensures that maximum benefits are obtained from resources. Evaluates budgetary and fiscal data for consistency with previous estimates; current levels of program operations; and anticipated changes in mission, staffing, and funding levels.

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. Participates in decisions concerning revisions on projects due to increases or decreases in funds. Recommends adjustments to planned expenditures to satisfy highest priority needs or to meet unplanned emergency expenditures.

Compiles, consolidates, analyzes, and synthesizes program and 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 analytical studies 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, automated applications for administrative functions, office and field space, telecommunications requirements, word processing systems, duplicating equipment, and work distribution. Interprets findings and 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. Analyzes ratios of professional to technical employees and supervisors to non-supervisory employees, and recommends actions to meet staffing plans based on projected workload requirements.

### Human Resources Management

Serves as the organization advisor and liaison on human resources matters by coordinating organizational needs with human resources office requirements; directing the initiation of personnel actions; and facilitating the accomplishment of various human resources management programs. Analyzes and advises on the implications of proposed management decisions and the administrative aspects involved in the acquisition, retention, motivation, development, and use of human resources. Works with servicing human resources office representatives to identify and resolve human resources needs and problems.

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 management's 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 and to optimize position management of administrative and clerical support work. Recommends action to improve employee morale, optimize the utilization of facilities and equipment, and reduce costs.

#### Office Services Management

Directs, advises, and trains employees engaged in providing administrative support and office services for the organization's 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. Advises management officials regarding the impact of changing regulations on the organization, and recommends changes in organization procedures to conform to new policies.

### FACTORS

#### Factor 1, Knowledge Required by the Position Level 1-7, 1250 points

Detailed, intensive knowledge of the policies, precedents, goals, objectives, regulations, and guidelines of financial management, budget administration, and accounts management sufficient to analyze and evaluate continual changes in program plans and funding and their effect on financial and budget program milestones, analyze financial and budgetary relationships, develop recommendations for financial and/or budget actions, and formulate and administer effective financial and budgetary controls.

Knowledge of management theories, principles and techniques relating to human resources, financial management, interpersonal communications, and their interrelationships in order to develop and implement policies and procedures concerning administrative support activities; elicit cooperation and acceptance of recommendations and interpretations; and deal effectively with a spectrum of administrators, scientists, researchers, and management officials.

Knowledge of organizational structure, human resources staffing and utilization, position management, work methods, and related requirements to analyze and advise on managerial

approaches and problems.

Ability to research and assemble data; evaluate the utilization and management of financial, material, and human resources; and to define and provide substantiating and convincing advice and assistance on management and fiscal problems.

Knowledge of science mission programs, policies, principles, practices and concepts to determine financial impact, human resources mix and staffing patterns, organizational structure, information management, conflicts between technical requirements and administrative limitations, and related logistical requirements to attain objectives.

Knowledge of supervisory concepts and techniques to direct and motivate subordinate employees who provide support services.

#### Factor 2, Supervision Received Level 2-4, 450 points

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of assignment including possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of assignments; interprets regulations on his/her own initiative; applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems; resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters. Work is reviewed for soundness of overall approach, effectiveness in meeting requirements, and adherence to requirements.

#### 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 modifies, adapts, and makes compromises to meet the requirements of the assignment. In addition, the employee exercises judgment in applying the standard administrative practices to new situations and relating new work situations to precedent ones.

#### Factor 4, Complexity Level 4-4, 225 points

Assignments involve the provision of a broad range of analytical and advisory services in the administrative management of a Center, District, or Team; and the effective utilization of financial, logistical, and human resources. The incumbent works with varied costs and human resources data, procedures, and guidelines; utilizes varied sources and types of funding; considers a wide range of past, present, and projected program, financial and personal data and statistics; reviews and analyzes resources needed, propriety and effectiveness of administrative support activities, the impact of changes, and accomplishments in terms of resources used. Difficulty is encountered

in interpreting and reconciling conflicting information and data and in identifying and recommending alternative ways in which 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 uncertainty and 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 the organization.

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 2470

GRADE CONVERSION GS-11