

0341,Administrative Officer,GS-12

Based on PD Tracking Number 0002213

PD Tracking Number 0002227

Introduction

As administrative officer, the incumbent serves as a fully functional member of the senior staff in providing advice for management officials on a full range of administrative management functions and the effective utilization of financial, logistical, and human resources. 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

Actively participates in senior staff meetings in providing authoritative advice and counsel on a wide range of administrative and operational management support issues; and on the formulation and implementation of organization policies, programs, objectives, and plans.

Advises on a broad range of policies, issues, regulations, problems, and management systems; formulates innovative approaches to resolve conflicting requirements and differing opinions among affected parties regarding the proposed action to be taken; identifies, quantifies, and evaluates the mutual effects and interrelationships between program goals and accomplishments, and available resources and policies; and provides consultation in planning and analyzing multi-year objectives that often conflict with long-range goals and objectives of higher level management.

Identifies and analyzes changes and trends in funding for human resources and material needs, human resources availability, and other administrative support matters; and provides management officials with alternative approaches. Provides input and analysis for significant management decisions by relating varied program requirements to administrative management needs. Analyzes human resources targets, travel, materials and related requirements; and provides cost data and other information for use in major program planning and evaluation activities.

Keeps abreast of Department, Survey, and regional policies; briefs senior staff; and recommends methods for implementing and enforcing requirements. Develops internal administrative policies and procedures.

Represents the organization on special committees or at meetings or conferences both within and outside the bureau. Exercises authority to speak for the organization on policy and program matters and to fully participate in management decisions involving administrative and financial matters.

Financial Management

As the principal advisor to organization management officials on financial matters, formulates, coordinates, and administers separate accounts of the annual program budget. Provides coordination, direction and policy interpretation, and guidance regarding the preparation, revision, monitoring, and evaluation of organization budget estimates and full-time equivalent (FTE) needs.

Identifies financial and budgetary trends and patterns; modifies systems to accept new kinds of data; develops solutions and presents findings. Persuades managers and other officials in positions of decision-making authority with widely differing goals and interests to follow a recommended course of action consistent with established budget/financial management policies, objectives, or regulations.

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. Advises senior officials of organization deviations, conflicts, and accomplishments regarding efforts to attain overall financial goals.

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 the diverse 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 complex analytical studies of organizational elements and work to identify problems and approve resource utilization, administrative support, and management effectiveness. Study areas include a wide range of 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. Uses work distribution and workflow charting, task analysis, statistical analysis, observation, interviews, and other techniques. Interprets findings, develops constructive recommendations for solving significant problems, and persuades management officials to adopt substantial changes pertaining to the potential for combining units, work methods and procedures to increase production, workflow between units, human resources utilization, delegations of authority, management controls, and related areas of management analysis.

Refines and develops more specific guidelines within the context of broad regulatory guidelines. Influences managers and officials to accept and implement findings and recommendations on organizational improvement and program effectiveness where resistance due to such issues as organization conflict, competing objectives, or resource problems are encountered.

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 on human resources matters by coordinating organizational needs with human resources office requirements; directing the initiation and processing 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 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 and

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

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. Advises management officials regarding the impact of changing regulations on the organizations, and recommends changes in organization procedures to conform to new policies.

FACTORS

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

Comprehensive knowledge of the policies, precedents, goals, objectives, regulations, and guidelines of financial management, budget administration, 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, management officials, and support staff.

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 define and provide substantiating and convincing advice and assistance on management and fiscal problems.

Knowledge of science mission programs and policies to analyze financial needs, human resources mix and staffing patterns, organizational structure, conflicts between technical requirements and administrative limitations, and related logistical requirements.

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 3-4, 450 points

Guidelines include OPM, Department, Survey, and Region, and other agency directives, circulars, and precedent-setting decisions. Guidelines specific to assignments are often inapplicable or have gaps in specificity that require considerable interpretation and adaptation for application to issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, and/or refine broader guidelines and resolve complex and/or intricate issues and problems; treat specific issues or problems; research trends and patterns; develop new methods and criteria; and/or propose new policies and practices.

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 human resources, financial, and logistical resources. The incumbent works with varied costs, performance, 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; and 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 5-4, 225 points

The incumbent directs all Center, District, or Team administrative services including administrative, financial, human resources, and office services. Because of the organizations complexity, this responsibility requires the investigation, assessment, and analysis of unusual and sensitive problems, conditions and issues. The work has a direct and substantial impact upon the way financial information is applied in planning organizational operations, the efficient use of funds, and the overall effectiveness and efficiency of the organization.

Factors 6 &7, Nature and Purpose of Contacts Level C/3, 180 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. The incumbent exercises tact and diplomacy in persuading managers and other officials regarding highly sensitive matters.

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 2790

GRADE CONVERSION GS-12