

0341,Administrative Officer,GS-13

Based on PD Tracking Number 0002215

PD Tracking Number 0002228

Note: This standardized position description was jointly developed by bureau administrative managers and the Human Resources Office to be used as written. Any deletions or edits to the position description requires review for classification impact.

#### Major Duties

Serves as Cost Center Business Manager, administrative expert and technical advisor in developing management policy relating to organizational structure; program planning, development, and execution; human resources planning and development, supervisory controls, delegations of authority, performance management, and employee relations; financial management and administrative services; and general intra-office communications. Acts with full authority for the Center, Team, or District on administrative matters, and functions as a citizen of the Bureau in fostering strategic change as it applies to business activities.

Participates as a key member of the Center, Team or Districts senior staff in planning annual operational activities; coordinates with senior management (Section Chiefs, Section Leaders, Research Managers, etc.), researchers, and discipline and technical specialists to develop annual staffing, training, financial plans for the Center, Team, or District and formulates, directs, and evaluates the activities.

Keeps abreast of Center, Team, or District needs and technical program thrusts to plan for and assign a proper human resource mix, identifying skills, and anticipating future needs. Reviews project proposals from the human resource, cost accounting, and financial management perspective, and prepares recommendations to the Center Director, Team Chief Scientist, or District Chief. Ensures coordination of efforts with other Center, Team, or District senior staff. Develops necessary policies, guidelines, and procedures for Center, Team or District program administration; implements management program changes mandated by new or revised legislation; defines new managerial program needs, develops staffing patterns, operating plans, internal operating policies and procedures; and allocates available resources to resolve operational problems.

Conducts or directs complex studies related to management analysis, organizational dynamics, and administrative program management within the Center, Team, or District and Region. Study findings result in innovative program and management proposals that have substantial impact on the activities of the Center, Team, or District. Participates in quarterly program reviews, reviews proposals and other programmatic documents, and prepares the annual program review

documents. Identifies and proposes solutions to management problems for which previous studies and established management techniques are frequently inadequate.

Plans for and oversees the development and operation of administrative support functions in the Center, Team, or District, ensuring effective programming and planning with the organization, and managing activities related to budget formulation and execution, accounting, procurement, property, personnel, safety, and space and facility management; coordinates the development of and sets Center, Team, or District standards and policies to ensure consistency in administrative procedures. Develops program elements for Center, Team, or District annual budget and is accountable for guiding Center, Team, or District staff in operating within the approved budget.

Provides supervision and guidance to employees in the Administrative Section and is responsible for performance reviews and evaluation of these employees, including coaching and counseling on both technical and administrative matters. Makes recommendations for promotions, awards, assignments, appointments, and other personnel and administrative matters. Approves leave, within grades increases, employee travel, overtime. Promotes active equal employment, training, and safety programs of the Center, Team, or District. Ensures staff responsibility, accountability and conformance to established property management policies and procedures in the acquisition, use, and control of government-owned property. Evaluates organizational needs and develops goals for the Administrative Section, particularly in regard to exchange of personnel to handle fluctuating workloads and to implement employee career development plans. Oversees management of Center, Team, or District budget.

Fosters cooperative relationships with other Federal, State, and local government officials including state and private organizations, educational institutions, and others interested in Center, Team, or District programs, providing program information and management advice on operational issues. Participates in meetings and cooperates with members of other Geological Survey offices, colleges and universities, industrial organization, other Federal and State Agencies, private consultants, and local professional societies to obtain and exchange information of effective administrative and technical management as it relates to Center, Team, or District operations.

Keeps current on state-of-the-art concepts, techniques, and administrative processes. Using education, training, and technical experience both in management analysis and administrative management; serves as a technical consultant and administrative advisor to the Center Director, Team Chief Scientist, or District Chief on all phases of Center, Team, or District operational program management.

Knowledge Required by the Position Level 1-8, 1550 points

Mastery of management theory, principles, and techniques relating to human resources, financial management, interpersonal communication, and their interrelationships in order to devise and carry out plans for development, expansion, and enhancement of management operations within

the Center, Team, or District and Region and to develop and implement policy concerning management and administrative support of mission-related activities; to elicit cooperation and acceptance of recommendations, interpretations and program advocacy by senior management; to manage, motivate, and achieve results through a subordinate staff; to apply business acumen to science program planning and project implementation; and to deal effectively with a wide spectrum of administrators, scientists, researchers, academicians, and management officials.

Knowledge of science mission programs, policies, principles, practices and concepts to formulate position papers, policies, and plans to meet the short-and long-range operating program requirements; to determine financial impact, human resource mix and staffing patterns, field organizational structure, information management, conflicts between technical requirements and administrative limitations, and related logistical requirements to attain the broad operating program objectives.

Knowledge of analytical and evaluative techniques and knowledge of planning, programming, project proposal development, budgeting, personnel, space and facilities management, and safety management in order to prepare long-and short-range operational management projections and guidance for the Center, Team, or District, which may have nationwide impact, in accordance with Discipline program policies and objectives.

Knowledge of supervisory concepts techniques and administrative regulations that relate to personnel management, administrative support, computer technology, and report processing. Skill in directing and motivating a group of employees that provide support services.

Skill in applying sound judgment to resolve the most difficult technical and administrative issues.

Skill in making oral presentations in order to instruct cost center employees and managers on USGS and Federal regulations, policies, guidelines and procedures.

Supervisory Controls Level 2-4, 450 points

The supervisor and the employee develop mutually acceptable objectives that typically include identification of work, scope, and deadlines. Within the parameters of these objectives the employee, as the organizations Business Manager, independently plans and organizes work, estimating costs, coordinating with staff and management personnel, and conducting all phases of business management projects. The employee informs the supervisor of potentially controversial finds, issues, or problems with widespread impact, but typically exercises independent authority to take final action. The supervisor reviews completed projects, evaluations, reports, or recommendations for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. The supervisor measures performance effectiveness in terms of soundness of judgment, adherence to sound management principles, timeliness in meeting deadlines, and effectiveness in providing administrative support.

### Factor 3, Guidelines Level 3-4, 450 points

Guidelines consist of administrative policy statements and pertinent legislation, related court decisions, state and local laws or policy initiatives. Guides also include the Federal Manuals on government personnel, property, procurement, contracting, budget, finance, and established policies and procedures. Guidelines are often lacking or inadequate to address the more complex or unusual problems involving novel, undeveloped, or controversial aspects of administration. The incumbent must interpret and apply a large number of varied policies and regulations and uses judgment in interpreting, adapting and applying guidelines to administrative actions. As a recognized expert, the incumbent is called upon for the development and/or interpretation of guides, not only at the Center, Team or District level, but at a national level.

### Factor 4, Complexity Level 4-5, 325 points

The position analyzes highly complex interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and develops criteria for evaluating the effectiveness of the program. Conflicting program goals and objectives complicate decisions concerning planning, organizing, staffing, and conducting studies. Solutions to non-recurring problems must integrate unprecedented, disparate, and often conflicting considerations of the scientific processes and schedules.

A comprehensive knowledge of a diverse array of subjects is required within the broad spectrum of administrative management. Assignments require the incumbent to be versatile and innovative in predicting and resolving problems and situations that are controversial or not well defined. Studies and issues for which the incumbent is a technical expert are complex in terms of requirements to conduct long-range planning based on unknown or ambiguous data and due to impact such studies have on Regional, and at times, nationwide operations.

Complexity is derived from requirements to analyze and fully understand the objectives of national level or exceptionally large and complex programs (multi-million dollars), and to analyze/determine the effects of budgetary decisions/management actions on program viability. Programs characteristically relate to many echelons and components conducting important, substantive science research and/or investigations; these having continually changing program objectives, plans and funding requirements (e.g. shifting cooperator demands and program needs).

### Factor 5, Scope and Effect Level 5-4, 225 points

Directs operations of all Center, Team, or District business management support services including administrative, financial, office services, human resources and administrative management. Services and products provide direct support to and affect essential business

operations at the Center, Team, District, or field station locations; planning and policy formulation at the Center, Team, or District and Region level; logistical activities of Federal, State, and local agencies engaged in cooperative studies with the Center, Team, or District, and flow of research data and other information to the general public. Completed work contributes to the optimum organization and distribution of functions, organizational structure and administrative management of the Center, Team, District of the agency. Business management activities and decisions characteristically cut across mission programs within the region/bureau, and reflect a strong, strategic component (long range budget forecasts, staffing plans, facilities plans, etc.) to the work performed. Analyses of this nature are independently developed by the Business Manager and impact the implementation of strategic business decisions affecting complex, substantive, integrated science programs and projects.

#### Factor 6, Personal Contacts Level 6-3, 60 points

USGS contacts are with all Center, Team, or District personnel, Regional and Headquarters staff and other USGS employees throughout the nation. Additional contacts are made with other Federal, State, International and local agencies and the general public. Contacts may occur in conferences, meetings, or via telephone. Contacts may involve routine exchanges of information or may require special preparation.

#### Factor 7, Purpose of Contacts Level 7-3, 120 points

Contacts are to share information, influence work habits, introduce change and creative thought processes, identify, and analyze issues, develop recommendations to resolve substantive problems, influence supervisors to accept and implement recommendations, and to resolve conflict. Meetings and conferences are utilized to present or receive information, to teach new skills, to maintain currency regarding research and program management principles and techniques.

#### Factor 8, Physical Demands Level 8-1, 5 points

The work is sedentary with few physical demands. Short deadlines and extra work hours are common. A moderate to great amount of travel is required.

#### Factor 9, Work Environment Level 9-1, 5 points

The work is performed in an office setting.

TOTAL POINTS: 3190

GRADE CONVERSION: GS-13