

POSITION DESCRIPTION

1. Agency PDCN **80435000**

D1547000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	p. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use DUAL STATUS

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Human Resources Assistant (Military)	GS	203	07	RMP	25 Mar 02

16. Organizational Title (If different from official title) _____ **17. Name of Employee** (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General
b. Second Subdivision - ANG State Headquarters

c. Third Subdivision -
d. Fourth Subdivision -
e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____ Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature	Date	Signature	Date
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b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ROGER M. PARRISH
 Personnel Management Specialist

 Signature: //Signed// Date: 25 Mar 02

22. Standards Used in Classifying/Grading Position
 US OPM JFS for Assistance Work in the Human Resources Management Group, GS-0200, Dtd Dec 00.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
 Released from NGB-HR-Classification Activity, CRA 02-1005, Dtd 27 Mar 02.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

The purpose of this position is to perform clerical and technical work supporting military personnel programs, operations, and functions in the State Air National Guard (ANG) Headquarters. Assignments involve final decisions and recommendations that are of major significance to affected military personnel and their dependents.

--Performs clerical and technical work assignments involving difficult and challenging problems and involve results, decisions, and recommendations which significantly affect the military career of individuals. Reviews forms, documentation, and other related information submitted by service members. Interviews personnel to obtain data needed to complete actions, or obtains data from previously completed files and records. Constructs and/or reviews initial service records. Ensures that service records are complete and conform to applicable regulations. Recognizes and initiates action to clarify questions or to resolve conflicts or gaps in the record. Researches and/or provides factual information regarding directly applicable rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended.

--Maintains/reviews service records for accuracy. Establishes, maintains, and reviews all required forms, records, and files pertaining to assigned work. Makes additions, revisions, or deletions to records or files to keep them current, and identifies such required changes when reviewing records prepared by others, ensuring their accuracy in accordance with regulations, policies, and procedures. Interviews personnel to obtain additional information as needed to complete records and/or to correct discrepancies. Researches and/or provides factual information regarding directly applicable rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended.

--As a procedural authority, reviews and analyzes records and reports on a variety of cases, including special action cases such as fraudulent enlistments, assignment or schools with special requirements, removal from active or inactive status, conviction by civil authority, selective retention, and awards and decorations. Performs complete review of records and other case documentation to ensure their procedural correctness and to ensure documentation is sufficient. May serve as final reviewer prior to review and decision by a board or action officer, or others on assigned cases. Ensures all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues. Analyzes case information, outlines options, and recommends appropriate action. Researches and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. May interview personnel to obtain data needed to complete actions. Identifies gaps or

inconsistencies in the record and initiates action to obtain needed data. Insures records are complete and accurate. Approves routine actions. Performs extensive research and obtains all necessary relevant information regarding complex cases and issues. Forwards cases to the appropriate action officer for final review and decision. Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Enters data in automated systems, as needed. Retrieves data from various information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Drafts or prepares related correspondence for appropriate signature. May collect and assemble documents for inclusion in records for board actions. Ensures completeness and proper forwarding of records to board. Provides advice and guidance to other personnel on actions in areas of expertise. Provides advice, instructions, interpretations, as needed to lower echelons.

--Provides clerical support to ensure efficient office operations. Performs a variety of functions as needed by the office staff. Receives and answers routine telephone inquiries or refers to appropriate staff. Uses judgment to answer recurring questions and resolve clerical and administrative problems. Receives and refers visitors. Distributes mail and messages, recording the receipt, suspense, and completion dates as appropriate. Establishes controls and suspense dates and follows up on suspense dates to ensure required actions and responses are made within deadlines. Performs a wide variety of duties such as record keeping, updating manuals on policy and directives, and preparing reports and information in support of the organization's program.

--Maintains and administers multiple support budgets for the State Headquarters. Maintains all files and records. Receives, inputs, monitors, and records all expenditures. Receives, obligates and disperses funds for accounts. Reconciles and audits accounts. Prepares and submits required reports. Resolves problems, issues, and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments.

--Processes orders to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Reconciles the orders process with the workday accounting program to ensure validation of orders requirements to include workday management. All transactions are tracked and recorded for reconciliation and audit. Prepares and submits required budget reports.

--Controls access to the Assistant AG, Chief of Staff, and the Support Services Officer. Maintains their calendar and schedule of appointments. Makes necessary arrangements for conferences, meetings, and travel. Receives

visitors and telephone calls for the Assistant AG, Chief of Staff, and the Support Services Officer.

--Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.

--Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position 1-4 550 pts

Thorough knowledge of the overall requirements, objectives, practices, and peculiarities of the assigned program area sufficient to advise commanders, lower grade personnel, or lower echelons on assigned cases.

Knowledge of military personnel policies, precedents, regulations, and procedures and ability to interpret and apply them to complex cases.

Ability to compile information and prepare reports by retrieving and formatting information available from various sources.

Ability to communicate orally and in writing and to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.

Ability to review and maintain military records.

Ability to plan, organize work, meet deadlines, gather, analyze and summarize facts, and develop and present findings.

Knowledge of military recruitment and promotion programs.

Ability to research, select, interpret, and apply rules, regulations, and procedures.

Knowledge of the automated system(s) supporting military personnel programs. Ability to troubleshoot software and hardware problems, and retrieve data for studies, projects, and reports.

Ability to use office automation tools and techniques to support office operations.

Knowledge of the organizational and functional responsibilities and operations of the organization.

Knowledge of general office administrative and clerical procedures and ability to perform filing, receptionist, and other general clerical and office support functions.

Knowledge of military organizational structures, protocol, and similar matters.

Basic knowledge of arithmetic sufficient to perform computations pertaining to service record entries (leave, years of service, etc.)

Factor 2 – Supervisory Controls

2-3 275 pts

Independently plans and carries out work assignments. Makes commitments to provide services and meet time requirements. Provides authoritative recommendations or decisions regarding interpretation or application of regulations and precedents in the area of assignment. Review of completed actions focuses on its precedent setting or policy implications. Incumbent's rationale for recommendations on cases are reviewed for completeness, thoroughness, and soundness of judgment.

Factor 3 – Guidelines

3-3 275 pts

Guidelines present criteria concepts, examples, or precedents having general application but are not specifically applicable to the situation. Utilizes judgment in interpreting and adapting guidelines, such as agency policies, regulations, and precedents for application to specific cases or problems; analyzes the results of the adaptation and recommends changes to existing procedural guides and policies.

Factor 4 – Complexity

4-3 150 pts

Assignments consist of evaluations and analyses involving final decisions in matters of major career or service significance. They typically involve such complicating aspects as various types and sources of information, incomplete or conflicting data, or actions or steps that are not completely standardized or prescribed. The incumbent identifies the scope or nature of the problem, situation or evaluation, and determines the need for and obtains additional information. Work involves intensive fact-gathering, analysis, and coordination of information and ideas related to the nature of the assignment.

Factor 5 – Scope and Effect

5-3 150 pts

Serves as an advisor in the assigned military personnel program or specialty area(s). Work affects the adequacy, reliability, quality, and timeliness of further processes, such as promotion consideration, the receipt of benefits to which the service member is entitled, and awards and decorations.

Factor 6 – Personal Contacts &
Factor 7 - Purpose of Contacts

2b 75 pts

Regularly meets with agency employees from outside the immediate organization. In meetings with former service members, dependents or members of the general public, the role and authority of one or more of the parties needs to be clarified for effective communications to occur.

Contacts are to provide, receive, or develop information to identify and clarify problems or issues; discuss significant findings; plan or coordinate work efforts; or resolve operating problems with cooperative personnel.

Factor 8 – Physical Demands

8-1 5 pts

The work is mostly sedentary. No special physical demands are involved. There may be some walking, standing, bending, or carrying of light items.

Factor 9 – Work Environment

9-1 5 pts

The employee works in an adequately lighted and ventilated office environment. Observes normal safety precautions.

ADDENDUM TO PD# D1547000
Human Resources Assistant (Military), GS-0203-07

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

EVALUATION STATEMENT

A. Title, Occupational Series, and Grade: Human Resources Assistant (Military), GS-0203-07

B. Reference: US OPM JFS for Assistance Work in the Human Resources Management Group, GS-0200, Dated Dec 2000.

C. Background Information: This position is located in the Air National Guard State Headquarters. It is designated to provide clerical and technical support to military personnel programs, operations, and functions. It replaces F9584000, Military Personnel Technician, GS-0204-06 in ANG State Headquarters. It was developed to recognize current requirements of the position and due to release of the OPM JFS for Assistance Work in the Human Resources Management Group, GS-0200.

D. Series, Title, and Grade Determination:

1. Series: The cited series includes positions performing clerical or technical military personnel work when such work requires a substantial knowledge of the characteristics, requirements, and procedures of military personnel programs and operations, as well as the applicable legislative, regulatory, policy, and procedural requirements.

2. Title: The new JFS for the Assistance Work in the Human Resources Management Group specifies that the title for this occupation is Human Resources Assistant. It also provides for addition of a parenthetical title for various specialty areas. One of those parenthetical titles is Military for work that involves support of military HR programs and functions. This position is therefore appropriately titled Human Resources Assistant (Military).

3. Grade: This position was graded according to Factor Evaluation System criteria in the GS-0200 Assistance Work in the Human Resources Management Group. Based on the attached FES evaluation, this position is properly graded at the GS-07 level.

E. Conclusion: This position is classified as Human Resources Assistant (Military), GS-0203-07.

FACTOR EVALUATION SYSTEM POSITION EVALUATION STATEMENT

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		1485	GRADE: GS-07

FINAL CLASSIFICATION: Human Resources Assistant (Military), GS-203-07.

CLASSIFIER: Roger M. Parrish NGB-HR-CA

DATE: 25 Mar 02