POSITION DESCRIPTION

1. Agency PDCN ~~80284000~~

2. Reason for Submission ☐ Redescription ☒ New ☐ Reestablishment ☐ Other Explanation (Show Positions Replaced)	**3. Service** ☐ HQ ☒ Field

4. Empl Office Location

5. Duty Station

6. OPM Cert #

7. Fair Labor Standards Act Not Applicable

8. Financial Statements Required
☐ Exec Pers Financial Disclosure
☐ Employment & Financial Interests

9. Subject to IA Action
☐ Yes ☐ No

10. Position Status
☐ Competitive
☒ Excepted (32 USC 709)
☐ SES (Gen)
☐ SES (CR)

11. Position is
☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity
☐ Non-Sensitive
☐ Noncritical Sens
☐ Critical Sens
☐ Special Sens

13. Competitive Level

14. Agency Use
~~ENL~~ 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
Administrative Support Technician (OA)	GS	0303	06	RMP	17 Feb 99

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

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

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

Signature | Date

Signature | Date

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

  //SIGNED//
  ROGER M. PARRISH
  Personnel Management Specialist

Signature | Date 17 Feb 99

22. Standards Used in Classifying/Grading Position
USOPM PCS for Misc Clk & Admin Series, GS-0303, Jan 79
USOPM PCS for Spt Svc Admin Series, GS-0342, Nov 78
USOPM PCS for Ofc Auto Clk & Asst Series, GS-0326, Nov 90
USOPM Grd Lvl Gd for Clk & Asst Work, Jun 89
USOPM PCS for Mgmt & Prog Clk & Asst Series, GS-0344, May 93

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

24. Remarks:
  Released from NGB-HRP-WC, CRA 99-1004, 17 Feb 99

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

25.

a. INTRODUCTION:

This position is located within an Air National Guard unit. Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These support responsibilities are comprised of the following type of duties:

b. DUTIES AND RESPONSIBILITIES:

--Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. The PCIII work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. The wide variety of work performed by the incumbent is subject to different sets of rules and regulations. The incumbent exercises judgment in selecting or adapting guidelines to difficult situations where existing guidelines do not apply directly to the problem at hand. Recommendations require evaluative judgment, relate to a full variety of administrative functions impacting the organization and have a substantial impact on program direction. Exercises skill in recognizing the dimensions of the problems and in expressing ideas in writing.

--As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked "commercial off the shelf" (COTS) software, government owned systems, and

client/server networked operation systems (data set/file maintenance, established end-user client software). Maintains automated configuration control files and registers software to the installation. Installs and maintains microcomputers, attached printers and peripheral equipment whether attached to microcomputers, workstations, minicomputers or local and wide area networks. Performs maintenance, trouble shooting, installation, operation, and testing of microcomputer based systems. Gives briefings to new personnel on computer operations and performs demonstrations as required. Works with the end user to explain characteristics of appropriate office automation tools and provides guidance in their application. Brings problems that cannot be resolved at the incumbents level to the attention of a specialist.

c.   <u>SUPERVISORY CONTROLS</u>:

--Assignments are given with information on general administrative changes, deadlines, and priorities. The supervisor defines overall objectives. The incumbent works independently in planning and carrying out steps for completing assignments in accordance with established office instructions and practices. When current practices or deviations in an assignment cause problems, the incumbent uses own initiative and judgment to resolve them and coordinates efforts with other employees involved in or affected by the nonstandard procedures. Completed work is evaluated for conformance with policy and regulatory requirements, technical soundness, usefulness, conformance with office operating requirements and needs and for effectiveness in meeting goals. The methods used to produce work normally are not reviewed.

c. 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.. <u>Title, Series and Grade:</u> Administrative Support Technician (OA), GS-0303-06.

B. <u>References:</u>
1. USOPM PCS for Miscellaneous Clerk and Assistant Series, GS-0303, Jan 79.
2. USOPM PCS for Office Automation Clerical and Assistance Series, GS-0326, Nov 90.
3. USOPM Grade Level Guide for Clerical and Assistance Work, Jun 89.
4. USOPM PCS for Management and Program Clerical and Assistance Series, GS-0344, May 93.
5. USOPM PCS for Computer Clerk and Assistant Series, GS-0335, Feb 80.

C. <u>Background:</u> This position description was developed for use in situations where management has determined their need is for an orderly room/administrative support position rather than for a Secretary. It may be used in a variety of functional areas throughout the Air National Guard.

D. <u>Series, Title and Grade Determination:</u>

1. <u>Series:</u> This position includes one-grade interval work involving administrative support duties within an orderly room/administrative functional area. Work requires knowledge of procedures and techniques involving a wide variety of administrative functions of the unit. Some of the work is of the nature described in the GS-0344 Management and Program Clerical and Assistance Series. However, the position is excluded from coverage of the GS-0344 series since it does not provide support to a Management or Program Analyst as is required of positions classified to that series. Because of the wide variety of duties in this position, none of which are paramount for placement in a specialized series, it is determined most appropriate to place this position in the GS-0303 series. That series is specified for use when no other series is appropriate.   The Computer Assistant duties were evaluated by use of the GS-0335 standard. This specialized series was considered for series allocation but the conclusion reached was that the overall responsibilities of the position are best recognized by placement in the more general GS-0303 series.
2. <u>Title:</u> No titles are specified for positions classified to the GS-0303 series. Therefore, this position is assigned the descriptive title of Administrative Support Technician. The parenthetical specialization of "Office Automation" is added in this abbreviated form (OA) to reflect typing requirements to operate word processing equipment that is essential for recruitment purposes. Therefore, the official title assigned is Administrative Support Technician (OA).
3. <u>Grade:</u> There are no grading criteria for the GS-0303 series. Using the Grade Level Guide criteria contained in reference B3, this position is equivalent to the GS-06 description of <u>Nature of Assignment</u>. This position involves a wide variety of difficult and responsible administrative support assignments each with different and

unrelated steps and processes. A comprehensive knowledge of rules, regulations, and guidelines for each area is exercised in completing these assignments. Extensive practical experience/training is required to be able to accomplish the duties of the position. This exceeds the GS-05 level as to nature of assignment in that it requires a more comprehensive knowledge level than is typical of the GS-05 level in order to provide expert technical advise and to make decisions as to which alternative solution is most consistent with applicable regulations. Many of the assignments are unusually difficult and complicated. The Level of Responsibility is comparable to that described in the GS-06 level of the Grade Level Guide. This individual is a recognized authority/ expert on assigned areas. In this status the incumbent is frequently expected to respond and provide accurate information on very short notice. This individual must not only select the appropriate guide but often has to adapt guidelines to cover new and unusual work situations. The Computer Assistant duties were evaluated by use of the GS-0335 series and found to be at the GS-06 level (See attached FES Evaluation).

E. Conclusion: Administrative Support Technician (OA), GS-0303-06.

Classifier: Roger M. Parrish   Region: NGB-HRP-WC   Date: 17 Feb 99

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT
Administrative Support Technician, GS-0303-06

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-2	125	
4. COMPLEXITY	4-2	75	
5. SCOPE AND EFFECT	5-2	75	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	6-2 7-2	25 50	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:	1185		**GRADE**: GS-06 GS-06 = 1105-1350

FINAL CLASSIFICATION: Administrative Support Technician (OA), GS-303 06.

Note: This FES Evaluation is of the Computer Assistant duties performed by the incumbent of this position.

Classifier: Roger M. Parrish   Region: NGB-HR-WC Date: 17 Feb 99