

POSITION DESCRIPTION

1. Agency PDCN 80401000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces 70041000/80031000 or 70040000/80030000 in the ANG Air Commander's Office		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. 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 checked="" 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 ENE 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 Assistant	GS	303	07	rmp	26 Apr 01

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 Wing	c. Third Subdivision - Air Commander's Office 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 _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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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 Position Management Spec. Signature //signed// Date 26 Apr 01	22. Standards Used in Classifying/Grading Position USOPM PCS for: Misc. Clerk & Ast. Series, GS-303, dtd. Jan '79; Secretary Series, GS-318, dtd. Jan '79; USOPM Grade Level Guide for Clerical & Assistance Work, dtd. Jun '89; Intro. to Position Classification Stnds., dtd. Aug '91. 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.
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23. Position Review	Initials	Date								
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-CA, CRA 01-1010, Dated 26 Apr 01

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

25.

DUTIES:

This position is located in the Air Commander's Office. The purpose of the position is to provide technical and administrative assistance for programs within the Air Commander's area of responsibility. This support is provided to the Air Commander, Vice Commander, and Chief of Staff or Community Manager.

~~This position requires military membership. It is designated for National Guard enlisted incumbency only. Incumbent performs duties necessary to accomplish technical and administrative functions in support of programs essential to state Air National Guard daily operations, training, and readiness missions.~~

--Assists in managing the Internal Management Control Program (IMPC). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual wing plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Coaches managers, identifies trends, and develops analysis tools using data from the reports. Advises of systematic strengths and weaknesses. Drafts reports for Air Commander's approval and submission to the Adjutant General, United States Property and Fiscal Office (USPFO), Air Force Audit Agency (AFAA), and National Guard Bureau (NGB).

--Assists the Commander, Vice Commander and Wing Inspector General with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Reviews after action reports submitted by units to help identify ongoing problem areas. Coordinates review of reports with the Inspector General when requested.

--Oversees the Officer Evaluation Program. Monitors suspense dates for submission of Officer Performance Reports (OPR's) to the Vice Commander and Wing Executive Officer. Reviews OPR's for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Military Personnel Section. Provides the Air Commander with status of all OPR's and provides assistance to subordinate units when necessary.

--Assists in the development of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval.

-- When assigned by the Air Commander, supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Documents problems and records

trends. Obtains assistance from Workgroup Manager (WGM) to explain complex network concepts. Installs or requests assistance to install and configure application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software to the installation. Requests installation and maintenance of microcomputers, printers and peripheral equipment. Performs limited maintenance and trouble shooting or obtains assistance of WGM to resolve hardware problems. Briefs new personnel on computer operations and performs demonstrations as required.

--Maintains and administers multiple support budgets for the Air Commander's Office. 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 for the section, 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.

--Maintains personal contact with functional managers to discuss administrative practices and services, provide technical advice, and guidance, and recommend methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations, and resolves problems with contacts as they relate to administrative functions.

--Controls access to the Air Commander and/or Vice Air Commander. Maintains their calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings, and travel. Receives visitors and telephone calls for the Air Commander and/or Vice Commander.

--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.

--Provides for control of all classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded.

--Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position

--Practical knowledge of an extensive body of program analysis technical rules, guidelines, regulations, and precedents to provide sound recommendations to the Air Commander.

--Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.

--Knowledge of the duties, priorities, commitments, basic policies, and program goals of the organization sufficient to perform comprehensive administrative support assignments.

--Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs. Competitive level proficiency in typing to accomplish word processing and office automation tasks.

Factor 2 – Supervisory Controls:

--Work is performed independently within the defined objectives and prioritization of the supervisor. Incumbent plans, carries out the details, and performs the technical analysis and research required to meet those objectives. The supervisor evaluates reports and other completed work for technical soundness, consistency, and compliance with policy and requirements.

Factor 3 – Guidelines:

--Guidelines utilized are multiple. Most are vague requiring a great deal of interpretation on the part of the incumbent; particularly those dealing with the Internal Management Control Program. Interpretation must be made to determine whether subordinate units are in compliance. Incumbent's recommendation is provided to the Air Commander, even in situations where the recommendation is disputed by the unit or organization.

Factor 4 – Complexity:

--The work consists of various duties, projects or assignments involving different and unrelated program analysis technical processes and procedures. Assignments or projects involve various types and sources of information, nonrecurring problems, trends and issues.

Factor 5 – Scope and Effect:

--The purpose of the work is to plan and carry out assignments, which affect and improve the efficiency and productivity of the organization's operations. Employee

develops methods and procedures for identifying problem areas, which impact the evaluation and improvement of operating program efficiency and effectiveness.

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

-- Contacts are with employees within the immediate office as well as employees in the same agency, but outside the immediate organization to include directors, managers, and representatives of the programs involved. Contacts also include representatives of various levels and organizations within the National Guard Bureau, state officials, and members of private enterprises who deal with the supervisor on a variety of matters.

-- Purpose of the contacts is to plan, coordinate or advise on work efforts, discuss significant findings or resolve operating problems by motivating or persuading individuals, managers and supervisors to adhere to guidelines, suspenses, and program requirements. Contacts are also made for the purpose of obtaining, clarifying and giving information related to the work.

Factor 8 – Physical Demands:

-- The work is sedentary. It requires some walking, standing, bending, and carrying of light items such as books, papers, and files.

Factor 9 – Work Environment:

-- The work is performed in an office or similar setting requiring normal safety precautions against every day risks or discomforts.

ADDENDUM TO PD# D1526000
Administrative Assistant, GS-0303-07

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. Title, Series and Grade: Administrative Assistant, GS-303-07.

B. References:

1. US OPM Grade Level Guide for Clerical and Assistance Work dated June 1989.
2. US OPM PCS for Miscellaneous Clerk and Assistant Series, GS-0303, January 1979.
3. US OPM PCS for Secretary Series, GS-318, January 1979.
4. Introduction to the Position Classification Standards, August 1991.

C. Background: This position has been re-described to recognize increased technical and administrative support for programs in the Air Commanders Office.

D. Series, Title and Grade Determination:

1. Series: The purpose of this position is to assist the Air Commander and staff in studies, reviews and preparation of reports resulting from a variety of inspections conducted by the headquarters staff and to provide Secretarial support for the Air Commander. The work requires a practical knowledge of regulations and methods used in the inspection process as well as the overall structure and function of the air base. The position also contains some secretarial and budget duties. However, these are secondary to the position. The duties and responsibilities assigned to this position do not clearly fall into any one occupational series, therefore, the GS-303 series is appropriate.

2. Title: In accordance with the titling instructions in Reference B.4. the title of Administrative Assistant is assigned.

3. Grade: The grade controlling duties (technical/analytical support responsibilities) of this position (GS-07) were evaluated by reference to the Grade Level Guide for Clerical and Assistance Work, since the GS-0303 series does not contain grade level criteria (See evaluation that follows). The Secretarial duties were evaluated under the Secretary, GS-318 series (See attached Factor Evaluation System (FES) Position Evaluation Statement). These duties are at the GS-06 level.

Positions evaluated by application of the Grade Level Guide for Clerical and Assistance Work are evaluated on the basis of Nature of Assignment and Level of Responsibility:

Nature of Assignment: The GS-07 level of the standard identifies a situation where the incumbent performs specialized duties in a defined functional or

program area involving a wide variety of problems or situations; develops information, identifies interrelationships, and takes actions consistent with objectives of the function or program served. The incumbents involvement in the Internal Management Control Program, in inspection programs, in oversight of the Officer Evaluation Program, and in researching directives in development of policy letters is consistent with this type of assignment described in the GS-07 level of the standard.

Level of Responsibility: The GS-07 level involves assignment of work in terms of objectives, priorities, and deadlines; the employee works independently in resolving most conflicts; completed work is evaluated for conformance to policy; guidelines, such as regulations, precedent cases and policy statements require considerable interpretation and adaptation. This is consistent with this position as is depicted in Supervisory Controls, Guidelines, Complexity, Scope and Effect, and Personal Contacts & Purpose of Contacts.

Conclusion: The determination that the involvement in technical programs in support of the Air Commander meets the full intent of the GS-07 level criteria of the Grade Level Guide for Clerical and Assistance Work is consistent with the Work Example provided in that guide.

E. Conclusion: Based on the above evaluation, this position is classified as Administrative Assistant, GS-303-07.

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 26 Apr 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT
Of Secretary, GS-0318 Duties:**

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	6-2	25	
7. PURPOSE OF CONTACTS	7-2	50	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED: 1185			GRADE: GS-06

APPLICATION OF GS-0318, Secretary Series: **Secretary, GS-318-06**

FINAL CLASSIFICATION: Administrative Assistant, GS-0303-07
(See attached Evaluation of non Secretary duties)

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 26 Apr 01