POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)

OFFICIAL

10. TITLE

Administrative Officer

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE (MONTH / DAY / YEAR)	16. I/A	17. CLASSIFIER
GS	0341		07	06 / 01 / 2007	Yes / No	TV

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE

21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required	1-6	950	6. Personal Contacts	6-2	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-b	75
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS ▶		27. 1,510
			28. GRADE ▶		28. 07

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
/s/Tina Voglesong	06/01/2007

31. NAME AND TITLE

Tina Voglesong
Human Resources Specialist (Class)

32. REMARKS	33. OPM CERTIFICATION NUMBER
FLSA: N FPL: Standard Job # 0341-07 OPM Administrative Analysis Grade Eval Guide, Aug 90 OPM Primary Standard	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R					

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)
GS			0002	Administrative Officer

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1 = HQ 2 = FLD	2 = Supv. GSSG 4 = Supv. CSRA 5 = Mgt. CSRA 6 = Leader WLGEG 8 = All Others	X = New Std. Applied Blank = NA	N = No Y = Interdis	MO 6 DAY 1 YEAR 2007

11. EARLY RET. CD. (1)	12. INACT / ACT (1)	13. DT. ABOL. (6)	14. DT. INACT / REACT (6)	15. AGCY. USE (10)
1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	I = Inactive A = Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E = Exempt N = Nonexempt	0 = None 3 = SF 278 4 = OGE 450	A = Sched A B = Sched B C = Sched C 0 = Excepted but not A, B, C	1N 1 = Low risk/nonsensitive 2 = Noncritical sensitive 3 = Critical Sensitive 4 = Special sensitive 5 = Moderate risk 6 = High risk	07

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)
1st	2nd	3rd	4th	5th	6th	7th	8th	0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9) State (2)	City (4)	County (3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank = N/A Y = Yes					MO DAY YEAR	Blank = N/A 1 = PAS	MO 6 DAY 1 YEAR 2007

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)
1 = Rev. when vacant 2 = Impact of Person 3 = Supv. / GSSG 4 = Supv. / Program 5 = RGEG 6 = Policy Analysis GEG	MO DAY YEAR	MO DAY YEAR	Y = Perm N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	5 = Series Change	9 = Other
2 = Supv. Audit	6 = Supv. Audit	2 = Minor PD Change	6 = Pos. Upgrade	
3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	7 = Pos. Downgrade	
4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change	8 = New Pos.	

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT / ACT (1)	26. DT. INACT / REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	1 = Inact. 2 = Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE
Tina Voglesong	06/01/2007

32. REMARKS

FORM AD-332 (Revised) (4/86)

STATEMENT OF DIFFERENCES

To Standard Job # 0341-09

This is a developmental level position designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0341-09, Administrative Officer (copy attached).

Factor 2. Supervisory Controls **Level 2-2, 125 points**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3. Guidelines **Level 3-2, 125 points**

Procedures for doing the work have been established and a number of specific guidelines are available from AFM, USDA, and NFC.

When there are gaps in specificity in the guidelines or when the guidelines do not apply to the assignment, the incumbent makes decisions or recommendations based on practical experience and his/her judgment of the facts, e.g., how the remaining budget dollars have to be used for mandatory expenditures such as salaries and utilities before money is committed to nonessential items.

Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 5. Scope and Effect **Level 5-2, 75 points**

The work involves the execution of specific rules, regulations, or procedures regarding the full range of administrative support responsibilities. The incumbent advises the management team regarding the propriety of human resources, purchasing and contracting, budget and accounting, and agreement actions. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. Actions taken and decisions made impact the accuracy of projected money available for future use; management team's ability to recruit, hire, and retain qualified employees; the purchase of equipment through appropriate vendors.

<u>Factors 6 and 7. Personal Contacts & Purpose of Contacts</u> **Level 2-b, 75 points**

Work requires coordination with outside activities and offices, other government agencies, staff elements at higher echelons, and possibly contractors. The incumbent regularly contacts employees outside of the immediate organization for the purpose of providing advice on work efforts and resolving operating problems.

Purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems.

Total Points = 1510 which is equivalent to a GS-07 (1355-1600 points)