

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
<b>RECOMMENDED</b>							
4. TITLE				5. PAY PLAN		6. SERIES	7. GRADE
8. WORKING TITLE Area Program Analyst				9. INCUMBENT (Optional)			
<b>OFFICIAL</b>							
10. TITLE Program Analyst							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	17. CLASSIFIER
GS	0343		07	MONTH/DAY/YEAR 4/22/02		YES	NO
							MS
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
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			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR		25. FLD/BMK	26. POINTS	FACTOR		25. FLD/BMK	26. POINTS
1. Knowledge Required		1-5	750	6. Personal Contacts		2	75
2. Supervisory Controls		2-2	125	7. Purpose of Contacts		B	
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		5-3	150	27. TOTAL POINTS			27. 1385
Admin. Analysis Grade Eval. Guide/ Mgmt. & Prog. Analysis Series Flysheet, GS-343 (TS-98 8/90) / Primary Std. (TS-107 8/91)						28. GRADE	28. 07
<b>CLASSIFICATION CERTIFICATION</b>							
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 /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N FPL: GS-9				Standard Job#343-07		33. OPM Certification Number	

# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

## A. KEY DATA

1. FUNCTION (1) <b>A/C/D/I/R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>07</b>	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY PLAN (2) <b>GS</b>	2. OCC.SER (4) <b>0343</b>	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) <b>0003</b>	5. OFF. TITLE (38) <b>PROG ANALYST</b>									
6. HQ.FLD.CD. (1) <b>1=HQ 2=FLD</b>		7. SUP.CD. (1) <b>8</b> 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DAY YEAR <b>04 22 02</b>					
11. EARLY RET. CD. (1) 1=Primary 2=Secondary			12. INACT/ACT (1) <b>A</b> I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR			14. DT.INACT/REACT (6) MO DAY YEAR			15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (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) (5) (5)													

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) <b>N</b> E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) <b>0</b> N 0=None 1=CD 219 2=CD 220			3. POS. SCHED. (1) <b>3</b> 3=SF 278 4=AD 392 5=SF 849			4. POS. SENS. (1) <b>1N</b> N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive			5. COMP. LEV. (4) <b>07PA</b>								
6. WK. TITLE CD. (4)				7. WK TITLE (38)															
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 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) <b>09</b>		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)			14. BUS. CD. (4)			15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR <b>04 22 02</b>		
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use								19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. (1) Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																			
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other							
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) <b>A</b> 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)				

30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS  
Standard Job #343-07

**A. Introduction**

This position is located in the Office of the Area Director, \_\_\_\_\_ Area, (Location) \_\_\_\_\_. The incumbent of this position serves as the single staff control and coordination point within the Area for the timely and orderly implementation, management, and evaluation of a vast array of research monitoring activities, and assists the Area Director in conducting studies and projects by compiling, analyzing, and presenting data in useable formats. The Area consists of \_ locations, with approximately \_ research units, and has a work force of approximately \_\_ employees (of which approximately \_\_ are research scientists).

**This is a developmental position designed to prepare the incumbent to fully perform the duties and responsibilities outlined in position number \_\_\_\_\_, Program Analyst, GS-0343-09 (the established full performance level).**

**B. Major Duties**

**Research Project Coordination**

Independently coordinates and maintains appropriate documentation on the Current Research Information System (CRIS), research progress reports, and extramural and external funding requests for the Area. Serves as the Area manager and instructor for the Agriculture Research Information System (ARIS). Specifically, the incumbent:

--advises project leaders, research leaders, and other program personnel on proper documentation of CRIS projects, research plans, extramural and external funding requests, and research progress reports.

--summarizes and makes recommendations for improvement in the documentation to the scientific staff; notifies the scientific personnel when additional information is needed, and follows up to ensure receipt; ensures that packages are complete before forwarding to the Area Director; and brings significant issues in the reports to the attention of the Area Director.

--follows up on and advises scientific personnel on the status of submissions.

--instructs Area personnel on the use of the ARIS system; determines user needs and accordingly assigns appropriate level of access codes to allow access to the system; periodically surveys the needs of users and makes adjustments in the assignment of access; instructs users on changes in methods, procedures, and

policies in the software on a continual basis; and trains new system users as needed.

--coordinates funding requests and extramural/external funding issues with appropriate Area Administrative Office staff (Area Budget and Fiscal Officer (ABFO) and Area Procurement Agreements Officer (PAO)).

--with input from the AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.

--participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the research programs and reporting systems.

### **Analytical Assignments**

Based on instructions provided by the supervisor, incumbent independently gathers, analyzes, and prepares written charts, graphs, and reports on specific locations/programs for use by the supervisor in assessing program effectiveness, impact of proposed program or personnel/organizational changes, and financial condition. Uses a knowledge of program interrelationships; overall utilization of human, money, and material resources; program priorities; and information and statistics gathered from various sources, to pull together and present data. Prepares narrative reports describing characteristics requested.

Attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas.

Consolidates responses on current research activities from the locations in support of requests from the Area Director or higher level management in ARS.

Reviews the Annual Resource Management Plans (ARMP) for the Area for the CRIS Work Unit information and budgets for funds proposed in extramural activities; participates in meetings and conference calls to discuss the ARMS plans; recommends revisions to the plans to coincide with the approved operating levels (AOL); provides updated information to the ABFO on changes made to the AOL's during the course of the review process; detects information in the State of the Management Unit that is not consistent with research objectives and consults with Unit



reporting, budget processes, etc., sufficient to review the program formulation, justification, and execution submittal from subordinate units.

Skill in the use of personal computers to access, manipulate, and retrieve information from automated systems, and to train personnel in the Area on the use of ARIS.

Written and oral communication skills are required to prepare and present findings of projects, and provide guidance/assistance to Area employees on the programs managed.

**2. Supervisory Controls **FLD 2-2      125 PTS****

The incumbent works under the supervision of the Area Director who provides continuing or individual assignments by indicating what needs to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides assistance on new, difficult, or unusual assignments, or on methods used to conduct assignments when precedents are not available.

The incumbent is responsible for independently applying operational knowledge in taking action to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent performs recurring assignments, such as those related to the maintenance of the ARIS database, independently without specific instructions, referring deviations and problems to the supervisor for resolution. The supervisor reviews work accomplishments for technical accuracy and compliance with instructions and established procedures. New assignments are reviewed closely by the supervisor to ensure the technical accuracy and to ensure that procedures were followed and objectives of the assignment were met.

**3. Guidelines **FLD 3-2      125 PTS****

Procedures for doing the work have been established, and a number of specific guidelines are available. Guidelines available for reference include the ARS Research Project Documentation Manual; several guides to computerized systems; Directives; and the Agency's 6-Year Implementation Plan. The employee uses Judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which



**Program Analyst  
GS-0343-07**

Standard Job #343-07

Work is largely sedentary. Work requires sustained attention to detail; with frequent stress of short deadlines for action. The incumbent's work also requires some standing, bending, and carrying of light items such as books and papers.

**9. Work Environment FLD 9-1      5 PTS**

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

**D. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

**TOTAL POINTS = 1385  
GRADE CONVERSION = GS-07**