

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
**01831A**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Portland, OR		5. Duty Station Portland, OR		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Full LEVEL TO PD# 31842A				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <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"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
				13. Competitive Level Code <b>X13</b>		14. Agency Use <b>PERM</b>			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Special Assistant	GS	0301	11	BT	10/11/02
e. Recommended by Supervisor or Initiating Office	Special Assistant	GS	0301	11		

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of Veterans Affairs		c. Third Subdivision Rehabilitative Research	
a. First Subdivision VHA		d. Fourth Subdivision Audiology Research (NCRAR)	
b. Second Subdivision Medical Center		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  Stephen Fausti, Ph.D.		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature <i>Patricia Helt for</i>	Date 9/11/02	Signature	Date

21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position <b>SSC/PDL</b>	
Typed Name and Title of Official Taking Action  Michael P. Davey, M.D., Ph.D.		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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

Signature <i>Michael P Davey</i>	Date 9-17-02
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks **Bus = 0065**

**PERS OFF FILE**

25. Description of Major Duties and Responsibilities (See Attached)

## POSITION DESCRIPTION

### Special Assistant, GS-0301-11

VA PDL Number: SSC PDL 0301-51

Ref: Miscellaneous Administration and Program Series, GS-0301, Jan 1979, TS-34; Administrative Analysis Grade Evaluation Guide, Aug, 1990, TS-98.

## INTRODUCTION

This position is located within the Research and Development Service at the VAMC in Portland, Oregon to support the National Center for Rehabilitative Research (NCRAR). The NCRAR is under the direction of the Associate Chief & Director of the NCRAR.

## MAJOR DUTIES

### **Performs Office Program Planning Work** **50 percent**

Performs administrative work, which includes management of an office's schedule or day-to-day plans. Develops new plans or schedules using standard references. Identifies objectives based on understanding of program and overall priorities. Determines specific steps, input required, and/or meetings. Identifies schedule and milestones; and estimates resources required.

### **Performs Liaison, Communication** **50 percent**

Acts as a liaison or handles the communication with persons and/or groups within and outside of an organization or office. Maintains liaison and communications with persons and groups from both within and outside the organization, speaking for the principal on routine program issues.

Performs other related duties as assigned.

### **Factor 1-7 Knowledge Required by the Position** **1250 Points**

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations; (2) Knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources in the area studied; (3) Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization; (4) Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity; (5) Skill in conducting detailed analyses of complex functions and work processes; and (6) Interpersonal skills in presenting staffing recommendations and negotiating solutions to disputed recommendations.

### **Factor 2-4 Supervisory Controls** **450 Points**

The supervisor and employee develop a mutually acceptable project plan that typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff

and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

**Factor 3-3 Guidelines**

**275 Points**

Guidelines consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques and instructions and manuals covering the subjects involved. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. Subjects studied may be covered by a wide variety of administrative regulations and procedural guidelines. The employee must use judgment in researching regulations and in determining the relationship between guidelines and organizational efficiency, program effectiveness, or employee productivity.

**Factor 4-4 Complexity**

**225 Points**

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Issues, problems, or concepts are not always susceptible to direct observation and analysis. Difficulty is encountered in measuring effectiveness and productivity due to variations in the nature of administrative processes. Information about study topic is often conflicting or incomplete, cannot readily be obtained by direct means, or is otherwise difficult to document. Originality is required in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems.

**Factor 5-3 Scope and Effect**

**150 Points**

Plans and carries out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. Identifies, analyzes, and makes recommendations to resolve conventional problems and situations. May be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. May develop detailed procedures and guidelines to supplement established administrative regulations or program guidance. Completed reports and recommendations influence decisions by managers concerning the internal administrative operations.

**Factor 6-3 Personal Contacts**

**60 Points**

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-2 Purpose of Contacts**

**50 Points**

The purpose of contacts is to provide advice to managers on non-controversial organization or program related issues and concerns. Contacts typically involve such matters as identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative problems.

**Factor 8-1 Physical Demands****5 Points**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9-1 Work Environment****5 Points**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

**Other Significant Facts****Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

**ADP Security**

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.