

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 1625
6. OPM Certification No.
9. Subject to IA Action Yes No
13. Competitive Level Code 407
14. Agency Use

2. Reason for Submission: Redescription, Reestablishment, New, Other
3. Service: Hdqtrs., Field
4. Employing Office Location: Phoenix, AZ.
5. Duty Station: 644
7. Fair Labor Standards Act: Exempt, Nonexempt
8. Financial Statements Required: Executive Personnel Financial Disclosure, Employment and Financial Interests
10. Position Status: Competitive, Excepted (Specify in Remarks), SES (Gen.), SES (CR)
11. Position Is: Supervisory, Managerial, Neither
12. Sensitivity: 1-Non-Sensitive, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Secretary (OA)	GS	318	5	Jan	8/3/92
e. Recommended by Supervisor or Initiating Office	Secretary (Typing)	GS	318	5		

16. Organizational Title of Position (if different from official title): Secretary to Chief
17. Name of Employee (if vacant, specify): Peggy

18. Department, Agency, or Establishment: Department of Veteran Affairs
a. First Subdivision: Carl T. Hayden VA Medical Center
b. Second Subdivision: Neurology Service
c. Third Subdivision: Office of the Chief
d. Fourth Subdivision
e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.
Signature of Employee (optional):

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: William H. Lawrence, M.D.
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional):
Signature: _____ Date: _____

21. Classification/Job Grading Certification. 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: Secretary GS-318 Series - 01/79 Office Automation Grade Evaluation Guide 11/90
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.
Typed Name and Title of Official Taking Action: Sharon A. Nielson, Classification Specialist
Signature: Sharon A. Nielson Date: 8/3/92

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

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

Addendum to P.D. No. 1625

Duties: Add the following statement.

For positions with ADP Access:

In the performance of official duties, the employee has access to printed and electronic files containing sensitive information which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws and regulations. The employee is responsible for 1) protecting that information from unauthorized release or from loss, alteration, or unauthorized deletion, and 2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc. as set out in the computer access agreement and VA Policy Memorandums.

POSITION DESCRIPTION
Secretary, Neurology Service
GS 5 - 318

MAJOR DUTIES:

Serves as secretary to the Chief, Neurology Service, who has the responsibility for a 15 bed neurology ward, six out-patient clinics and the EEG Laboratory. The Chief supervises two staff neurologists, the EEG Technician and the service secretary.

The secretary provides all secretarial and receptionist duties for the Chief and two staff neurologists and some clerical help for the EEG technician if needed.

Secretary uses computer to order supplies and equipment for service, to generate work orders, to enter timecard information and to send and receive messages via mailman. Also to obtain results of tests of laboratory, radiology and pharmacy records for patients, and general patient information as needed.

Receives and screens all contacts by phone, mail and in person and makes appropriate referrals of same, relieving the Chief and other neurologists of these inquiries. Telephone activity is very heavy.

Secretary maintains calendars for all three neurologists and reminds them of meetings, appointments, etc.

The secretary independently schedules conference rooms, arranges for video or other equipment as needed for conferences or meetings and distributes notices to appropriate areas.

Secretary types a variety of materials including manuscripts, congressional letters, etc. and routine correspondence without supervision.

Secretary prepares all travel requests and completes required paper work for travel and meetings etc, for all neurology personnel.

Gathers data and information without supervision. Maintains schedules of periodic and special reports. Maintains all files and manuals. Assists the physicians and EEG tech in collecting data and preparing very specialized reports and checks for accuracy.

Secretary prepares a 3x5" card for each patient seen as an inpatient or in the clinics and adds specific information to that card as patient is followed, as either inpatient or outpatient.

Maintains timecards for each neurology employee, prepares SF 71 forms and prepares requests for personnel action.

Consultation requests are checked in as they arrive from other services or wards and files completed copies of same and helps to assure that more urgent and older requests are completed in a timely manner by bringing it to the attention of the physicians.

continued - Position Description for Neurology Service Secretary

Secretary keeps a log of all incident reports as received and forwards the report to the Chief of Staff.

Prepares forms for out-patient MRI studies, obtaining appropriate signatures for authorization.

For out-patient transfers to other VA facilities, prepares proper forms, signatures, obtaining patient charts and x-rays to be sent in transfer.

Requests patient charts via computer for physicians review for committees, or regarding patient problems and their requests.

Following out-patient Neurosurgery clinic secretary takes orders and instructions from report of patients seen and makes follow up appointments, orders tests for neurologists approval and takes a list of patients intended to be sent to Wadsworth in transfer.

FACTOR 1. KNOWLEDGE REQUIRED

Knowledge of Neurology Service programs as they relate to clerical and procedural functions of the service.

Operation of electric/electronic typewriter and dictating equipment and able to make minor repairs and adjustments. Qualified typist is required for position.

Knowledge of proper format, grammar, spelling and medical terminology.

Knowledge of goals, objectives and commitments of Neurology staff to perform assignments and to relieve staff of administrative and/or routine duties.

Situation 1: The Neurology Service has only three physicians and is directed by close daily contacts between the Chief and staff so there are few control or coordinating problems.

In the performance of official duties, the employee has access to printed and electronic files containing sensitive information which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws and regulations. The employee is responsible for;

1. protecting that information from unauthorized release or from loss, alteration, or unauthorized deletion, and
2. following applicable regulations and instruction regarding access to computerized files, release of access codes, etc. as set out in the computer access agreement and the VA Policy Memorandums.

Must have knowledge of hospital based computer system, electronic typewriter and transcribing equipment.

FACTOR 2. SUPERVISORY CONTROLS:

The Chief defines major priorities. The secretary plans and carries out day to day activities of the office and refers only very unusual problems to the Chief. Works a great deal of the time without supervision. Completed work is relied upon for accuracy.

FACTOR 3. GUIDELINES:

Guidelines include Policy and Operation statements, Neurology Service Policies, instructions concerning correspondence format and control and dictionaries. Secretary is responsible for knowing which guidelines to select and apply.

FACTOR 4. COMPLEXITY:

Work consists of duties involving various related steps, processes and methods. The secretary performs full range of procedures to support the service.

FACTOR 5. SCOPE AND EFFECT:

Purpose of this position is to relieve the Neurology Chief and staff of administrative and clerical work of the service. Work of the secretary affects the proper carrying out of the functions of the Neurology Service.

FACTOR 6. PERSONAL CONTACTS:

Contacts include hospital staff and employees, patients and their families, residents, visitors to the service, consultants, physicians from out of town, VARO personnel and occasionally VACO visitors.

FACTOR 7. PURPOSE OF CONTACTS:

Contacts are for the purpose of clarifying, receiving and dispensing information regarding meetings, travel, procedural matters, directing personal contacts to the proper destinations.

FACTOR 8. PHYSICAL DEMANDS:

Work is mostly sedentary with occasional stooping, reaching, bending, carrying medical files, books and supplies and much walking. Office is fast paced with busy work load.

FACTOR 9. WORK ENVIRONMENT:

Work is performed in remodeled office space, well lighted and usually with many interruptions in routine by busy phones and patient needs. Space is designed so that secretary may deflect interruptions into the office of the Chief.

Department of Veterans Affairs POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION
 644/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
 SECRETARY, GS-0318-05 1625

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	B. SCOPE OF OPERATIONS: <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	C. PROGRAM RISK LEVEL <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	5

STEP 3 - POSITION SENSITIVITY LEVEL
 National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL
 SPECIAL SENSITIVE
 NON-CRITICAL SENSITIVE
 CRITICAL SENSITIVE
 NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

CONCUR WITH RISK LEVEL (See STEP 2)
 INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS
 HIGH RISK
 MODERATE RISK
 LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level: <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK	Sensitivity Level: <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE SENSITIVITY LEVEL TO: <input type="checkbox"/> NONCRITICAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> SPECIAL SENSITIVE
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STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	FINAL SENSITIVITY LEVEL DESIGNATION <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE
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SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR DATE (MM/DD/YYYY)
Deane T. [Signature] 10/19/06