

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

OS Copy

1. Agency Position No.  
4531-0

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Increased requirements Increased workload		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station 405	6. OPM Certification
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gr	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Administrative Assistant	GS	340	11	km	4/12/04
e. Recommended by Supervisor or Initiating Office	Program Specialist	GS	0301	11		

16. Organization Title of Position (If different from the official title)	17. Name of Employee (if vacant, specify)
	TBD Ausley
18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision
a. First Subdivision Research & Development Service	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

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. Type Name and Title of Immediate Supervisor  
Laura Miraldi, Administrative Officer for R&D  
Signature: *Miraldi* Date: 3/26/04

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Leo R. Zacharski, MD, ACOS for R&D  
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  
*See attached narrative*

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be 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  
*Kathy Mason*  
Signature: *Kathy Mason* Date: 4/12/04

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

24. Remarks: Bus Code: 8888

Description of Major Duties and Responsibilities (See Attached)

## POSITION DESCRIPTION

**Program Specialist, GS-0301-11**  
**Research & Development Service**  
Organizational Code: 405/151  
Organizational Location: Research Service  
VA Medical & Regional Office Center  
White River Junction, VT 05009

### INTRODUCTION

#### **Primary Purpose:**

The primary responsibilities of the Program Specialist (PS) for Research & Development (R&D) service are to manage the budget activities of the service and to plan, develop, implement, and maintain a service level program of education and competency activities.

The incumbent is responsible for performing complex technical tasks of budget formulation and execution which requires the perception of immediate and long-range requirements. He/she is responsible for directing the assembly of historical data on costs and cost trends and implementing locally published budget instructions. The incumbent oversees and / or assembles diverse information into effective, usable documents, which will accurately reflect the large and complicated research budget at this facility. The incumbent oversees procurement and contracting operations for the service. The current budget for research at WRJ approaches \$6M annually in four program areas; incumbent oversees approximately 20 control points. In addition to budget development and management, the incumbent is responsible for contracted services and sharing agreements in collaboration with AMM&S; intergovernmental personnel act mobility program; inter-agency agreements; inventory control; and oversight of procurement activities for this very active program. The PS/R&D is a member of the Resources Subcommittee; and other relevant groups as needed.

The PS/R&D directs the personnel management program for the service including writing position descriptions, initiating personnel actions, and monitoring IPA s, WOCs and other contractual agreements for services.

The PS/R&D develops and maintains an orientation program and tracking system, and on-going educational programs and tracking, for the diverse range of employees within the service. This includes paid, with-out-compensation, and other employees (intermittent , work-study students, volunteers, etc.). The incumbent provides educational opportunities for R&D staff to meet compliance requirements in human subjects, animal and safety areas.

The incumbent works closely with the AO/R&D to operationalize new policies, programs and directives from VHA HQ.

## MAJOR DUTIES

### Budget Oversight

50 percent

#### **Receives and Interprets Call for Budget 5%**

Receives the call for the budget for internal operating programs. Interprets the call and prepares instructions for use by the organization. Works closely with operating officials to assure complete understanding and compliance with basic requirements. Receives specific instructions with the call for the budget for a stable operating program. Interprets instructions for local situation, and prepares local guides. Develops specific instructions and procedural guidelines for assigned programs for the preparation and completion of budget estimates.

#### **Reviews Historical Budget Data and Estimates 5%**

Reviews historical financial operating data and trends to prepare and/or validate estimates. Reviews easily obtained historical data and using predetermined formulas prepares estimates of future requirements for a specific operating program or small stable organization. Submits the estimates for consolidation into an integrated budget.

#### **Prepares Budget Estimates and Justifications 10%**

Based on a variety of information, prepares estimates for projected operating budget(s). Prepares justification for the estimates. Using predetermined formulas, prepares straightforward estimates of future requirements for a small operating program or stable organization. Submits the estimates for consolidation into an integrated budget. Verifies estimates by assuming the validity of assumptions, evaluating the consistency of dollar estimates with previous costs and the total program, and the realism of projections considering past performance and the monetary, manpower, space, and equipment resources projected to be available.

Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Assures that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations. Oversees Accounting & Budget Technician in execution of duties.

#### **Analyzes and Evaluates Relationships 10%**

Compiles and coordinates the presentation materials for assigned area of the budget. Analyzes and evaluates the effects of program plans and budget issues. Continually monitors control point expenditures in relation to planned levels. Prepares reports of analysis, making recommendations for remedial action. Identifies differences between current spending and the projected estimate. Recommends adjustments to accommodate future needs.

#### **Enters and Adjusts Data 10%**

Enters budgetary data into a variety of forms, schedules, and reports. Recommends and makes adjustments when required. Prepares a variety of reports related to the status of funds, expenses, obligations, FTE and workload. Obtains, compiles, and summarizes factual narrative information and quantitative data for use by others within the office. Oversees Accounting & Budget Technician in budget data entry.

**Identifies and Executes Reprogramming Actions 10%**

Identifies and executes reprogramming actions. Reviews progress of all obligations and maintains sufficient familiarity with operating and financial programs to make early recommendations for reprogramming actions. Works closely with operating officials in developing reprogramming requests. Recommends reprogramming action within specific funds. Prepares justification for reprogramming actions and submits for approval. Participates in the funds control process to include planning for program restrictions and revisions to the original budget plans and recommendations for changes to original planned distributions.

**Human Resources, Training, and Competency Management**

**50 percent**

**Training Program & Competency Administration 20 percent**

Identifies and determines training priorities, conducts surveys, provides training, administers programs, and maintains employee records. Conducts surveys of training needs, analyzes information obtained, and submits recommendations to supervisor.

Prepares, reviews, and/or monitors an organization's training budget. Reviews and monitors expenditures and obligations within the training budget.

Develops guidelines, instructional methods, materials, etc., and new or improved applications of educational technology to training programs. Provides guidance to operating programs in establishing their internal training programs, developing or obtaining training aids, and selecting pertinent government and non-government training resources. Develops and/or modifies procedures, courses, training guides and plans, and seeks alternative training sources for an organization having a fairly well-defined and readily understood mission.

Provides information concerning available training and makes all arrangements for the training to occur. Provides information concerning available training, arranges for instruction, prepares reports, and helps facilitate courses for an organization having a fairly well-defined and readily understood mission.

Reviews, analyzes, and evaluates training courses and programs to assess their quality and effectiveness. Evaluates training programs and courses for an organization whose workforce has a fairly well-defined and readily understood mission.

Identifies and determines training priorities, conducts and administers training programs, develops and improves training guidance.

**Personnel 15 percent**

Directs the personnel management program for the service including development and writing of position descriptions, initiating personnel actions, and monitoring IPAs, WOCs and other contractual agreements for services.

Develops and maintains an orientation program and tracking system, and on-going educational programs and tracking, for the diverse range of employees within the service. This includes paid, without-compensation, and other employees (intermittent, work-study students, volunteers, etc.).

- conflicting program and financial/budgetary objectives; and/or
- changing guidelines for the work.

**Factor 1-7 Knowledge Required by the Position**

**1250 Points**

(1) 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, which 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 6-2 Personal Contacts****25 Points**

Contacts are with employees, supervisors, and managers of the same agency, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting. The employee may have informal telephone and face-to-face contacts with employees of other agencies engaged in budgetary functions or contractors performing routine services for the government.

**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.

### POSITION EVALUATION SUMMARY

 Organization Research

 Position # 4531-0 Administrative Assistant

Evaluation Factors Standards Used	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	1-7	1250	See below
2. Supervisory Controls	2-4	450	
3. Guidelines	3-3	275	
4. Complexity	4-3	275	
5. Scope and Effect	5-3	150	
6/7. Personal Contacts and Purpose of Contacts	2-0	75	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
<b>S U M M A R Y</b>	<b>Total Points</b>	2485	
	<b>Grade Conversion</b>	GS-11	

## Additional Remarks:

#1 Substantive Administrative functions, Budget, Training, personnel, etc.

## Title, Series, and Grade Assigned:

Administrative Assistant GS-340-1

Date:

4/12/04

Agencies may copy for local use.

## POSITION EVALUATION SUMMARY

Organization Research - Budget Analyst DulcyPosition # 4531-0 Administrative Assistant

Evaluation Factors Standards Used	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	1-6	3950	See Narrative
2. Supervisory Controls	2-4	450	
3. Guidelines	3-3	275	
4. Complexity	4-3	275	
5. Scope and Effect	5-3	150	
6/7. Personal Contacts and Purpose of Contacts	2B	75	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
S U M M A R Y	Total Points	2185 <del>2060</del>	
	Grade Conversion	GS-9	

Additional Remarks:

See attached narrative - although knowledge is copied from Standard as 1-7 level by virtue of organizational placement 1-6 level ~~is~~ would be and is appropriate level of knowledge.

Title, Series, and Grade Assigned:

Administrative Assistant, GS-340-11

Date:

4/12/04

Agencies may copy for local use.





Introduction: Classification as a result of a new position description. Incumbent serves as Program specialist for Research & Development (R&D) to manage the budget activities of the service and to plan, develop, implement, and maintain a service level program of education and competency activities.

Standards: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 dtd 12/200; PCS Administrative Analysis Grade Evaluation Guide, TS 98 dtd 8/90; Miscellaneous Administration and Program Series, GS 0301, TS 34 dtd 1/79; Management and Program Analysis Series, GS 343, TS-98, dtd 8/90

Evaluation:

Series Determination:

This position is responsible for performing budget formulation (50% of the time) and directing the personnel management program of research, including writing position descriptions, initiating, personnel actions, monitoring IPA's, WOC's and other contractual agreements for services. In addition the incumbent is responsible for implementing new policies, programs, and directives from VHA HQ. In addition the incumbent is responsible for the Training Program and Competency Administration of the Research Service. This requires the incumbent to identify and determine training priorities, conduct surveys, provide training, administer programs and maintain employee records. 50% of the work performed falls within the Budget Analyst Series. This involves analytical, technical, and administrative duties in one or more phases of the budgetary process, e.g., budget formulation and justification, presentation and enactment, or execution. Budget analyst are responsible for a segment of an organization's budget, programs and/or organizational structure that is less than the full scope of budgetary operations for the organization component and level served. Positions such as this one frequently involve mixtures of work classifiable in more than one occupational series. As a general rule, mixed positions should be classified in the series appropriate for the paramount qualifications require. If qualifications in two or more occupations are equally important, the position should be classified in the series appropriate to the grade controlling duties. If in such a case the grade levels of the various duties of the position are equal, the position should be classified in any one of the series involved that would provide a satisfactory recruiting base. The other 50% of this position is involved with Administrative duties related to the personnel management and training program of the Research Service. The miscellaneous Administration and Program Series, GS 301, involves specialized work for which no appropriate occupation series has been established. This position would be excluded from classification under the Miscellaneous Administration and Program Series, GS 301. Page 5 of the PCS for the Miscellaneous Administration and Program Series, GS 301 states that work which involves responsibility for providing a combination of various management services such as personnel, budget, and management analysis should be classified in the administrative Officer Series, GS 341. Therefore, the 301 Series would not be appropriate for this position. Page 4 of the PCS for Administrative Officer Series states that administrative officer positions typically include such duties and responsibilities as the following, or

comparable duties: helping management to identify its financial, personnel, and material needs and problems. Developing budget estimates and justification; making sure that funds are used in accordance with the operating budget. The total management process is the Administrative Officer's interest, and the proficiency required involves many aspects of management. General management skills are the paramount requirement. There is currently an administrative officer assigned to Research Service. The service has grown in complexity and amount of current research projects as well as the total dollars involved in research. This position was created to assume responsibility for the lower level administrative duties in addition to the budgeting duties of the budget analyst. Since this position is equally responsible for the budget and management responsibilities it will be evaluated using the Administrative Analysis Grade Evaluation Guide and the Position Classification Standard for Professional and Administrative work in the Accounting and Budget Group, GS-0500. Titling and series determination will be deferred until the grade controlling duties are identified.

Budget Analysis Duties: Positions in this series are evaluated on a factor-by factor basis using the factor level description provided in the Grade Evaluation Guide for Professional and Administrative work in the Accounting and budget group. Each factor in the position description is compared to the appropriate factor level definitions and/or illustration in the standard. Total points are converted for all factors to grade levels using the grade conversion table. Each factor is evaluated on the attached Position summary worksheets. Items requiring narrative description are clarified below:

#### Budget Analyst:

Factor 1: Knowledge Required Incumbent requires a detailed intensive knowledge of and skill in applying the policies, precedents, goals, objectives, regulations and guidelines of a functional area such as financial oversight, budget formulation and budget execution sufficient to analyze and evaluate continual changes in program plans and their effect on financial and budget program milestones; and analyzes financial and budgetary relationships to develop recommendation for financial and/or budgetary actions under rapidly changing program and financial/budgetary deadlines and objectives. This meets the 1-7 level as described in the standard. However, crediting this level is high when compared to the other factors. As a budget analyst in Research – the incumbent does not require the full range of knowledge's and skills as required by a Budget Analyst for the organization as a whole. The 1-6 level is appropriate for advanced developmental positions. Typically, the locations of full performance positions that require this level of knowledge are in organizational components below, which there are no subordinate functional offices. This is more descriptive of the budget analyst position in Research service. There are higher level budget analysts available who performing the duties throughout the facility. The budget analyst in research deals only with research service. Therefore, the 1-6 level is awarded.

#### Administrative Assistant:

Incumbent reports to the Administrative Officer. Position requires the knowledge and skill in applying analytical and evaluative methods and techniques to issues concerning the efficiency and effectiveness of program operations; knowledge of pertinent laws, regulations, policies and precedents that affect the use of program and related support resources. Knowledge of the major issues program goals and objectives, work processes, and administrative operations of the organization. This knowledge is required to manage the Budgeting, Training Program and Competency Administration and personnel management program of the research service. Incumbent must direct personnel management program, develop PD's, monitor IPA's WOC's and other contractual agreements. Must identify and determine training priorities, conduct surveys, provide training, and maintain employee records. Develops guidelines, instructional methods, materials, etc., and new or improved applications of education technology to training programs. Provides guidance to operating programs in establishing their internal training programs, developing or obtaining training aids, and selecting pertinent government and non government training resources. In addition incumbent plans and/or accomplishes special projects. Incumbent must have not only a knowledge of established management principles, pertinent administrative regulations and staff guidelines, but also the knowledge and skill in applying analytical and evaluative methods and techniques. This knowledge is applied in developing new or modified work methods, organizational structures, records and files, management processes, staffing patterns, procedures for administering program services, guidelines and procedures for the conduct of administrative support functions. These knowledge's fully meet the 1-7 level of the standard.

Evaluations:

The budget analyst duties equate to the GS-9 level. The combined administrative duties equate to the GS-9 Level. Therefore, this position is appropriately classified as an Administrative Assistant, GS 340-11. Since this position does effectuate policy in research and is administrative in nature it is FLSA Exempt and excluded from the AFGE bargaining unit.