

POSITION DESCRIPTION SUMMARY

PD Tracking 15653
Series, Title and Grade 0341 Administrative Officer GS-11
Department Veterans Affairs

Introduction Statement

The position is located at a Department of Veteran Affairs (VA) medical facility. The purpose of the position is to direct and perform all administrative functions that include administration, human resources management, budget and finance, management and program analysis, office support services, document control, logistics, and a variety of related administrative matters in support of a medical facility.

Major Duties

Oversees a variety of administrative programs, including the distribution and dissemination of incoming mail, internal controls, records management, publication and forms management, and timesheets. Directs administrative support services to ensure that inquiries, correspondence, and actions for the area of responsibility are addressed appropriately. Develops information papers and correspondence on wide variety of administrative functions. 20%

Reviews and evaluates completed staff actions (memos, reports, studies, fact sheets, information papers) for overall quality of the document, appropriate levels of coordination, consistency, logic, soundness of recommendations, and compliance with policy. Contacts the originating office to recommend changes, etc. before documents are forwarded to higher levels. Articulates the reasons for changes to Directors and senior staff in order to facilitate timely and accurate revision.

Implements administrative policies and procedures for facility-wide areas of responsibility. Proposes improvements to administrative directives and policies. Discusses pertinent issues with operating personnel to determine the impact on new or revised guidance on current operations. Provides advice and guidance on the interpretation and application of administrative directives and instructions. Analyzes management plans to determine the impact on administrative processes. 20%

Advises management officials, supervisors, and employees on the interpretation and application of a variety of human resources policies, practices, and procedures including staffing, classification, employee relations, benefits, and related areas. Ensures that performance ratings are submitted in a timely manner in accordance with regulatory guidelines. 20%

Performs budget execution functions to ensure that expenditures are consistent with budget formulation plans as the fiscal year progresses. 20%

Manages the overall supply needs, services, material movement, and real property for the medical facility.

Provides administrative planning and oversight for a variety of special and continuing programs such as the Savings Bonds and Combined Federal Campaigns, the Freedom of Information Act, and the Privacy Act.

Provides technical and administrative supervision of an extremely small subordinate staff less than 25% of the time. Exercises human resources responsibility by initiating requests for recruitment, interviewing and selecting employees, complying with EEO objectives; planning and assigning work, and maintaining accurate and current position descriptions. Sets priorities and establishes schedules; evaluates performance, recommends promotions and awards; approves requests for leave; identifies training needs; keeps employees informed; provides counsel; and recommends disciplinary action as required. 10%

Based on day-to-day observations, analysis of work processes, and special studies, the incumbent evaluates facility program operations; identifies problems, inefficiencies, and potential problems; and develops recommendations for the solution of administrative problems and conflicts. Provides advice and guidance for improvements and anticipates potential areas of concern or questions that should be addressed when making recommendations. 10%

Plans and conducts management studies and analyses to determine the impact of medical facility realignments and changes. Compiles and analyzes facts, develops plans, and performs coordination. Prepares reports with findings and recommendations based on management and administrative considerations.

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-7 1250 pts.

Extensive knowledge of a full range of functional areas such as human resources, purchasing, supply and property management, records management, financial management and budget, and related administrative areas in order to ensure compliance with established policies, practices, procedures and controls.

Extensive knowledge of management analysis principles and concepts; a thorough knowledge of the medical facility mission, functions, goals and objectives; organizational structure and individual program responsibilities; and relationships with agency organizations in order to conduct studies and evaluations regarding medical facility operations and activities.

Knowledge of key personnel and lines of authority within the medical facility to effectively manage administrative activities and the flow of information.

Ability to identify problem and potential problem areas based on daily observance or studies; analyze and measure the effectiveness, efficiency, and productivity of administrative programs; and develop written and oral recommendations for improvement.

Knowledge of administrative concepts, principles and practices sufficient to foresee problems and perform independently studies designed to evaluate procedures/processes. Develops and recommends ways to improve the effectiveness, efficiency, and timeliness of work operations.

Factor 2 Supervisory Controls Factor Level 2-4 450 pts.

The supervisor provides general technical and administrative guidance. Work is assigned through program discussions or written directives that outline results to be achieved. Assignments also evolve as a result of normal workflow, based on specific assignments or requirements, or by the incumbent's determination that certain action is necessary. The incumbent is delegated wide latitude and responsibility for independently initiating action on

the basis of experience, mature judgment, and competence. He/She recognizes and identifies problem areas, formulates methods and procedures for the successful accomplishment of assignments; discusses unusual problems with the supervisor and keeps him/her informed of progress. Work is reviewed for achievement of objectives, soundness of conclusions and recommendations, and effectiveness in providing administrative support.

Factor 3 Guidelines Factor Level 3-3 275 pts.

Guidelines consist of a wide variety of administrative regulations, policies and procedures. The incumbent uses initiative and resourcefulness in adapting practices, policies and procedures; researching trends, methodologies and patterns; and recommending improvements in administrative practices and procedures.

Factor 4 Complexity Factor Level 4-4 225 pts.

Assignments include various duties requiring many different and unrelated processes and methods applied to medical facility activities. Decisions regarding what needs to be done and how administrative processes should be completed are based on the incumbent's knowledge of the interrelationships between organizational goals, policies, priorities, structure, and commitments of the staff. Assignments involve personal observances and planned studies to gather information; identify and analyze procedures, problems, and issues; determine effective procedures to improve the efficiency, effectiveness, and timeliness of administrative processes; plan and conduct complex studies and analyses of proposed facility realignments and changes; and formulate conclusions and recommendations regarding the effect of the proposed changes.

Factor 5 Scope and Effect Factor Level 5-3 150 pts.

The work contributes to the effectiveness and efficiency of a medical facility operations and activities. Incumbent identifies and resolves various problems and situations that affect the orderly and efficient processing of information to medical facility organizations. The results of recommendations contribute to the efficiency and effectiveness medical facility operations and activities.

Factor 6/7 Personal Contacts/Purpose of Contacts Factor Level 3c 180 pts.

Contacts are with management officials of the medical facility, representatives from other agencies, state and local officials, and representatives from private industry.

The purpose of the contacts is to plan, coordinate, and advise on work efforts or resolve operating problems by influencing or motivating individuals or groups regarding sensitive issues.

Factor 8 Physical Demands Factor Level 8-1 5 pts.

The work is sedentary. It occasionally requires carrying of light objects such as files, books and papers; some walking, standing and bending. No special physical qualifications are required.

Factor 9 Work Environment Factor Level 9-1 5 pts.

The work is typically performed in an office setting.

Factor Points 2540

Position Classification Standard Used

Administrative Officer Series, 341, TS-63 August 1966; revised TS-72 February 1968