

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
437-3334

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other on (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station FARGO VAMC	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in _____) <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 checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use		

Added GEMS statement. No other changes.

15. Classified/Graded by	Official Title of Position	Pav Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Secretary	GS	0318	9	<i>RM</i>	6/14/09
e. Recommended by Supervisor or Initiating Office	Secretary	GS	0318	9		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Medical Center Director
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision
b. Second Subdivision 23	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 ROBERT P. McDEVITT, Medical Center Director	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature: <i>[Signature]</i> Date: 3-16-09	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 series GS-318

a. Typed Name and Title of Official Taking Action PEGGY MOSS, HR Specialist	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.
Signature: <i>[Signature]</i> Date: 6/14/09	

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

24. Remarks
No grade controlling charges *RM*

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

POSITION DESCRIPTION
Secretary, GS-0318-09
Revised March 2009

Performs secretarial duties in support of the Medical Center Director of the Department of Veterans Affairs Medical Center and occasionally the Dakota Regional Office which encompasses both Veterans Health Administration and Veterans Benefits Administration; and, in some cases, the subordinate staff of that individual as well, by performing general office work auxiliary to the work of the organization. The Medical Center is also affiliated with the University of North Dakota School of Medicine and Health Sciences.

Public Contact Work - 25 percent

Receives, schedules, refers, and contacts members of the staff, agency, and persons outside the agency ranging from other government agencies to the general public. Responds to administrative problems brought to the supervisor's attention by members of the staff or management officials outside the organization or outside the agency. Notifies the appropriate subordinate management officials of the need for information or recommendation, and either prepares the response or follows up to ensure a timely response by others.

Mail, Correspondence, and Reports - 25 percent

Processes incoming and outgoing materials such as correspondence, reports, memoranda, and other forms of written communication. Performs the following types of duties: edits letters, composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries. In addition, determines that all requested information is supplied; correspondence has been concurred in by all appropriate staff members; and that coordinated views are reflected and correspondence conforms to general policy. Signs correspondence and certain procedural authorizations in the name of the supervisor when previous instructions have covered the matter. Screens all publications, directives, and periodicals, and brings those of significance to the supervisor's attention. Maintains a diary control to ensure that timely responses are furnished when required. In the supervisor's absence, maintains a file of correspondence and events of which the supervisor should know and, upon the supervisor's return, brings such matters to the supervisor's attention. Additionally takes and transcribes a wide variety of dictation from the Director including minutes of meetings chaired by the supervisor. Much of this dictation is confidential. Provides technical supervision to secretaries to the Associate Director for Administration and Chief of Staff/Medical Director in the establishment and maintenance of all files within the Director's Suite. Initiates and instructs subordinates of changes in filing procedures.

Provides technical supervision to all Service Line/Service Chief secretaries in every day operations in such areas as preparation of correspondence and interpretation of regulations. Informs and instructs all secretarial and clerical personnel of agency established procedures for preparation of correspondence. Initiates and coordinates center-wide training sessions on correspondence procedures.

Maintaining Appointments, Calendars, and Schedules - 25 percent
Schedules appointments, coordinates meetings, and/or schedules conferences. Exercises exclusive control over the supervisor's appointments, with complete authority for commitment of time. Screens all calls and visitors, answering most questions and completing most business involving established policy or routine matters without referring people to the supervisor. Advises Director of important office matters arising during the Director's absence and brings to the Director's attention significant items in reports, files, and correspondence.

Makes necessary travel arrangements for supervisor including hotel reservations, preparing travel authority and voucher. Maintains itinerary of where supervisor may be reached when away from the official station.

Office Supplies and Equipment - 25 percent
Obtains and monitors the use of services, supplies, or equipment for the office. Provides general office supply and equipment support services such as obtaining standard office supplies and services, procuring or justifying the full range of office services, or answering questions concerning policies and procedures related to support/office services. Consolidates equipment or service requests from various offices. Ascertains the needs of subordinate offices and coordinates the purchase of equipment and services to meet the organization's needs. Studies the various offices to determine usage's and needs and merges needs into one recommendation for the organization as a whole. Subsequently, acquires the equipment and services using procedures to procure, authorize, control, and justify these purchases.

Information Security:

In the performance of official duties, has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Is responsible for (1) protecting that data 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 an automated information system security access agreement which the employee signs.

Customer Service:

The employee will treat all customers (internal and external) with courtesy and dignity. The employee is accountable to him/herself and others for his/her

actions. It is the employee's responsibility to continuously improve his/her customer service skills through educational opportunities provided by the employer.

Socio-economic Goals:

Be aware of and review socio-economic goals when making acquisitions and purchases.

Green Environmental Management System (GEMS):

Utilize sustainable practices to eliminate, minimize, or mitigate adverse environmental impacts. Familiarizes self with how work activities impact VA's goal to implement sound stewardship practices that are protective of the air, water, land, and other natural and cultural resources. Shall be a good steward of the environment by preventing pollution, minimizing waste, and continually improving environmental programs.

Factor 1-6 950 Points

Knowledge Required by the Position

Knowledge Type IV

The work of this position has, as a continuing requirement, a basic foundation of administrative concepts, principles and practices sufficient to perform independently. Duties involving eliminating conflict and duplication of work, determining when new procedures are needed, studying and evaluating office equipment, and recommending restructuring of clerical activities in the office and subordinate offices; skill in adapting policies and procedures to emergency situations and establishing new procedures to meet new situations; skill in recognizing how and when certain policies, procedures, or guidelines would be confusing to others; and a comprehensive knowledge of the supervisor's policies and views on all significant matters affecting the organization.

Work Situation

The organization in which the position is located is considered to be a Work Situation C organization. The manager directs a major organization. The organization may have its own administrative staff such as human resources specialists, management analysts, and budget analysts. The manager at this level has a high degree of autonomy and responsibility for making decisions in long-term planning, resources commitment, program evaluation and impact on relationships with outside groups. The organization requires extensive formal clearances and procedural controls and one or more of the following is likely to apply: (1) the program is interlocked with the programs of other departments, agencies or organizations; (2) fluctuating conditions outside of the organization frequently require organizational, procedural or program adjustments; and (3)

active and extensive public interest or participation in the program requires the manager to spend a substantial portion of time interacting with interest groups, the media, academia, officials of state and local governments, or community leaders.

Factor 2-4 450 Points
Supervisory Controls

The supervisor sets the overall objectives of the work. The secretary and the supervisor, in consultation, develop the deadlines and the work to be done. The secretary handles a wide variety of simulations and conflicts requiring use of initiative to determine the approach to be taken or methods to use. The organization is of such size and of such scope that many complex office problems develop which can be handled independently by the secretary and cannot be brought to the attention of the supervisor. Completed work is reviewed only for overall effectiveness.

Factor 3-3 275 Points
Guidelines

Guidelines include a large body of unwritten policies, precedents, and practices that are not completely applicable to the work or are not specific and which deal with matters relating to judgment, efficiency, and relative priorities rather than with procedural concerns. The secretary applies and adapts guidelines to specific problems for which guidelines are not clearly applicable.

Factor 4-3 150 Points
Complexity

The work includes various duties involving different and unrelated steps, processes, and methods. Decisions regarding what needs to be done, and how to accomplish them, are based on the secretary's knowledge of the duties, priorities, commitments, policies, and program goals of the supervisor and the staff and involve analysis of the subject, phase, or issues involved in each assignment. The chosen course of action is selected from many alternatives.

Factor 5-2 75 Points
Scope and Effect

The purpose of the work is to carry out specific procedures and affects the accuracy and reliability of further processes. The position relieves the supervisor of various routine and administrative work items and ensures that the work conforms to the appropriate policies and procedures.

Factor 6-3 60 Points

Personal Contacts

The contacts are with individuals or groups from outside of the employing agency in a moderately unstructured setting where the contacts are not established on a routine basis and require the secretary to apply significant skill and knowledge in locating the correct person to whom the caller or visitor should be directed, identifying and locating the correct person to contact, and discerning the role and authority of the party. Each contact is different with respect to the purpose and extent of the contact and typically might include such people as attorneys, contractors, representatives of professional organizations, or the news media or public action groups. The office deals with such contacts on a variety of issues.

Factor 7-2 50 Points

Purpose of Contacts

The purpose of the contacts is to plan, coordinate, and advise on work efforts to resolve operating problems. Such contacts might include solving problems, following up on commitments, or arranging meetings.

Factor 8-1 5 Points

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, and carrying of light items like papers or books. No special physical demands are required to perform the work.

Factor 9-1 5 Points

Work Environment

The work environment involves everyday risks or discomforts and requires normal safety precautions typical of such places as meeting and training rooms, libraries, or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

Addendum – Purchase Cardholder

Reference: VHA Handbook 1730.01 dated August 27, 2008

Incumbent is a purchase card holder and complies with all the acquisition regulations, both Federal, VA and local to include 8A, small business, Jarvis Wagner O-Day Act, and mandatory sources. Makes individual purchases not exceeding \$(*fill in current authorization*) unless specifically authorized to do so by (*fill in authorizing official*) Manager. Reconciles purchase card charges within the established time limits. The standard for reconciliations is 75 percent of charges have been reconciled within 14 calendar days (or 10 working days) after the charge (payment) information is delivered locally to IFCAP, 95 percent of the payments are matched within 18 days and 100 percent within 40 days. It is recommended that cardholder strive to have all charges reconciled within the first ten days. Resolves disputes of unknown or incorrect charges also within the established time limits. Cardholder must leave all charges reconciled prior to taking annual leave or traveling for more than seven calendar days.

Provides approving official with all pertinent purchase card documents for approval by the same and maintains documentation as required for 6 years and 3 months.

Inputting order into IFCAP Purchase Card Menu, prior to purchase or within one workday of purchase.

POSITION EVALUATION STATEMENT
FACTOR EVALUATION SYSTEM

NATURE OF PROPOSED ACTION

Redescribed

POSITION NO.

437-3334

CLASSIFICATION TITLE

Secretary (Stenography)

SCHED.

GS

SERIES

318

GRADE

9

ORGANIZATIONAL TITLE

NO. POSITIONS

1

ORGANIZATION

Office of the Director

SUBDIVISION

LOCATION

Fargo, ND

EVALUATION FACTORS

POINTS ASSIGNED

STANDARD USED
(Give Benchmark No., Factor Level No., etc.)

COMMENTS

1. KNOWLEDGE REQUIRED BY THE POSITION

750

FL 1-5

WS C/K. Type III

2. SUPERVISORY CONTROLS

650

FL 2-5

Primary FES

3. GUIDELINES

275

FL 3-3

4. COMPLEXITY

150

FL 4-3

5. SCOPE AND EFFECT

75

FL 5-2

6. PERSONAL CONTACTS

60

FL 6-3

7. PURPOSE OF CONTACTS

50

FL 7-2

PHYSICAL DEMANDS

5

FL 8-1

9. WORK ENVIRONMENT

5

FL 9-1

SUMMARY

TOTAL POINTS

2020

GRADE CONVERSION

GS- 9

REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)

CUR

DATE

EVALUATED BY

DATE

Veronica L. Bauske

4/7/94

TITLE AND/OR ORGANIZATIONAL LOCATION

TITLE

PMS