

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.
3035

Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" 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	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Administrative Support Assistant	GS	0303	6		
e. Recommended by Supervisor or Initiating Office	Administrative Support Assistant	GS	0303	6		

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

17. Name of Employee *(if vacant, specify)*
Saldana

18. Department, Agency, or Establishment
Veterans Affairs

a. First Subdivision
Medical Center

b. Second Subdivision
Financial Management Services (FMS)

c. Third Subdivision
Medical Administration Department

d. Fourth Subdivision
Office Operations Section

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
BRADLEY S. CURRY, Supervisor, Office Operation

Signature *Bradley Curry* Date **12-13-99**

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
RICHARD A. PASQUALE, Administrator, FMS

Signature *Richard Pasquale* Date **12/14/99**

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

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
Richard Pasquale Date **12/14/99**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee <i>(optional)</i>							S		S	
b. Supervisor										
c. Classifier										

24. Remarks

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

POSITION DESCRIPTION

Administrative Support Assistant, GS-0303-6

Position Number:
Organizational Code:
Organizational Location:
Primary Purpose:

Performs work of a general office support nature which encompasses a variety of different duties and responsibilities.

Performs clerical assignments in a variety of general support areas required in office environments as well as other types of operations such as a sales store operation.

Correspondence Preparation 10 percent

Prepares, composes, or reviews correspondence prepared for the purpose of obtaining or supplying information. Composes general informational correspondence. Correspondence provides general explanations of facts or actions taken or transmits requested materials usually related to common requests or questions. Replies are clear statements of facts obtained from worksheets completed by qualified persons or uses model letters, standard paragraphs, forms, certificates, or similar material in which factual information is provided by qualified individuals. Searches records or files to compose responses, including electronic data banks including searches to retrieve and summarize hard-to-locate data. Locates materials that would verify information given. Composes statements or develops factual information which supplement model letters or standard paragraphs. Searches for and selects from the available documents the most pertinent information to the question or issue raised.

Mail Work 20 percent

Processes incoming or outgoing mail, including the processing of express mail. Routes mail to a high number of distribution points, e.g., 150 or more. Assists in the management of the unit mail management system. Ensures that incoming public inquiries and staff mail is properly opened, logged, read, date stamped, and sorted into established categories for distribution to appropriate units and staff. Improves mail methods, procedures, and systems such as adapting or changing established mail procedures.

Completes T&A Cards/Records 5 percent

Monitors and reports time and attendance. Researches T&A's and compiles reports. Prepares material for the supervisor's use by reviewing and researching time and attendance records and logs, and compiling information on such items as salary costs, hours worked, full time equivalencies, and other similar items.

Equipment Operation 25 percent

Sets up, operates, adjusts, and monitors the operation of single or multiple function equipment such as copiers, duplicators, mail processing machines, etc. Operates photocopy machine to make legal or standard size copies of forms, letters, etc. from the original. Assembles and staples copied materials. Distributes completed photocopy work as directed. Cleans and maintains equipment operated. Determines the need to reproduce two sides. Performs normal operator maintenance of the machine, replenishing supplies, clearing paper jams, cleaning, and informing the supervisor of machine breakdowns and operating problems. Sets up, operates, and adjusts the largest, most advanced duplicating equipment with an on-line sorter, to reproduce single or multiple page documents. Assembles and staples copied materials. Distributes completed photocopy work as directed. Cleans and maintains equipment operated. Determines the need to reproduce two sides. Performs normal operator maintenance of the machine, replenishing supplies, clearing paper jams, cleaning, and informing the supervisor of machine breakdowns and operating problems. Operates a variety of equipment to complete requests for reprographic services, including plate makers, offset duplicators, and photocopy equipment. Coordinates all of the aspects of processing and completing reprographic requests. Logs in and assigns job numbers to approved reproduction requests. Determines the layout of an item, which of several type faces to use, and the mode of duplication most appropriate for the request. Maintains files on recurring and repetitive requests. Cleans, sets, adjusts, and performs first echelon maintenance on equipment operated. Operates a variety of equipment to fold, insert, seal, and meter outgoing mail. Operator is responsible for receiving and dispatching mail of varying volumes, depending on the projects and priority. Material is sorted, folded, identified by date, type of material, and any insert required. Makes fine adjustment by precisely timing electrical, mechanical and volume cycles to coincide with moving mechanical parts. Operates inserting machine, keeping it sufficiently stocked, assuring inserts are correctly enclosed in appropriate envelope and metered with proper date and postage. Operates a variety of equipment to perform a full range of services typical of a print shop, including offset press, copier, and plate maker. Diagnoses equipment malfunctions, operating problems, and performs corrective adjustments. Performs operator maintenance such as daily clean up, lubrication, changing blankets and wicks, checking and replenishing levels of ink developer, etc. Reviews reproduction requests for concurrence with guidelines, establishes priorities and advises requestor as to which process would best suit their needs and remain in the

best interest of good paperwork management. Maintains an inventory of reproduction supplies and initiates requests to replenish stock.

Performs a wide variety of administrative tasks associated with maintaining and supporting the work performed within the organization. Such work includes a variety of administrative functions necessary to the smooth management of an office and ranges from correspondence and information control to tracking equipment, supplies, and services. In addition, the position may act as the primary liaison between the program office and administrative offices outside the organization.

Acts as the primary liaison between the program office and administrative offices outside the organization.

Support Services 10 percent

Serves as the organization's liaison on office support services. Answers questions concerning policies and procedures related to office support services. Plans and coordinates a variety of general office support services in support of the work of an organization, such as requisition, purchase, storage, and maintenance of stock levels; installation, repair, maintenance, and disposal of office equipment, etc.

Performs a variety of administrative tasks associated with maintaining and supporting the work performed within an organization.

Correspondence and Information Control 15 percent

Monitors and controls business papers, correspondence, and records throughout an organization, including the coordination of action papers with office and agency staff. Maintains the correspondence control system which monitors the receipt and distribution of correspondence. Inputs data, via a computer terminal, concerning incoming and outgoing correspondence. Receives, assigns, and monitors externally and internally generated correspondence and inquiries. Follows up to ensure observance of deadlines and coordination of internal comments and clearance. Develops background information by obtaining information from sources which may be available in only one or a very few places; is specialized and not a matter of widespread knowledge; and is complicated because it is scattered in numerous documents or only in the memories of a few employees. Organizes material for the supervisor.

Training Support 10 percent

Performs training support duties such as the coordination, scheduling, and acquisition of training, and/or the maintenance of training records and files. Assists supervisors and employees with identifying training needs. Provides information on all aspects of the training request and approval process. Follows-up to ensure projected training needs are planned and scheduled.

Performs work in direct support of an administrative area such as: human resources, budget, procurement, purchasing, management analysis, or operating program analysis. Provides clerical, assistant, or technician level support from within an Administrative Office or from within a functional component such as the Human Resources Office, the Budget Office, the Purchasing Office, or a comparable setting.

Performs clerical, assistant, technician, or support services supervisory work in support of a purchasing, procurement, communication system, and/or property management function.

Performs work in support of purchasing and or procurement of services, products, supplies, and/or equipment requiring a practical knowledge of applicable operations, procedures, programs, policies, and regulations, or in support of a claims adjudication function.

Purchasing Support 5 percent

Performs clerical level work to acquire supplies and services to meet the purchase, rental, or lease needs of an organization. Processes frequently purchased items under established contracts or agreements.

Factor 1-4 550 Points

Knowledge Required by the Position

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

Factor 2-2 125 Points

Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-3 275 Points
Guidelines

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommended changes.

Factor 4-3 150 Points
Complexity

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5-2 75 Points
Scope and Effect

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6-2 25 Points
Personal Contacts

The personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices, or other operating offices in the immediate installation.

Factor 7-1 20 Points
Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; i.e., the facts or information may range from easily understood to highly technical.

Factor 8-1 5 Points
Physical Demands

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; or driving an automobile, etc. 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 which require normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area is adequately lighted, heated, and ventilated.



STATION NUMBER/ORGANIZATION Carl T. Hayden VA Medical Center		
SUBJECT NAME (Optional)	POSITION TITLE/GRADE Admin Support Assistant, GS-0303-06	POSITION DESCRIPTION NUMBER (PD #) 3035

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 CRITICAL SENSITIVE
 NON-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 <i>Deane Smith</i>	DATE (MM/DD/YYYY) 08/25/06
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POSITION CLASSIFICATION
EVALUATION STATEMENT

Position Number:
Organizational Code:

POSITION TITLE, SERIES, GRADE:
Administrative Support Assistant, GS-0303-6

Evaluation Factors	Tentative Level	Final Level
Nature of Assignment	1-6	1-6
Level of Responsibility	2-6	2-6
Tentative Grade:		GS-6
Final Grade:		GS-6

Principal duties account for 100 percent of the time

Standard used to evaluate the position:
Grade Level Guide for Clerical and Assistance Work June 1989 TS-91