

97

POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8)

RECOMMENDED

4. TITLE Administrative Support Assistant	5. PAY PLAN (2) GS	6. SERIES (4) 0303	7. GRADE (2) 10
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE

11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name)
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Housing and Urban Development	5th Office of Management and Planning
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Budget and Administrative Support Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary for Operations and Management	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Yolanda R. Byrd</i>	20. DATE (mm/dd/yyyy) 1/30/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Paul T. Christian</i>	23. DATE (mm/dd/yyyy) 2/2/04
21. SUPERVISOR'S NAME Yolanda R. Byrd		24. SECOND LEVEL SUPERVISOR'S NAME Paul T. Christian	
21a. SUPERVISOR'S TITLE Director, Budget and Administrative Support Division		24a. SECOND LEVEL SUPERVISOR'S TITLE Director, Office of Management and Planning	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-6	950	6. Personal Contacts	6-2	25	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		2210	
					GRADE	GS-10

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 1/30/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Nonexempt) FPL (GS-10) Ref: OPM PCS for 318; Primary Standard	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 10	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 303		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Administrative Support Assistant					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.		10. DATE CLASS (mm/dd/yyyy) 08/30/2004	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary			3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) 1 = Inactive A = Active		13. DATE ABOL. (mm/dd/yyyy)		14. DATE INACT/REACT (mm/dd/yyyy)		15. AGCY. USE (10)	
16. INTERDIS. SER. (40)		(4)		(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)		(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220		3 = SF278 4 = AD392 5 = SF849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		O = Excepted but not A, B, C		4. POS. SENS (3) 1N		0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999																			
6. WK. TITLE CD. (4)		7. WK. TITLE (38)																															
8. ORG. STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1)																									
1st		2nd		3rd		4th		5th		6th		7th		8th		0 = Position Action No Vacancy A = No Change		B = Lower Grade C = Higher Grade		D = Different title and/or Series E = New Position/New FTE													
10. TARGET GC. (2)		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) 11		City (4) 0010		County (3) 001		14. BUS. CD. (4)		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 8/30/2004															
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG						4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG						7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DATE REQ.REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y Y = Perm N = Other											
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																																	
Normal Act				Maintenance Review Act				Results																									
1 = Desk Audit		2 = Sup. Audit		3 = Paper Rev.		4 = PME/Activity Rev.		5 = Desk Audit		6 = Sup. Audit		7 = Paper Rev.		8 = Panel Rev.		1 = No Action Req.		2 = Minor PD Change		3 = New PD Req.		4 = Title Change		5 = Series Change		6 = Pos. Upgrade		7 = Pos. Downgrade		8 = New Pos.		9 = Other	
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY USE (8)																					
30. CLASSIFIER'S SIGNATURE												31. DATE (mm/dd/yyyy)																					
32. REMARKS																																	

**Office of Administrative Services
Administrative Support Assistant, GS-344-10**

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity (FHEO), Office of the Deputy Assistant Secretary for Operations and Management, Office of Management and Planning, Budget and Administrative Support Division. The Budget and Administrative Support Division is responsible for coordinating and providing human resources and management and administrative services for the organization. The Division services both Headquarters and the Field through administration of personnel services, employee training and technical assistance, and administrative support, including space management, telecommunications services, development and distribution of publications, and directives and forms management. The Division provides advisory and technical services to headquarter and field management and staff on issues involving personnel an/or organizational changes and other administrative related issues.

The incumbent performs substantive technical and administrative duties. Duties require day-to-day working relationships with headquarters and field staff as well as a thorough knowledge of the functions within the area of responsibility of the Budget and Administrative Support Division.

Duties and Responsibilities:

Assists the Directives Management Officer with coordination and completion of activities related to the Information Collection Budget/Paperwork Reduction Act, the Departmental Issuance Process, and publications. Serve as the alternate Directives Management Officer and responsible for distributing clearances according to subject matter. Assist with replenishing, retrieving and distributing publications.

Reviews, compiles data and develops organization and management information concerning FHEO staff and programs. Specific data includes weekly personnel action status report and monthly staffing reports reflecting actual staffing figures compared to allocations, such as ceiling numbers, occupational data, and retirement eligibility data.

Assists the Training Officer with the coordination of training activities for FHEO staff in Headquarters and the Field, which includes setting up meetings and conferences with facilities and ensuring that materials are delivered timely for the training session.

Provide assistance in conducting software training, such as MS Word, PowerPoint, and Excel for Headquarters staff.

Assist analyst responsible for organizational space management with scheduling appropriate meetings with staff, management and union representatives, making arrangements for space moves, and serving as a liaison between OAMS and FHEO staff.

and management officials. Serves as an alternate contact for resolving space management issues and coordinating space management activities.

Assist in conducting analysis of physical properties, i.e., furniture and requisitioned equipment assigned to staff in FHEO to ensure maximum utilization.

Leads, guides, and assists with the development of clerical staff within the Division.

Performs a variety of special assignments, sometimes on the basis of specific instructions but more often with only a general outline of what is desired. Compiles and prepares recurring and special reports. Assumes responsibility for the preparation of articles, publications and reports.

Attends and participates in meetings with the Division Director in which such issues as new initiatives, organizational changes, staff reassignments/realignments and management problems are discussed.

Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems. Performs typing work that calls for a high degree of technical proficiency and substantial familiarity with the program area for which services are provided.

Provides technical assistance to customers and potential customers on procedures and program requirements. Validates text and data provided in customer-initiated documents. Conducts necessary research and analysis to respond to program inquiries.

Schedules meetings for the Division Director. Verifies agenda with the Division Director and appropriateness of the agenda items. Ensures that all appropriate preparatory materials have been received and forwarded to the Division Director or meeting invitees as necessary before meetings are held. Attends and records the minutes of meetings. Checks to ensure that commitments made at the meetings are met and keeps the Division Director informed.

Receives and screens correspondence, reports, etc., routed to the Division, personally assuming responsibility for appropriate handling, disposition, or reply in select cases, except those in which the Division Director or other staff members are known to be personally interested, or those requiring policy decisions.

Prepares, verifies and submits Time and Attendance records. Conducts audits of Time and Attendance records as needed. Prepares and distributes HQ TANDA reports to the Division Director. Maintains appropriate, accurate and updated Time and Attendance records.

Assists in preparing responses to control correspondence reports, memoranda, interrogatories, EEO complaints, and other personnel related inquiries. Reviews

documents for accuracy and completeness and forwards documents to the ESC for final processing.

Provides administrative support, as needed in other personnel or administrative related areas.

Factor 1 – Knowledge Required

Knowledge of commonly used rules, procedures and/or operations dealing with the Departmental Issuance Regulations.

Knowledge of FHEO policies, regulations, activities and functions in order to provide appropriate guidance and assistance in responding to inquiries.

Ability to make oral and/or written reports; give presentations in a clear, concise manner.

Knowledge of administrative services policies and procedures in the areas of telecommunications systems and space management.

Skill in researching, analyzing, organizing, and assembling data, drawing conclusions and devising solutions to complex issues.

Skill in using software equipment, i.e., MS Word, Excel and PowerPoint.

Factor 2 – Supervisory Controls

The supervisor makes assignments by defining objectives, priorities, and deadlines when necessary. The supervisor or senior staff members assist employee with unusual situations, which do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3 – Guidelines

Guidelines consist of Departmental manuals and handbooks, verbal and written instructions, policy directives and other publications governing administrative services. Guidelines are not always applicable to specific assignments and require interpretation and application to appropriate situations. The employee exercises a high degree of initiative and judgment in interpreting and applying guidelines and procedures.

Factor 4 – Complexity

On a continuous basis the employee provide personnel action and staffing reports reflecting staffing figures, space management, equipment, training and publication distribution. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken of responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

Factor 5 – Scope and Effect

The purpose of the work is to carry out administrative services for Headquarters and the Field. This involves providing information, advice and recommendations to employees and other officials within FHEO. Analyze and evaluate current policies and procedures to determine a more efficient way to carry out the functions of the office and to support FHEO in meeting the goals and objectives.

Factor 6 – Personal Contacts

Contacts are with employees, managers, and supervisors throughout Headquarters and the Field. Outside contacts are generally people engaged in similar functions, missions, and kinds of work.

Factor 7 – Purpose of Contacts

Contacts are for the purpose of advising and/or clarifying information and instructions, reporting progress and problems. The employee represents FHEO in meeting with officials from other organizations.

Factor 8 – Physical Demands

The work is sedentary. Extended periods for walking and standing are required under certain circumstances.

Factor 9 – Work Environment

The work is performed in an office setting.