2. IDENTICAL ADDITION 2. IDENTICAL ADDITION TO THE 2. IDENTICAL ADDITION TO THE 3. REPLACES PD NUMBER 1. NEW								POSITION DESCRIPTION COVER SHEET						
	MMEND	ED												
4. TITLE											5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKI	ING TITLE (Op	tional)								9. INCUMBENT (Optiona	al)			
OFFIC														
10. TITLE Admin	istrative A	Assistant												
11. PP	PP SERIES FUNC GRADE DATE I/A							CLASSIFIER						
GS	0341		07	MONTH DAY 06 01	YEAR 2007	Yes		No	TV					
18. OR 1st	GANIZA	TIONAL	. STRUC	TURE (Agen	ncy/Bur	eau)		5th						
2nd								6th						
3rd								7th						
4th								8th						
SUPE	RVISOR	'S CER	TIFICAT	ION										
I certify out Gove	that this is a ernment fun	in accurate ctions for	statement of which I am	of the major dutie responsible. The	s certific	ation is mad	e with	the kr	owledge that t	izational relationships this information is to such statute or their in	be used for statutory	purposes a	ary to carry relating to	
19. SUPE	RVISOR'S SIG	BNATURE			20.	DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE						
21. SUPE	RVISOR'S NA	ME AND TIT	LE					24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE						
FACT	OR EVA	LUATIO	N SYST	EM										
FACTO	R			25. FLD / BM	<	26. POINTS	\$	FACT	OR		25. FLD / BMK	26. P	OINTS	
1. Kno	wledge R	equired		1-6		950		6. Pe	ersonal Cont	acts	6-2			
2. Sup	ervisory C	Controls		2-2		125		7. Purpose of Contacts 7-b			7-b		75	
3. Gui	delines			3-2		125		8. Pł	nysical Dem	ands	8-1		5	
4. Con	nplexity			4-3		150		9. W	ork Environi	ment	9-1	27.	5	
5. Sco	pe and Ef	fect		5-2		75		27. TOTAL POINTS > 1,510				,510		
											28. GRADE 🕨	07		
CLAS	SIFICAT	ION CE	RTIFICA	TION								1		
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.														
29. SIGN/				<u>.</u>							30. DATE			
/s/ Tina Voglesong							06/01/2007							
-	and title										-			
32. REMA	Human Resources Specialist (Class) 32. REMARKS									33. OPM CERTIFICATION NUMBER				
	N FPL:			341-07 Stmt										
	Primary S		arysis Ofa	de Eval Guide	, Aug S	20								
	S.G.P.O.: 1986 - 623 - This form was electronically produced by USDA/ARS/OCIO/ADB. FORM AD-332 (Reverse) (4/86)													

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA												
1. FUNCTION (1)		2. DEPT. CD./AGCY-BUR-CD.	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)						
		(4)										
	▲ A/C/D/I/R											
	•••••											

B. MASTER RECORD														
		3. OCC. FUNC. CD. (2)		FF. TITLE D. (5)	5. OFF. TITLE (38)									
GS 0341 0001 Administra					ative	Assistant								
6. HQ.	FLD. CI	D. (1)	7. SUP. 0	CD. (1)				8. CLASS. STD. CD. (1) 9. INTERDIS. CD. (1)					10. DT. CLAS	S (6)
1 = HQ 2 = Supv. GS 4 = Supv. CS 4 = Supv. CS 5 = Mgt. CSF 5 = Mgt. CSF				RA	A 8 = All Others			X = New Std. App ◀ Blank = NA	olied	N = No Y = Interdis			DAY YEAR 01 2007	
11. EA	11. EARLY RET. CD. (1) 12. INACT / ACT (1)							13. DT	13. DT. ABOL. (6) 14. DT. INACT / REACT (6) 15. AGCY. USE (10)					
	1 = Primary 3 = Foreign Svc. ↓ 2 = Secondary Blank = NA					I = Inactive A = Active		мо	DAY YEAR	MO D.	AY YE	EAR		
16. INT	TERDIS.	. SER. (40)											
	(4)		(4)	(4	1	(4)	(4))	(4)	(4)		(4)	(4)	(4)
17. INT	17. INTERDIS. TITLE CD. (50)													
	(5)		(5)	(5)	(5)	(5	5)	(5)	(5)		(5)	(5)	(5)

C. INDIVIDUAL POSITION									
1. FLSA CD/PAY TABLE CD 2. FIN. DIS. R		3. POS. SCHED. (1)			SENS. (1)	5. COMP. LEV. (4)			
	= None = SF 278 = OGE 450	$\begin{array}{l} A = Sched \; A 0 \\ B = Sched \; B \\ C = Sched \; C \end{array}$	= Excepted bu not A, B, C	ıt .	1 = Low risk/nonsensit 2 = Noncritical sensitiv 3 = Critical Sensitive		07		
6. WK. TITLE CD. (4) 7. WK. TITLE (38)									
8. ORG. STR. CD. (18)				9. VAC. I	REV. CD. (1)				
1st 2nd 3rd	4th 5th	6th 7th			No Vacancy A = No Change	C = Higher Grade E = I	Different title and / or series New Position / New FTE		
		TY STATION (9) 2) City (4) C		3US. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)		
	$\begin{bmatrix} 1 & Blank = \\ N/A \\ V = Yes \end{bmatrix}$ State (2)			()	MO DAY YEA	R Blank = N/A ↓ Blank = N/A 1 = PAS	MO DAY YEAR 06 01 2007		
18. GD. BASIS. IND. (1)]		19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)		
1 = Rev. when vacant 4 = Supv. / Program 2 = Impact of Person 5 = RGEG 3 = Supv. / GSSG 6 = Policy Analysis GEG									
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st	t Digit = Activity and 2nd Di	git = Results)							
Normal Act	Maintenance Review	Act Resu	ults						
1 = Desk Audit	5 = Desk Audit		No Action Req.			= Other			
2 = Supv. Audit 3 = Paper Rev.	6 = Supv. Audit		Ainor PD Chan		= Pos. Upgrade = Pos. Downgrade				
	7 = Paper Rev. 8 = Panel Rev.		New PD Req. Title Change		= Pos. Downgrade = New Pos.				
23. DT. EMP. ASGN. (6) 24. DT. ABOL			6. DT. INACT / R			28. INT. ASGN. SER. (4)	29. AGCY. USE (8)		
, ,	DAY YEAR	1 = Inact. 2 = Act.	MO DAY	YEAR		()			
30. CLASSIFIER'S SIGNATURE	II	I	31	I. DATE					
Tina Voglesong			0	06/01/2007					
32. REMARKS									

Administrative Officer GS-0341-07

Standard Job # 0341-07 Statement of Differences

STATEMENT OF DIFFERENCES

To Standard Job # 0341-09

This is a developmental level position designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 0341-09, Administrative Officer (copy attached).

Factor 2. Supervisory Controls

Level 2-2, 125 points

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. Guidelines

Level 3-2, 125 points

Procedures for doing the work have been established and a number of specific guidelines are available from AFM, USDA, and NFC.

When there are gaps in specificity in the guidelines or when the guidelines do not apply to the assignment, the incumbent makes decisions or recommendations based on practical experience and his/her judgment of the facts, e.g., how the remaining budget dollars have to be used for mandatory expenditures such as salaries and utilities before money is committed to nonessential items.

Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Factor 5. Scope and Effect

Level 5-2, 75 points

The work involves the execution of specific rules, regulations, or procedures regarding the full range of administrative support responsibilities. The incumbent advises the management team regarding the propriety of human resources, purchasing and contracting, budget and accounting, and agreement actions. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. Actions taken and decisions made impact the accuracy of projected money available for future use; management team's ability to recruit, hire, and retain qualified employees; the purchase of equipment through appropriate vendors.

1

Administrative Officer GS-0341-07

Factors 6 and 7. Personal Contacts & Purpose of Contacts Level 2-b, 75 points

Work requires coordination with outside activities and offices, other government agencies, staff elements at higher echelons, and possibly contractors. The incumbent regularly contacts employees outside of the immediate organization for the purpose of providing advice on work efforts and resolving operating problems.

Purpose of contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems.

Total Points = 1510 which is equivalent to a GS-07 (1355-1600 points)