

**NATIONAL CAPITAL
REGION MEDICAL**



**Misc. Administration and Program
(Administrative Support Specialist,
GS-0301-09)**

Market Analysis

(Series/Grade prior to Change to Lower Grade: GS-0318-10)

November 2014



Overview of Market Analysis

Administration and Program Spec.

2012 Median Pay

\$ 35,330 per year
\$ 16.99 per hour

Entry-Level Education

High School Diploma or equivalent

Work Experience in a Related Occupation

None

On-the-job Training

None

Number of Jobs, 2012

3,947,100

Job Outlook, 2012-22

12% (As fast as average)

Employment Change, 2012-22

479,500

*Source: Bureau of Labor Statistics-
Occupation Outlook Handbook 2012

Represents Administrative Support Specialist



Onboard

Employee Count		
	GS-09	Grand Total
WRNMMC	8	8
FBCH	5	5
Grand Total	13	13

Represents Administrative Support Specialist



Losses

Regional Loss Data

	FY12	FY13	FY14	Total
Change of Appt Office to DHA	0	3	12	15
Removal	2	2	0	4
Resignation	3	4	5	12
Voluntary Retirement	2	1	7	10
Special Option Retirement	0	0	1	1
Transfer Appt from NCR-MD to FBCH	0	0	1	1
Transfer Appt to Commerce	0	0	1	1
Transfer Appt to HHS	2	0	1	3
Transfer Appt to DOA	0	4	2	6
Transfer Appt to DON	0	1	1	2
Grand Total	9	15	31	55



Current Recruitments

Recruit/Fill RPAs	
	Grand Total
WRNMMC	0
FBCH	0
Grand Total	0

Represents Administrative Support Specialist



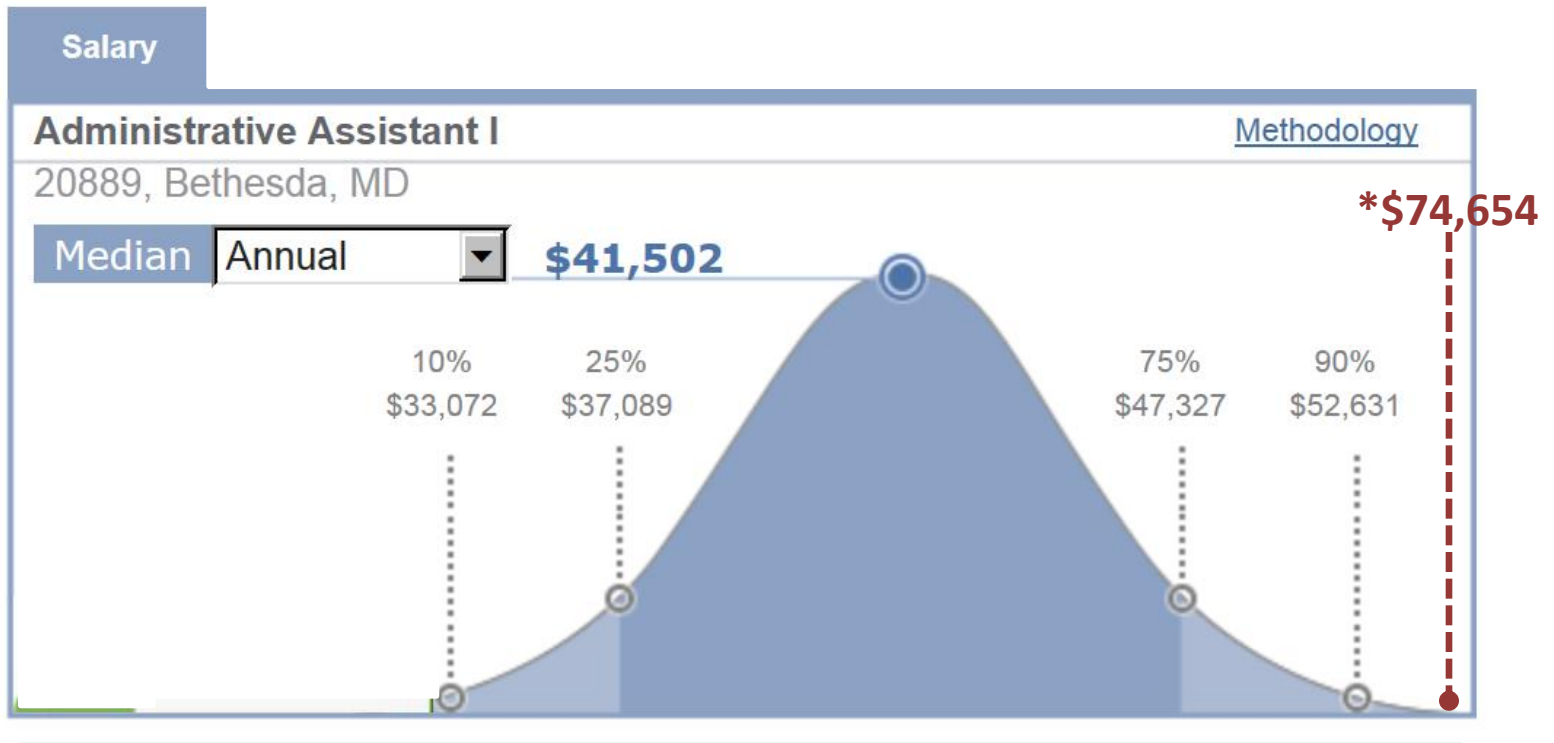
Salary Data

	GS-09		
	Average of Basic Salary Rate	Average of Total Salary	Average of Total Salary with Retention
WRNMMC	53,793	64,503	NA

Administration and Program Spec. Receiving Incentives			
% of Basic Pay	15%	25%	Grand Total
Retention (bi-weekly)	0	0	0
Recruitment (lump-sum)	0	0	0
Grand Total	0	0	0



Market Analysis



*Salary of person impacted by Change to Lower Grade