

Position Classification Flysheet for General Legal and Kindred Administration Series, GS-0901

Table of Contents

INTRODUCTION.....	2
COVERAGE.....	2
GENERAL SERIES AND TITLING GUIDANCE	2
GENERAL LEGAL AND KINDRED ADMINISTRATION, GS-0901.....	3
EXCLUSIONS.....	4
GRADING INSTRUCTIONS	5

INTRODUCTION

This position classification flysheet provides series and specialty definitions, titling instructions, and instructions for evaluating nonsupervisory two-grade interval administrative positions in the General Legal and Kindred Administration Series, GS-0901.

COVERAGE

This position classification flysheet covers the following occupational series:

Series

General Legal and Kindred Administration GS-0901

For many years, several General Schedule (GS) occupational series have covered both one-grade and two-grade interval work within the same series. In our ongoing effort to simplify the GS classification system, we are eliminating that practice and using separate series for one-grade and two-grade interval work. As a result, two-grade interval work previously covered by the Contact Representative Series, GS-0962, and two-grade interval work previously covered by the General Claims Examining Series, GS-0990 are now covered under this interim position classification flysheet for the GS-0901 series. In addition, claims examining work previously covered by the Federal Retirement Benefits Series, GS-0270, is also covered by this series and flysheet.

This position classification flysheet provides guidance for determining series coverage and classifying covered two-grade interval work within the GS-0901 series that will apply until we develop and issue a Job Family Standard (JFS) for Administrative Work in the Legal and Kindred Group, GS-0900. The occupational study for that JFS will examine the possibility of establishing a separate occupational series for two-grade interval claims examining work.

GENERAL SERIES AND TITLING GUIDANCE

This section provides information on the series, specialty definitions, and titling instructions for two-grade interval administrative positions in the General Legal and Kindred Administration Series, GS-0901. It also provides information on titling instructions for supervisors, leaders, and parenthetical specialties in this series.

GENERAL LEGAL AND KINDRED ADMINISTRATION, GS-0901		<u>Qualification Standards</u>						
Definition	<p>This series covers two-grade interval administrative positions that supervise, lead, or perform work involving two or more series in the Legal and Kindred group, or positions that require legal and kindred administrative knowledge but are not covered by an existing administrative series within the group.</p>							
Titling	<p>The basic title for this occupation is <i>Legal Administrative Specialist</i>. Use the basic title without a parenthetical specialty (see below) as the official position title for those positions that include two or more specialized functions when none predominates or when there is no established specialty.</p> <p>Supervisors and Leaders</p> <ul style="list-style-type: none"> • Add the prefix “Supervisory” to the title of positions classified using the <u>General Schedule Supervisory Guide</u>. • Add the prefix “Lead” to the title of positions classified using the <u>General Schedule Leader Grade Evaluation Guide</u>. <p>Parenthetical Titles</p> <ul style="list-style-type: none"> • Use the following parenthetical titles for specialties as defined: <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;">Contact Representation –</td> <td>Work that involves supervising or performing administrative work concerning benefits and services available to the public.</td> </tr> <tr> <td>Claims Examining –</td> <td>Work that involves supervising or performing administrative work concerning claims and claims examining.</td> </tr> <tr> <td>Federal Retirement Claims Examining –</td> <td>Work that involves supervising or performing administrative work concerning entitlement to Federal retirement benefits, including adjudication and reconsideration of entitlement decisions.</td> </tr> </table> <ul style="list-style-type: none"> • For work not covered or for new combinations of work, you may establish parenthetical titles. • You may continue to use agency-established parenthetical titles where appropriate as unofficial position titles; i.e., organizational or functional titles. <p>Organizational Titles</p> <ul style="list-style-type: none"> • Use the official position title as outlined above for human resources management, budget, and fiscal purposes. This does not preclude continued use of organizational or functional titles for internal administration, public convenience, program management, or similar purposes. 		Contact Representation –	Work that involves supervising or performing administrative work concerning benefits and services available to the public.	Claims Examining –	Work that involves supervising or performing administrative work concerning claims and claims examining.	Federal Retirement Claims Examining –	Work that involves supervising or performing administrative work concerning entitlement to Federal retirement benefits, including adjudication and reconsideration of entitlement decisions.
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EXCLUSIONS

Although some positions may include administrative work requiring general legal and kindred administration knowledge and skills, classification to the General Legal and Kindred Administration Series, GS-0901 may not be appropriate. To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject-matter knowledge required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. The following table provides examples of situations where the work may involve the application of related knowledge and skills, but not to the extent that it may warrant classification to this series.

NOTE: In the table below, job family standard is abbreviated as JFS.

If....	See This Standard or Series Definition:
1. Work involves legal training equivalent to that represented by graduation from a recognized law school and bar membership.	<u>GS-0905, General Attorney</u>
2. Work involves one-grade interval administrative support (i.e., assistance) to positions dealing with legal and related matters.	<u>JFS for Assistance Work in the Legal and Kindred Group, GS-0900</u>
3. Work involves substantial legal knowledge, and writing or editing skills are equally important qualification requirements.	<u>GS-1083, Technical Writing and Editing</u>
4. Work involves the paramount knowledge requirement in a particular subject-matter field, such as human resources management, and also requires a knowledge of the laws, rules, regulations, and precedent court decisions that apply to that subject-matter area.	Appropriate subject-matter series
(continued)	

EXCLUSIONS (continued)

If....	See This Standard or Series Definition:
<p>5. Work involves performing quasi-legal work in examining, adjudicating, and authorizing claims for pensions, benefits, and national social insurance and need-based benefits programs.</p>	<p><u>GS-0105, Social Insurance Administration</u></p> <p><u>GS-0991, Workers' Compensation Claims Examining</u></p> <p><u>GS-0993, Railroad Retirement Claims Examining</u></p> <p><u>GS-0996, Veterans Claims Examining</u></p>

GRADING INSTRUCTIONS

Evaluate positions in this series to determine their proper grade by using the [Administrative Analysis Grade Evaluation Guide](#) in conjunction with an appropriate subject-matter position classification standard.