POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: IE01031

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: 2015 BIE Reorganization

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Albuquerque, NM

6. OPM Certification No.:

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: 1-CNACI

13. Competitive Level Code: 429

14. Agency Use: Telework: 4

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Program Support Assistant (OA)	GS	0303	07	DAW	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*:

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

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Assistant Secretary- Indian Affairs

b. Second Subdivision: Bureau of Indian Education

c. Third Subdivision: Associate Deputy Director, Tribally Controlled Schools

d. Fourth Subdivision: Education Resource Centers

e. Fifth Subdivision:

19. 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. Typed Name and Title of Immediate Supervisor: Education Program Administrator

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Rose Marie Davis, Associate Deputy Director, Tribally Controlled Schools, (Acting)

Signature: Rose-Marie Davis Date: 09/08/2015

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.*

Typed Name and Title of Official Taking Action: Dorothy A. Willie, HR Specialist (Class)

Signature: D. Willee Date: 9/11/15

22. Position Classification Standards Used in Classifying/Grading Position: PCS Misc Clerk & Assistant Series, GS-0303, Jan 1979; Grade Level Guide for Clerical & Assistance Work, June 1989. GS-0326 Series, November 1990.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks: Full Performance Level. Indian Preference. Occasional Driver.

BUS CODE: 8888

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

PROGRAM SUPPORT ASSISTANT (OA)
GS-0303-07

A. INTRODUCTION

To meet its trust responsibility to Indian Tribes, BIE works to strengthen educational opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders. Education Resource Centers provides customized and systematic support to schools within the region in order to improve student performance outcomes and maximize school operations.

The overall purpose of the work is to serve as Program Support Assistant to the Education Program Administrator and the staff, to provide assistance for program planning, program support and follow-through to completion a variety of administrative and/or program support responsibilities necessary for management and control of programs and activities.

B. MAJOR DUTIES AND RESPONSIBILITIES

Performs management and/or program support work, such as office planning, research, analysis, correspondence control, communication, and or liaison. The incumbent may also plan, accomplish, and/or manage special projects. Prepares response to correspondence; acts as a liaison or handles communication with persons and/or groups within and outside of the Education Resource Center. This includes but is not limited to:

Procurement: Provides assistance for procurement of goods, supplies, and services. Prepares purchase documents for a variety of retail, commercial and technical items by varied purchase methods, ordering against blanket purchase agreements. May serve as Credit Card holder, utilizing available resource purchase services' or products in a timely and cost effective manner. Prepares purchase orders and reviews purchase order items prepared by other staff members for accuracy, accountability and correctness of items purchased. Incumbent is accountable for procurement actions. Recommends to person ordering more efficient method and/or instrument to accomplish procurement action. Tracks procurement actions and other obligation transactions through existing systems, established accounting procedures to ensure integrity of fiscal records. Maintains an auditable trail for all transactions that expend Government funds.

Research and Analysis: Performs work involving collection, compilation, and/or tracking of data and statistical information in support of the Education Resource Center. Serves as a point of contact with responsibility for databases relating to administrative support services. Maintains automated system of program-specific data to track type of administrative activity, including accounting, financial, human resources management, grants and contracts, education statistics, facilities management, information technology, education programs and operations, etc. Coordinates incoming data from a variety of sources. Reviews documents, reports, and/or applications for omissions and inconsistencies, and ensures that data entries are complete and accurate. Enters pertinent, specific information into automated tracking system. Provides clerical support assistance for planning, review, and reporting of data and statistical results of program/project studies. Ensures that protocols established for incoming reports, data, organizes computerized data sets, are followed and are retrievable by computerized mechanism.

Office Program Planning Work: Performs assistance work, in support of Education Resource Center staff efforts that may include schedule of day-to-day office plans and whereabouts of the staff. Develops routine office plans and/or schedules using standard references and existing information. Based on defined objectives, determines specific steps, input required, and/or milestones of various programs. Uses computer to process documents, i.e. spreadsheets, databases, word processing, and graphics programs. Identifies schedule and estimates time required, and estimates resources required.

Correspondence Control: Manages a variety of correspondence for the Education Resource Center, reviews and routes to correct receiver. Determines which correspondence should be prepared for Education Program Administrator's Signature and which may be directed to other appropriate staff member Topics involve a range of items, some controversial, some very sensitive, and others routine. As required, highlights or summarizes important correspondence data, assembles background information, reports, and attachments by obtaining information from staff, libraries, files and other sources.

Coordinates information and responses with appropriate staff and Resource Centers to assure consistency and conformance with BIE program policies and viewpoint.

Performs Liaison, Communication: Acts as liaison, handles communication with persons and/or groups within and outside of the Education Resource Center. Maintains liaison and communications with persons and groups both within and outside the organization on administrative and/or program information issues, including readily available education statistics, human resources, training, and property management. This includes personnel action request and related paperwork with other components of BIE and related paperwork with Human Resources, Grants and Contracts, Finance and Budget.

Budget: Assists the supervisor and staff with preparations for fiscal year operating budget. Gathers historical data; including salaries, travel, training, supplies and material and any other related data of costs for organization. Reviews financial obligations, financial operating cost for programs, based on historical documents and expenditure trends. Reviews the budget for accuracy and completeness. Provides recommendations for changes when necessary to coordinate review and meet uncertain obligations or emergency expenditures.

Special Projects: Plans and accomplishes some special projects. Uses standard approaches to perform a variety of duties related to special projects involving administrative or support issues. Conducts extensive research and compilation of data from diverse sources. Extracts and assembles information, conducts analysis and develops reports for presentation.

Office Planning and Clerical Support: Coordinates work effort of temporary and summer clerical employees. Provides assistance to staff in the Education Resource Center on information to be provided in reports, style, arrangements, changes in policies or procedures and methods to accomplish program support functions.

From rough draft, verbal Instructions or hand written notes prepares and types correspondence, memoranda, messages, statistical reports, personnel and administrative forms. Reviews data and style in reports or development of reports to be clear in meaning. Utilizes various computer software programs and hardware to update and retrieve historical documentation.

Prepares travel orders and travel vouchers for support staff, prepares all travel arrangements and accommodations for employee traveling.

Responsible for automated time and attendance reports.

Office Automation: Performs office automation duties using such software applications as electronic mail, desktop publishing, calendar, spreadsheet, database, and/or graphics. Provides general office automation clerical services such as maintaining electronic files. Solves operating or user problems, or utilizes advanced software packages.

C. FACTORS

1. Knowledge Required by the Position (Level 1-6, 950 pts)

Knowledge, skill, and ability to apply limited analytical and evaluative techniques for resolution, identification, and consideration of issues or problems encountered by work produced by the School Operations Division of a procedural and/or factual nature.
Knowledge of theory and principles of program and organization including administrative practices and procedures common to organizations; ability to use qualitative and quantitative analytical techniques; and skill in conducting interviews with supervisors and employees to obtain information about education program and organizational function, work practices and procedures.

Working knowledge of procedures and regulations covering processing of a wide range of budgetary transactions to process and extract budgetary data from a variety of forms, documents, and reports.

Knowledge of BIE organization, operations, procedures, objectives, administrative functions, special demands and goals and objectives of the School Operations Division.

Knowledge of budgeting, procurement, and personnel support functions and activities in order to coordinate and integrate internal administrative support procedures and controls.

Knowledge of administrative and clerical functions, processes, practices, and procedures to perform administrative and clerical support duties, including office automation support, office procedures, filing systems, correspondence and mail processes and procedures, time and attendance, and travel.

2. Supervisory Controls (Level 2-2, 125 pts)

Performs work under supervision of the Education Program Administrator, and provides support to other specialists in the Education Resource Center. Work requires exercise of some independent judgment in completing and carrying out assignments. Incumbent is provided instruction for problems on assignments, specific projects, functions, and/or work processes to be established, deadlines for completion of work. Performance reviewed for accomplishments, compliance with instructions and consistency of work projects.

3. Guidelines (Level 3 - 2,125 pts)

Guidelines consist of DOI and BIE regulations, standards, policies and procedures; accepted Federal guidance from General Services Administration, Office of Management and Budget, Office of Personnel Management; Executive Orders; standard reference materials and texts covering methods and techniques; supervisor's general policies, objectives and goals. Incumbent exercises judgment in selecting most appropriate guideline to work on specific issues. Incumbent must exercise independent judgment and expertise in researching regulations and determine which guide would best complement and be workable for subject matter.

4. Complexity (Level 4 - 3, 150 pts)

Work involves issues, situations and problems of a procedural nature. Locations of programs of the Education Resource Center are removed from office and very likely in different states. Projects are involved in similar situations, but covered by different laws, rules and regulations that have same applicability in bringing about same resolution in a different manner. Assignments are similar but have to be worked differently. Findings and recommendations are based upon analysis of subject matter, records, and other documentation, research of precedent studies, and application of standard technical and administrative guidelines.

5. Scope and Effect (Level 5 - 2, 75 pts)

Administrative procedures to improve the overall efficiency and productivity of support activities from clerical staff and technical support. Identifies and recommends alternate procedures to resolve conventional issues, problems and situations. Completed products influence decisions by the Education Program Administrator and staff.

6. Personal Contacts (Level 6 - 2, 25 pts)

Contacts are with fellow employees of the Education Resource Center, Supervisors, Education Program specialists, managers from throughout BIE, administrative components from various BIE and Indian Affairs offices. Tribal Officials and or representatives from various tribal education components, majority of contacts are made in moderately structured settings.

7. Purpose of Contacts (Level 7 - 2, 50 pts)

The purpose is to provide program support to the Education Program Administrator and staff. Contacts typically involve the processes and procedures in providing the support and resolving typical administrative problems.

8. Physical Demands (Level 8 -1, 5 pts)

The work is sedentary. There is some walking, bending, carrying of light items such as papers, books, small items, or driving an automobile, etc. No special physical demands are required to perform work.

9. Work Environment (Level 9 -1, 5 pts)

Work is performed in a comfortable office setting, adequately ventilated, heated, cooled and lighted.

(Total Pts 1510)

D. **OTHER REQUIREMENTS/CONDITIONS**

The incumbent may be required to work other than normal hours as necessary to handle emergency situations or peak workloads. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. Work requires travel away from the duty station to assist specialists on field projects, attend meetings, conferences, and visit other offices. Travel involves transit via airplane and motor vehicle. As an incidental duty, the incumbent is required to operate a motor vehicle. A valid State driver's license is required when operating a motor vehicle on the job, while in travel status.

The incumbent is subject to background investigations.

FLSA Determination: This position is determined within scope of 5 CFR 551.204 (a) (1): Non Exemption of certain employees criteria: which states certain (a) Certain nonsupervisory white-collar employees are FLSA nonexempt (unless the employees are subject to §551.211 (Effect of performing different work or duties for a temporary period of time on FLSA exemption status) or §551.212 (Foreign exemption criteria» because they do not fit any of the exemption categories. They include (1) Employees in equipment operating and protective occupations, and most clerical occupations; and (2) Employees performing technician work in positions properly classified below GS-9 (or the equivalent level in other white-collar pay systems) and many, but not all, of those positions properly classified at GS-9 or above (or the equivalent level in other white-collar pay systems). Assigned duties and responsibilities of this position are clearly assistant, clerical, and office automation work requiring such skills and knowledge of clerical and administrative support procedures, and is classified as Program Support Assistant (OA), GS-0303-07, Thus, it is within the coverage of 5 CFR 551,204 (a) (1) (2), **FLSA Designation: Non-exempt.**

BUS Code Determination: Unit description for Bureau of Indian Affairs (BIA) in the current Bureau of Indian Affairs & FISE-AFT Local 4524 Agreement (dated October 2011) includes all professional and nonprofessional employees of the Bureau of Indian Affairs Central Office located at Washington, D.C., Reston, Virginia, and Albuquerque, New Mexico, excluding managerial officials, supervisors, and employees described in 5 U.S.C 7112(b)(2),(3),(4),(6) and (7). This position is considered a nonsupervisory, assistant and clerical position, and does not meet any of the definitions for exclusion by 5 USC 7112, therefore, is determined covered by the collective bargaining agreement. **BUS Code Designation: 1012**

Telework Determination: BIE has determined this position is suitable scheduled, situational and for emergency telework, **FPPS Code: 4**

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Title: Program Support Assistant (OA) _____

Pay Plan/Series/Grade: GS-0303-07____Position Number: __IE01031_____

Organization: Associate Deputy Director, Tribally Controlled Schools/Education Resource Centers_____

Duty Station: Minneapolis, MN_____

The incumbent of this position will:
[Place an "**X**" next to appropriate category]

____ **Regularly** operate government vehicles or equipment to perform the duties of the position.

__X___ Occasionally operate a motor vehicle, but not on a regular basis.

____ Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.