

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **TE00111**

2. Reason for Submission: Reassignment New Reestablishment Other

3. Service: Home Field

4. Employing Office Location: **Washington, DC**

5. Duty Station: **Washington, DC**

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

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

9. Subject to IA Action: Yes No

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

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: **1 - NACI**

13. Competitive Level Code: **429**

14. Agency Use: **Telework: 4**

Explanation (Show any positions replaced):
2015 BIE Reorganization

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						
d. First Level Review	Program Support Assistant (OA)	GS	0303	09	CM	1/28/15
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: **U.S. Department of the Interior**

c. Third Subdivision: **Division of Performance and Accountability**

a. First Subdivision: **Assistant Secretary - Indian Affairs**

d. Fourth Subdivision: **Special Education**

b. Second Subdivision: **Bureau of Indian Education**

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: **Charles M. Roessel, Director, Bureau of Indian Education**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: *Charles M. Roessel* Date: **2/12/15**

Signature: _____ Date: _____

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.

22. Position Classification Standards Used in Classifying/Grading Position: **PCS Misc Clerk & Asst Series, GS-303-TS-37, 11-79, TS-34, 01-79; GLG Clerical & Asst Work, 06-89; PCS Mgmt & Prog Clerical & Asst Series, GS-344, 05-93; Intro to Pos Class Stds.**

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.

Typing Name and Title of Official Taking Action: **April Gromadzki, Human Resources Specialist (Classification)**

Signature: *April Gromadzki* Date: **1/28/15**

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

24. Remarks: **Positions in the Bureau of Indian Education are subject to Indian Preference for Employment. Position is at the Full Performance Level. Occasional Driver. BUS CODE: 8888**

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

Program Support Assistant (OA)
GS-0303-09

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 purpose of the work is to serve as Program Support Assistant to Division of Performance and Accountability (DPA) Special Education to plan, program and follow-through to completion a variety of program and administrative support responsibilities necessary for proper management and control for the Special Education program.

B. MAJOR DUTIES AND RESPONSIBILITIES

Performs management and program support work, such as planning, research, analysis, correspondence control, communication, and or liaison. The incumbent may also plan, accomplish, and/or manage special projects. Manages and/or prepares responses to correspondence; and/or acts as a liaison or handles communications with persons and/or groups within and outside of Special Education.

This includes but is not limited to:

Procurement: Provides expertise for procurement of goods, supplies, and services. Prepares purchase documents for a wide variety of retail, commercial and technical items by varied open market purchase methods, ordering against blanket purchase agreements. GSA orders, credit card, Imprest Funds, using existing system or monetary system established for this type of need. Serves as Credit Card holder, utilizing all resources available in order to purchase products in a timely and cost effective manner. Prepares purchase orders and reviews purchase orders prepared by other staff members for accuracy, accountability and correctness of items. Is accountable for procurement actions regardless of who or where documents are prepared. Makes recommendations to ordering person as to correctness and most efficient method and/or instrument to accomplish procurement action. Tracks procurement actions and other obligations transactions through existing systems, including Federal Finance System (FSS), established accounting procedures to ensure integrity of fiscal records. Maintains a complete 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 Special Education operations. Serves as point of contact with lead responsibility for databases relating to administrative support services. Maintains automated system of program-specific data to track type of administrative activity, including accounting, financial, personnel management, 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 and specific information into an automated tracking system. Assists in planning, review, and reporting of data/statistical results of program project studies. Establishes protocols for incoming data, organizes computerized data sets, and retrieves computerized data.

Office Program Planning Work: Performs administrative work, which includes management of the schedule or day-to-day plans for Supervisory Education Program Specialist. Develops routine plans and/or schedules using standard references and existing information. Based on defined objectives,

determines specific steps, input required, and/or milestones. Uses computer applications to process necessary documents, i.e. spreadsheets, databases, word processing, and graphics programs. Identifies schedule/time required, and estimates resources required.

Correspondence Control: Manages and/or prepares responses to correspondence for Supervisory Education Program Specialist.

Manages a wide variety of correspondence from within and outside the Office. Highlights or summarizes correspondence or researches and drafts responses. Determines which correspondence should be prepared for supervisor's signature and which may be for others. Topics involve a broad range of items, some controversial, some very sensitive, and others routine. As necessary, assembles background information, reports, and attachments by obtaining information from staff, libraries, files and other sources. Coordinates information and responses with appropriate staff and offices to assure consistency and conformance with BIE program policies and viewpoint.

Performs Liaison, Communication: Acts as liaison or handles communication with persons and/or groups within and outside of the Office. Maintains communication link with persons and groups from both within and outside the organization, speaking for the Supervisory Education Program Specialist on administrative/program information issues, including readily available education statistics, human resources, training, and property management. This includes coordinating personnel action request and related paperwork with Human Resources Services. Serves as unit's focal point for arranging and coordinating training activities.

Budget: Assists with preparations for fiscal year operating budget. Gathers historical data; including salaries, travel, training, supplies and material and other related data of costs for organization and must have access to the Federal Finance System (FFS). Analyzes financial obligations, financial operating cost for programs, based on historical documents and expenditure trends. Coordinates activities with Finance or Accounting and/or Human Resources when ever necessary. Reviews budget for technical accuracy and completeness. Provides recommendations for changes when necessary to coordinate review and meet uncertain obligations or emergency expenditures. Makes review and recommends submission for approval to approving authority.

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

Office Planning and Clerical Support: Coordinates efforts of clerical staff within the region in obtaining data from the field. Advises field technicians or clerical staff on information to be provided in reports, style, arrangements, changes in policies or procedures and methods to accomplish program functions of the Special Education program. Performs administrative support work, which includes management of schedule and day-to-day plans. Develops routine plans or schedules utilizing standard references and existing information. Based on defined objectives, determines specific steps, input required, and/or existing milestones. Identifies schedules, time restraints, time requirements, and estimates on resources that may be required. From rough draft, verbal instructions and/or notes, prepares and types correspondence, memorandums, 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, prepares necessary travel arrangements, accommodations for employee traveling. Responsible for automated time and attendance reports for Special Education. Directly supervises temporary, summer and youth workers engaged in support activities and functions.

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, solving operating or user problems, or utilizing advanced software packages.

C. FACTORS

1. Knowledge Required by the Position

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 programs of a procedural and/or factual nature.

Knowledge of the 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 organization information, function, work practices and procedures.

Knowledge of BIE, organization, operations, procedures, objectives, administrative functions, special demands and goals and objectives of the Special Education program.

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

Knowledge of techniques, methodologies and procedures for developing, preparing and writing reports, studies and evaluations for a variety of special program studies, program cost histories, obligations, expenditures, program special reports and demographics for the Special Education program.

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. A qualified typist is required.

2. Supervisory Controls:

Performs work under general supervision of Supervisory Education Program Specialist (SpEd) or higher graded staff member who makes assignments by defining objectives, priorities and deadlines. Work is self-directed with considerable latitude and exercise of independent judgment in completing and carrying out assignments. Incumbent plans and carries out assignments in accordance with accepted practices and policies and is recognized as expert and is consulted on unusual problems or assignments, specific projects, duties in terms of issues, functions, and/or work processes to be established, deadlines for completion of work. Work is reviewed for soundness of judgement, compliance with instructions and conformity with policy.

3. Guidelines:

Guidelines consist of DOI, BIA, 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 analytical methods and techniques; supervisor's general policies, objectives and goals. Incumbent exercises independent judgment in selecting, interpreting and/or adapting most appropriate guideline to work on specific issues or review of pertinent subject matter being reviewed or used. Subject matter may be covered by a wide variety of administrative regulations and procedural guidelines. Incumbent must exercise independent judgment and expertise in researching regulations and determine which guide would best complement and be workable for subject matter where gaps in specificity of guidelines exist.

4. Complexity

Work involves issues, situations and problems of a procedural nature. Projects at locations are removed from office and very likely on or near an Indian Reservation in a different State. Projects are

usually 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

Administrative procedures to improve the overall efficiency and productivity of support activities from clerical staff and technical support. Identifies, analyzes, and makes recommendations to resolve conventional issues, problems and situations. May be required to develop detail procedures and guidelines to supplement established administrative regulations and/or program guidance. Completed reports and recommendations influence decisions by the Supervisor.

6. Personal contacts:

Contacts are with co-workers, various education program management and officials and supervisors, Education Resource Center (ERC), School Administrators, Managers from throughout BIE, BIA Central Office, administrative components from various BIA offices, Tribal Officials and or representatives from various tribal education components, majority of contacts are made in moderately structured settings.

7. Purpose of contacts:

The purpose is to provide advice to managers on non-controversial program support issues and concerns. Contacts typically involve such matters as identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative problems.

8. Physical Demands:

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:

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

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 on field assignments, Travel involves transit via airplane and motor vehicle.

A valid State driver's license is required when operating a motor vehicle on the job, while in travel status.

Position is subject to a favorable background investigation.

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-0303-09, Thus, it is within the coverage of 5 CFR 551,204 (a) (1) (2),

FLSA Designation: Non-exempt.

BUS CODE DETERMINATION: IAW 5 U.S. Code §7112(b)(2) this position is excluded from being in a bargaining unit because the incumbent is considered a confidential employee, Incumbent of this position serves as a program support assistant to the Supervisory Education Program Specialist (SpEd) focusing on maintaining liaisons with other organizational elements of the Bureau, In this capacity, the incumbent participates actively in the management of the office by performing a wide variety of difficult and responsible duties in the conduct of administrative and program affairs of the Special Education requiring a thorough knowledge of the organization, objectives, and procedures, The role of the incumbent is to provide assistance with program planning, program support and follow-through to completion a variety of administrative and/or program support responsibilities necessary for management and control of program functions of a confidential and administrative support nature for the office, Therefore, the incumbent has intimate knowledge of sensitive human resources issues of the office.

BUS Code Designation: 8888

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-0303-09__ Position Number: IE00111_____

Organization: Division of Performance & Accountability/Special Education_____

Duty Station: Washington, DC_____

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.