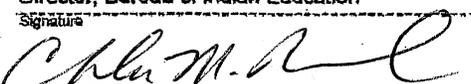
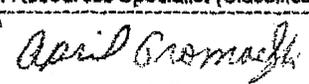


POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. IE00418		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington, DC		5. Duty Station Albuquerque, NM		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1 - NACI		13. Competitive Level Code 429	
2015 BIE Reorganization							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									
d. First Level Review		Program Support Assistant (OA)			GS	0303	09	AM	1/28/15
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title) SCAN Assistant					17. Name of Employee (if vacant, specify)				
18. Department, Agency, or Establishment U.S. Department of the Interior					c. Third Subdivision				
a. First Subdivision Assistant Secretary - Indian Affairs					d. Fourth Subdivision				
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 					Signature				
Date 2/12/15					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.				
Typed Name and Title of Official Taking Action April Gromadzki Human Resources Specialist (Classification)					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.				
Signature 					Date 1/28/15				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	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. Regular Driver. BUS CODE: 1012									
25. Description of Major Duties and Responsibilities (See Attached)									

**PROGRAM SUPPORT ASSISTANT (OA)
GS-0303-09**

A. INTRODUCTION

The overall purpose of the work is to serve as the Program Support Assistant to Suspected Child Abuse and Neglect (SCAN) Program, to plan and follow-through to completion a variety of program support responsibilities necessary for proper management and control of SCAN. This program is responsible for planning, managing, and coordinating the SCAN, Incident and Critical Incident Reporting programs for BIE nationwide, including Bureau operated and Grant schools, to ensure the success of the programs and that applicable laws, regulations, policies and procedures are complied with and applied consistently.

B. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent performs management and/or program support work, such as: planning, research, analysis, correspondence control, program planning, communication, and or liaison, and prepares responses to correspondence; and/or acts as a liaison or handles communications with persons and/or groups within and outside of the SCAN Program. The incumbent may also plan and accomplish special projects concerning various program activities.

This includes but is not limited to:

- **Research and, Analysis:**
 - Performs work involving collection, compilation, and/or tracking of data and statistical information in support of the SCAN Program, which includes data that are very confidential and highly sensitive.
 - Serves as point of contact with responsibility for databases for SCAN Program relating to education administrative support services.
 - Maintains automated system of program-specific data to track type of administrative and program activities. Administrative data includes financial, personnel management, procurement and contracts. Program data includes SCAN cases, investigations, critical student incidents such as suicides and death, incidents involving BIE employees, student information, etc.
 - Coordinates incoming data from a variety of sources throughout BIE.
 - Reviews and/or completes source documents and reports, and ensures that data entries are complete and accurate.
 - Enters pertinent and specific information into an automated tracking system. Participates in the planning, review, and reporting of data/statistical results of projects and cases.
 - Establishes protocols for incoming data, organizes computerized data sets, and retrieves computerized data.

- **Office Program Planning Work:**
 - Performs administrative work, which includes management of SCAN Program schedule or day-to-day plans.
 - 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 the SCAN Programs. Manages a wide variety of correspondence from within and outside SCAN Programs. 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/confidential, and others routine.
 - As necessary, assembles background information, reports, and attachments by obtaining information from databases, 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 SCAN Programs.
 - Maintains communication link with persons and groups from both within and outside the organization, speaking for the Supervisor on administrative/program information issues, including program data and statistical inferences, human resources, financial, etc. This includes coordinating personnel action request and related paperwork with various administrative support offices.
 - Serves as programs' focal point for arranging and coordinating training activities.
- Budget:
 - Assists the Chief Academic Officer with the operating budget. Gathers historical data; including salaries, travel, training, supplies and material and other related data of costs for organization. Coordinates activities with the Chief Academic Officer whenever necessary.
- Special Projects:
 - Plans and/or accomplishes special projects. Uses standard approaches to perform a variety of duties related to special projects involving various SCAN 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.
 - Prepares travel orders and travel vouchers, prepares necessary travel arrangements, accommodations for employee traveling.
 - Responsible for automated time and attendance reports.

Administrative support work:

- Maintains the appointment schedule for the Supervisor, keeping him/her advised of appointments, obtains and prepares necessary background information; makes final commitments for appointments in Supervisor's absence; on own initiative, sets up appointments and establishes priorities, advises the Supervisor of appointments and other commitments that might have a bearing on future decisions; reschedules appointments as necessary.
- Arranges training sessions and meetings, including space, time and participants; assembles background materials for agenda items and informs participants of topics to be discussed; prepares and compiles data to for participants and ensures necessary follow-up action; takes minutes and distributes copies of transcripts to participants and ensure necessary follow-up action; obtains background material and data for Supervisor's use in meetings or speaking engagements.
- Maintains program files and records, including confidential files; in accordance with current Bureau of Indian Affairs Manuals (BIAM), including records, manuals, handbooks, and other related material. Provides technical assistance to the field concerning files related to the programs.

- Personally makes all travel arrangements for the Supervisor including schedules and lodging; many times arrangements must be made on own initiative, without traveler input, using own judgment as to travel times, itinerary and lodging arrangements; ensures that travel is performed as economically as possible.
- Responsible for automated time and attendance reports for the Supervisor.
- 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 SCAN Programs of a procedural and/or factual nature.

Knowledge of the policies, views and priorities of the Chief Academic Officer and procedural processes and procedures sufficient to answer nontechnical questions and inquiries regarding problems and issues without referral to the Supervisor.

Knowledge of Privacy Act and Freedom of Information Acts governing the release of student information and handling of federal records to practice and assure confidentiality of documents and records.

Knowledge of the mission, functions, and organization of BIE sufficient to be able to determine which individuals, departments or offices should participate in or respond to a variety of problems, actions or inquiries and to be able to locate a variety of information and services required by the SCAN Programs.

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.

Ability to maintain confidentiality is a required.

Advanced knowledge of personal computer systems to use several types of clerical software to produce a variety of technical and administrative documents; advanced knowledge of one more type of office application software, including database management, electronic mail, word processing, spreadsheets, graphics, desktop publishing, and other similar software; thorough knowledge of spelling, punctuation, required formats and syntax sufficient to identify and correct grammatical errors and type materials in final form. A qualified typist is required.

Knowledge of special demands and goals and objectives of the Chief Academic Officer for SCAN Programs.

Working knowledge of procedures and regulations covering the processing of a wide range of administrative actions and procedures such as financial, procurement, and personnel support functions and activities in order to coordinate and integrate internal administrative support procedures and controls.

Knowledge of procedural/clerical functions, processes, practices, and procedures to perform 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

Performs work under general supervision of Chief Academic Officer. Work is self-directed with considerable latitude and exercise of independent judgment in completing and carrying out assignments. Incumbent is recognized as expert and is consulted on unusual problems pertinent to major duties or assignments, specific projects, duties in terms of issues, functions, and/or work processes to be established, deadlines for completion of work. Performance is overall accomplishments, soundness of judgment, compliance with instructions and consistency of projects.

3. Guidelines

Guidelines consist of DOI, 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.

4. Complexity

Work involves issues, situations and problems of a procedural nature, which may be highly confidential and sensitive regarding BIE staff, students, and family members. Law enforcement and service programs are removed from office and very likely on or near an Indian Reservation in a different States. 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 detailed procedures and guidelines to supplement established administrative regulations and/or program guidance. Completed reports and recommendations influence decisions by the Supervisor and facilitated further processes.

6. Personal Contacts

Contacts are with employees from throughout BIE field locations and Central offices, administrative components from various BIA/BIE offices, contractors, and Tribal Officials and/or representatives from various tribal education components. Extensive personal contacts are with the Field Solicitors, Federal, State and Tribal law enforcement agencies, court personnel, social service and child protective service organizations to provide procedural support to the Chief Academic Officer. 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 or organizational 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 frequently requires travel away from the duty station on field assignments. Travel involves transit via airplane and motor vehicle.

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: 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-0303-09 Position Number: IE00418

Organization: Director, Bureau of Indian Education _____

Duty Station: Albuquerque, NM. _____

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.

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.

U.S. OFFICE OF PERSONNEL MANAGEMENT

INVESTIGATE POSITION DESIGNATION OF NATIONAL SECURITY AND PUBLIC TRUST POSITIONS (SUMMARY)

Position Designation Record

Agency Department of the Interior; AS-IA; Bureau of Indian Education
 Position Title Program Support Assistant (OA)
 Series and Grade/Pay GS-0303-09
 Band
 Position Description # _____
 Number

Potential for Compromise or Damage

Duties

Protection of personal, private, controlled unclassified, or proprietary information (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, Freedom of Information Act (FOIA), financial data, government information that is for "Official Use Only," or privileged information involving the award of contracts, contractor proprietary information, etc.)

Degree of Potential for Compromise or Damage

- Access to personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level

Adjustment for Program Designation and Level of Supervision

Adjustments

Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)

Adjustment for level of supervision or other controls

Label

Multi-agency impact

Periodic, ongoing review - ability to act independently a lot of the time

Total Points Designation

Suitability

Label

Points

Investigation

Form Required

Total Initial Position Designation Points from Step 2

1

NACI

SF 85

Adjusted Position Designation Points from Step 3

11

Signature:  Date: 9/10/2015

Dorothy A. Willie, HR Specialist

Name: _____ (Class)