POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE

Administrative Officer

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	0341		11	MONTH/DAY/YEAR 6/1/07	YES	NO	TV

18. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date

21. Supervisor's Name and Title	24. Second Level Supervisor's Name and Title

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-7	1250	6. Personal Contacts	6-2	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-c	135
3. Guidelines	3-3	275	8. Physical Demands	8-1	5
4. Complexity	4-4	225	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150		27. **TOTAL POINTS**	27. 2,505
OPM PCS for Admin Ofc Series, 0341, Aug 66: OPM Admin Analysis GEG, Aug 90				28. **GRADE**	28. GS-11

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ TINA VOGLESONG	30. Date 6/1/07

31. Name and Title: Tina Voglesong, Human Resources Specialist (Classification)

32. Remarks: FLSA: E FPL: Standard Job #341-11	33. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				11	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	0341		0002	ADMV OFFCE

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	2 = Supv/ GSSG 4 = Supv CSRA 5 = Mgr CSRA 6 = Leader WLGEG 8 = All other posns	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO 6 DAY 1 YEAR 07

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary 3=Foreign Svc. Blank=NA	I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E E=Exempt N=Nonexempt	0 N 0 = None 3 = 278 4 = 450	A=Sched A B=Sched B C=Sched C 0=Excepted but not A, B, C	1N N 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk	

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)

1st	2nd	3rd	4th	5th	6th	7th	8th

9. VAC. REV. CD. (1)

0=Position Action No Vacancy
A=No Change
B=Lower Grade
C=Higher Grade
D=Different title and/or series
E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	State (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	**Maintenance Review Act**	**Results**		
1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.	1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.	9=Other

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #341-11

FORM AD-332 (Revised 4/86)