



U.S. Fish and Wildlife Service

PD EXPRESS

Position Description

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| PD No.: | 127229 |
| FPPS PD No.: | R214167 |
| FWS Title: | Administrative Officer |
| OPM Title: | Administrative Officer |
| Position Type: | Neither |
| Equal Employment Opportunity Statement: | |
| Pay Plan, Series and Grade: | GS-0341 : Administrative Officer Series-9 |
| Full Performance Level: | 9 |
| Is Interdisciplinary PD? | NO |
| Additional Series: | |
| Employing Office Location: | ALBUQUERQUE, NEW MEXICO |
| Duty Location: | FLAGSTAFF, COCONINO, ARIZONA or WHITERIVER, NAVAJO, ARIZONA |
| Competitive Level Code: | |
| Service: | Field |
| Reason for Submission: | Other |
| Fair Labor Standards Act: | Exempt |
| Subject To IA Action: | NO |
| Financial Statements Required? | NO |
| Position Sensitivity: | Non-Sensitive-Moderate |
| Organization Structure: | Department of Interior 1st Subdivision: US Fish and Wildlife Service 2nd Subdivision: Region 2, ARD - Fisheries 3rd Subdivision: 22350:FF02FA5000 :Arizona Fish and Wildlife Conservation Office 4th Subdivision: 5th Subdivision: |

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| Standards Used to Classify the Job: | a. Position Classification Flysheet for Administrative Officer Series, GS-0341, TS-72 February 1968 and TS-63 August 1966; b. Administrative Analysis Grade Evaluation Guide, TS-98 August 1990; and c. Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, dated December 2000. |
| Bargaining Unit Status: | 8888 |
| Position Status: | Competitive |
| Position Status Remarks: | vice: McGhan |
| Drug Testing Required? | NO |
| Physical Examination Required? | NO |
| Remarks: | Supv Code: 8 |
| Supervisor Certification Text: | 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 purpose relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |
| Supervisor Signature: | JESS NEWTON |
| Supervisor Title: | Project Leader |
| Supervisor Sign Date: | 10/8/2014 6:32:00 PM |
| Approving Official Signature: | |
| Approving Official Title: | |
| Approving Official Sign Date: | |
| Classifier Certification Text: | 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. |
| Classifier Signature: | CYNTHIA WEAKLAND |
| Classifier Title: | HR Specialist (Classification) |
| Classifier Sign Date: | 10/9/2014 2:05:00 PM |

Introduction:

Monitoring of wild populations of sport fish, native and nonnative fish populations, and endangered species are fundamental activities for the Southwest Region and are the responsibility of the Fish and Wildlife Conservation Offices. These offices link habitat and population monitoring and assessment activities with the intensive, species-specific research and culture conducted within the National Fish Hatchery System to provide scientific understanding of the functioning of the system and the interactions of the species within it. This information is provided in four major arenas: monitoring the fate of hatchery-reared species released to the wild; consulting with other Federal agencies whose actions may affect listed species within the basin; aiding private landowners as partners in resource management plans; or working with Tribal or state resource agencies in assessing and

supporting resource management options.

The Arizona Fish and Wildlife Conservation Office (AZFWCO) is headquartered in Flagstaff, Arizona and also includes offices in Whiteriver, Arizona and Parker, Arizona. The Flagstaff office has primary responsibilities for Grand Canyon fish monitoring (e.g., humpback chub) and recovery actions. The Whiteriver office has primary responsibilities for Apache trout and Little Colorado River spinedace monitoring and recovery actions. And the Parker office has primary responsibilities for monitoring and recovery actions for razorback sucker and bonytail chub, as well as control of aquatic invasive species in the lower Colorado River.

Duties:

Major:

1. Percentage Of Time: 40%

Budget

The station's annual budget is approximately \$1.8 million including multiple reimbursable contracts as well as appropriated funds. The budget is divided into 17 different sources and/or types of funding which need to be tracked and managed individually. The budget supports 11 permanent positions and up to 16 term and temporary positions at three offices across Arizona.

Serves as the focal point for all tasks and activities dealing with budget formulation, budget execution and tracking, and end of year closeout. Provides advice and guidance to station managers in budget and finance areas.

In budget formulation, prepares projections and estimates and directs and/or enters data into appropriate forms. Responsible for assuring that all rules, regulations, policies, and procedures for budget submissions are followed. Performs analysis required to formulate the budget. Relates program goals and priorities to levels and timing of funding. Analyzes funding needs and actual or potential problems areas, trends, deficiencies, areas of imbalance, etc. Uses methods such as cost analysis, trend analysis, life cycle analysis, buy vs lease and similar methods. Writes brief narrative reports depicting and documenting analysis, complete with written conclusions, pros and cons, options, alternative, and/or suggestions for station managers. Writes narrative budget justifications.

In budget execution, directs or accomplishes tasks including but not limited to data analysis, entry, establishing local field station account structures, continuous review/monitoring of funds, reconciliation, shifting and/or adjusting funds, etc. Regular analysis (such as cost analysis, trends analysis, life cycle analysis, lease vs buy) is required in order to monitor funds status and to detect issues, problems, and trends. Analysis entails research, reasoning, comparison, and evaluation which culminates in brief written factual reports outlining issues and presenting pros and cons of various scenarios, strategies, options, and/or recommendations to station managers.

Performs or directs all tasks and activities associated with end of year budget close out. Provides advice and guidance to station managers regarding appropriate use of carry-over funds to best meet station needs. Expends carry-over funds in accordance with appropriation law as it pertains to each account.

At stations that have interagency agreements, cooperative agreements, grant agreements and/or similar instruments, the employee handles or directs all the technical, coordinative, and record keeping functions such as assisting in developing the budget portion of the agreement; assuring correct forms, format, clauses, and tracking/monitoring mechanisms are adhered to; maintaining files; preparing reports; etc.

Fluently uses DOI and FWS computer programs necessary to accomplish all Budget duties listed above (e.g. Financial and Business Management System [FBMS]).

| Qualification | Description | Qualification Type |
|----------------------|--|---------------------------|
| Knowledge | Knowledge of the rules, regulations, policies, and procedures governing financial management | KSA |
| Skills | Ability to use a computer and software applications | KSA |

2. Percentage Of Time: 30%

Purchasing

Personally performs or directs the acquisition of necessary supplies, equipment, and construction to meet station needs, and ensures that purchases are in accordance with Federal procurement regulations and within delegated authority. Tasks may involve activities such as preparing the appropriate forms, attachments, and justifications; maintaining liaison with Contracting and General Services; receiving supplies and equipment; working with vendors; obtaining bids, etc. Ensures that all expenses are obligated properly and in a prompt manner and that invoices are processed in accordance with the Federal Financial System and Prompt Payment Act. Purchase methods are considered to fall within the small purchases, informal category and may include purchase orders, Blanket Purchase Agreements, Federal Supply Schedules, convenience checks, credit cards, delivery orders, GSA contracts, and similar instruments.

Fluently uses and provides guidance to contractors regarding Federal government computer programs and databases related to procurement, contracting, and invoice payment.

Provides oversight, review, guidance, and record keeping related to the government credit card program, including staff with and without purchase authority.

Incumbent holds a procurement warrant.

| Qualification | Description | Qualification Type |
|----------------------|---|---------------------------|
| Knowledge | Knowledge of federal procurement and purchasing rules, regulations, guidelines, policies and procedures | KSA |
| Abilities | Ability to procure goods and services through a variety of methods | KSA |
| Abilities | Ability to use a computer and software applications | KSA |

3. Percentage Of Time: 10%

Advisory Services

Serves as the primary administrative resource on administrative issues for station managers and staff. Responsible for research and development of options, alternatives, and solutions in order to address both continuing and/or one time issues and problems.

In administrative areas, the employee studies current and new procedures and requirements in order to determine their effect on station operations and to identify areas where improvements are needed. Development office Standard Operating Procedures to assist in ensuring consistency of administrative/management actions.

| Qualification | Description | Qualification Type |
|----------------------|--|---------------------------|
| Abilities | Ability to communicate effectively orally and in writing | KSA |
| Abilities | Ability to provide administrative support and advice | KSA |

4. Percentage Of Time: 10%
Human Resources Management

Provides advice and guidance to supervisors and employees on regulations, policies and procedures related to human resources management. Prepares or directs the preparation of pertinent forms and documents. Assures that electronic personnel action requests, concurrences and/or authorizations, and associated back-up documents, are submitted accurately and timely to the servicing human resources office. Monitors status of requests through completion. Circulates information about training courses available, dates to be held, and other pertinent information. Works with staff at smaller field stations to provide advice and assistance as needed.

| Qualification | Description | Qualification Type |
|----------------------|---|---------------------------|
| Knowledge | Ability to interpret and apply policies and regulations related to human resource management and convey information to managers | KSA |

5. Percentage Of Time: 10%
General Services

Responsible for the timely and efficient planning, staging, timing, and execution of a wide range and variety of general administrative services. This includes programs such as computer installation, configuration, and maintenance and serving as the primary Office Automation Coordinator; telecommunication functions of the network which involves communication software, modems and data lines and coordinating capabilities between local users, regional office functions and agency proprietary requirements; space requests, building maintenance; telephone services; property utilization, survey and disposal; files, mail, and records; travel; receptionist services; FOIA tracking; payroll; and similar administrative programs. Either personally performs programs operations in these areas or oversees others who carry out the work.

| Qualification | Description | Qualification Type |
|----------------------|--|---------------------------|
| Skills | Skill in planning and executing a wide variety of administrative functions | KSA |
| Abilities | Ability to provide administrative support functions | KSA |

FES Factors:

Factor 1 - Knowledge Required by the Position:

[Factor Level 1 - 6] - 950 points

Knowledge of the rules, regulations, methods, procedures, and practices associated with each of a wide variety of administrative speciality areas (e.g., budget, finance, contracting and procurement, human resources management) in order to serve as the chief Administrative focal point and management advisor for administrative matters for the station.

Knowledge and understanding of the station's programs, goals, objectives, mandates, priorities, operations, work methods, staffing needs and funding requirements in order to relate station operations to the station budget for budget analysis tasks; and to address and resolve a wide variety of administrative matters and issues that arise.

Knowledge and understanding of administrative management principles, practices, methods and techniques in integrating office management services into the overall operation of the organization.

Knowledge of budget analysis (e.g., cost analysis, trend analysis, lease vs buy, life cycle analysis, etc.) And appropriations laws in order to regular perform analytical tasks and activities that culminate in short factual reports depicting pros and cons of different scenarios, options, suggestions, program trade offs, and/or recommendations for station managers.

Knowledge of microcomputers, peripheral hardware, software applications, and database management. Ability to communicate orally in an effective manner.

Ability to communicate in writing in order to develop brief narrative reports documenting budget analysis. Such reports capture the issue, findings, recommendations, and/or options for station managers decision making.

Ability to prepare administrative policy, coordinate administrative work procedures and prioritize office management practices.

(Where applicable) Ability to supervise a subordinate staff of clerical and/or administrative workers.

Factor 2 - Supervisory Controls:

[Factor Level 2 - 3] - 275 points

The position is under the supervision of the Project Leader, who outlines objectives and priorities. The employee determines strategies, methods, and procedures required for each assignment.; carries out the work independently; and handles deviations and/or problems in accordance with appropriate regulatory material, established practices, and previous experience. Incumbent alerts the Project Leader of particularly complex, sensitive, or controversial matters, and receives additional supervision for such cases.

Factor 3 - Guidelines:

[Factor Level 3 - 3] - 275 points

A wide range of rules, regulations, procedures, methods and practices relate to each of the administrative speciality areas involved in the position. The incumbent independently applies the guides to each specific situation encountered, and uses judgement to interpret and generalize from the guides. The incumbent interprets general requirements in terms of local needs, plans and policies and alerts the Project Leader of particularly complex, sensitive, controversial matters, and receives additional supervision for such cases.

Factor 4 - Complexity:

[Factor Level 4 - 3] - 150 points

The position entails performance of a wide range and variety of different administrative specialities, each of which is covered by different and unrelated methods, practices, and techniques. The difficulty of the work is also enhanced in that the budget portion of the position is of sufficient breadth and depth as to require performance of 2 grade interval budget analysis tasks and activities. The work involves conditions and elements that need to be identified and analyzed in order to discern interrelationships and to make written and verbal recommendations to management. The employee decides what needs to be done based on analysis of the subject, phase, or issues contained in each assignment. The chosen course of action is selected from a variety of alternatives.

Factor 5 - Scope and Effect:

[Factor Level 5 - 3] - 150 points

The employee is the chief administrative resource for the station. The purpose of the work is to provide expert advice and assistance to the station and address the myriad of issues, problems, questions, and/or situations that arise in the many administrative specialty areas. The position is essential to the smooth functioning and operation of the station and allows the station management officials to concentrate on biological and managerial assignments.

Factor 6 - Personal Contacts:

[Factor Level 6 - 2] - 25 points

Typical and representative contacts include professional and administrative staff at many levels (e.g., field station, Regional Office; other Federal, Tribal, state, or local government agencies; vendors; suppliers; and members of the general public.

Factor 7 - Purpose of Contacts:

[Factor Level 7 - 2] - 50 points

The purpose of contacts is to exchange information; coordinating work efforts; providing advice and assistance;

and resolving problems.

Factor 8 - Physical Demands:

[Factor Level 8 - 1] - 5 points

The work requires no special physical demands.

Factor 9 - Work Environment:

[Factor Level 9 - 1] - 5 points

Work is performed in an office setting with no unusual risks or discomforts.

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| Total Points: | 1885 |
| Grade Conversion Range: | 1855-2100 |
| Grade: | GS-9 |
