

POSITION DESCRIPTION						
1. Position Number SPD0013			2. Explanation (show any positions replaced) Established USGS Standard PD for use at the Regional Office level			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		5. Subject to Identical Addition (IA) Action <input checked="" type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)				
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No -- Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Telework Suitable <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input checked="" type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input checked="" type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
8. Miscellaneous Functional Code: -- BUS: 8888		9. Full Performance Level Pay Plan: GS Grade: 14				
11. Position is <input type="checkbox"/> 2-Supervisory <input checked="" type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station		
14. Employing Office Location			15. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
16. Cybersecurity Code #1: 000 #2: 000 #3: 000			17. Competitive Area Code: Competitive Level Code:			
18. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade
a. Department, Bureau, or Office		Financial Administration		GS	0501	14
b. Second Level Review				--		--
19. Organizational Title of Position (if different from, or in addition to, official title) Regional Financial Administrator				20. Name of Employee (if vacant, specify)		
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision		
a. Bureau/First Subdivision U.S. Geological Survey				d. Fourth Subdivision		
b. Second Subdivision				e. Fifth Subdivision		
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Cynthia Lodge, Deputy Director		
Signature			Date	Signature		
23. 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.				24. Position Classification Standards Used in Classifying/Grading Position Professional and Administrative Work in the Accounting, Auditing, and Budget Group, 0500 November 2019; Financial Management Series, GS-0505 TS-81 August 1969, TS-46 June 1963		
Typed Name and Title of Official Taking Action Tamara Lamb-Ghenee, HR Specialist						
Signature TAMARA LAMB-GHENE			Date	Digitally signed by TAMARA LAMB-GHENE Date: 2020.08.18 09:43:18 -06'00'		
25. Position Review		Initials	Date	Initials	Date	
a. Supervisor						
b. Classifier						
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.						
26. Remarks Use of a standard PD does not diminish the need to employ position management principles						

Regional Financial Administrator

INTRODUCTION

This position is in the one of the several U.S. Geological Survey offices of the Regional Director. This position serves as the Financial Administrator for the assigned Region. Executes a wide variety of complex financial management assignments in support of the Regional Director and its senior leadership team as well as providing regional responses to Headquarters. The individual serves as the regional lead and expert in the implementation of science center financial health and providing oversight; ensures overall financial operation of the region and its centers complies with comprehensive policies and procedures established by USGS and DOI; provides financial management strategies for long-term investment needs or major acquisitions; corrective actions and regional assurance for incorporation into Bureau and Departmental annual financial statements; providing oversight and training support in the science center setting of overhead/burden; training of AOs on financial management and other administrative activities with a financial component in the Region and across USGS. The Office of the Regional Director has delegated responsibility for managing and coordinating single discipline and interdisciplinary science and administrative operational oversight in the Region across all the USGS Mission Areas including Core Science Systems, Ecosystems, Energy and Minerals, Environmental Health, Land Resources, Natural Hazards, and Water Resources. The Regional Director's Office develops and implements programs, and scientific objectives within the context of broader DOI and USGS goals and priorities. The position is responsible to the Regional Director for conducting a variety of complex analytical studies to determine financial management effectiveness and adherence to Bureau, DOI and OMB policies and internal controls for all science centers reporting to the assigned Region.

MAJOR DUTIES

<p>Financial Management: Conducts the financial operation in conformity with comprehensive policies and procedures established by USGS, DOI and OMB to ensure the integration and coordination of the accounting, budgeting, performance, financial management reporting, FBMS, BASIS+ and project management-related activities. Directs the interpretation, application, and adaptation of established accounting and budgeting procedures, and rate-setting prescribed by USGS, DOI and OMB. Within the context of established policy and statutory requirements, develops alternative proposals and advice for the Regional Director and the Regional Board of Directors concerning long-term funding goals and the impacts on Regional activities including unexpected decreases to science program funding resulting from increases to shared program costs; increases to bureau cost distributions; unplanned expenditures; decreases to operating expenses; Provides expert advice on the transition of financial management responsibilities from the mission area to the Region as a result of realignment of centers and also building the financial management competencies for the science center directors and their administrative staff. Ensures proper management of all financial resources under the control of the Region. Reviews reimbursable work agreements for content completeness and to ensure</p>	30%
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<p>compliance with policy in partnership with the Associate Regional Director for Science who reviews from a science perspective. Serves as the Regional representative on USGS financial management teams that develop and implement training, guidance and policy on financial operations and center health including development of mock allocation to assess local impacts and reviewing Tableau visualizations with center directors and their staff to identify potential long-term implications.</p>	
<p>Financial Oversight: Provides oversight on all financial management activities within the Region through financial reviews, audits and center financial health reviews completed internally and as part of the overall USGS center health reviews. On behalf of the Regional Director, ensures that vulnerabilities identified to the certification and assurance of proper financial management to ensure USGS and DOI annual financial statement closes without qualification. Provides expert advice on the development and implementation of science center overhead rates and also provides direction on behalf of the Regional Director to improve rate-setting and associated recordkeeping processes. In addition, the Regional Financial Administrator develops and implements corrective actions to improve the overall financial management of the Region.</p>	30%
<p>Supervision: Has primary responsibility for managing and supervising the financial management, budget and administrative support staff in the Region. Plans and assigns work, develops performance standards and evaluates performance, advises and counsels employees on both work and administrative matters, interviews candidates, hears and resolves complaints, effects disciplinary measures, identifies developmental and training needs, finds ways to improve production, and approves leave. Exercises significant responsibility in dealing with and advising upper management. Assures reasonable equity in developing performance standards and ratings of subordinates. Makes decisions on work problems presented by lower graded subordinates. Makes selections of subordinate positions. Approves within-grade increases, overtime, employee travel and other similar expense items.</p>	25%
<p>Facility and Acquisition: Identifies facility and acquisition issues and/or problems and provides leadership in the development of strategies, options and solutions. Serves as liaison for the assigned Region to Office of Management Services and Office of Acquisition and Grants. Other duties as assigned.</p>	15%

FES FACTORS

FACTOR 1: Knowledge Required by the Position

Mastery of financial management principles, concepts, systems, and practices to provide comprehensive advisory services to the Regional Director and the Board of Directors relative to the organization and accomplishment of the work of the Region and to conduct technical operations associated with budget, accounting, rate-setting, performance and project management and to represent the Region to the Bureau CFO and Deputy CFO as well as DOI and its independent external auditors on these complex financial operations issues.

Comprehensive knowledge of the Federal budget process and the USGS and DOI planning, programming and budgeting system.

Comprehensive knowledge of FBMS and BASIS+ and associated accounting operations and reporting requirements associated with cost, fiscal and system accounting program functions. Knowledge of the Broad understanding of the USGS programs and its matrix model for science execution within its regions as well as the BASIS+ content representing the science commitments on behalf of numerous funding and research partners in DOI, other federal agencies as well as International and state entities and their related information in FBMS.

Understanding of the assigned Region and its organization including the financial management expertise that resides in each of its science centers to effectively develop regional training to address competency gaps.

Knowledge of facility and acquisition principles.

Knowledge of the principles, theories, concepts and techniques associated with the application of position management, management inquiries, investigations and position description development to meet mission requirements and priorities.

Knowledge of human capital management policies, concepts, principles and methods; procedures; and regulations from the USGS and DOI.

Skill in oral and written communication on complex financial management issues and presenting in front of large groups such as a classroom setting as well as senior leadership across USGS and with the Region partners.

FACTOR 2: Supervisory Controls

The incumbent reports to the Deputy Regional Director who provides assignments in term of broadly defined objectives and priorities. The incumbent has delegated responsibility and authority for independently directing the financial management program and activities of the Region and is the Region's recognized authoritative expert on financial matters and interpretations, recommendations on budget and rate-setting, accounting and other fiscal activities including integration with project management through BASIS+, reimbursable work agreement approval and FBMS. He/she is responsible for independently planning, designing and carrying out assignments, project or studies/assessments. Results of work are considered technically authoritative and are normally accepted without change. Work is reviewed for achieving desired results and fulfillment of broad program objectives within policy constraints. The employee keeps the DRD/RD informed of progress and potentially controversial matters such as policy conflicts; adverse reactions to project results and recommendations. The incumbent resolves conflicts as they arise and uses judgment in interpreting and adapting policies, regulations and precedents on their own initiative to achieve objectives of the project and is also allowed to combine or adjust original plans to achieve efficiencies when greater

efficiencies or multiple objectives can be achieved as part of the Region's overall commitment to adaptive management and continuous improvement.

FACTOR 3: Guidelines

Guidelines are broadly stated accounting, budget, performance and financial management regulations, policy statements and Federal statutes that include Office of Personnel Management (OPM); Office of Management and Budget (OMB); DOI and USGS policies, directives, circulars, and decisions. The employee independently selects, interprets, and applies the guides; and modifies, adapts and makes compromises to meet the requirements of the assignment. The guidelines are stated in terms of goals to be accomplished rather than the approach to be taken and present several principles and standards any one of which may reasonably apply to the work. The employee routinely develops specific objectives and devises new methods, techniques, and criteria pertaining to such matters as identifying trends and patterns; acquiring information and analyzing data; modifying systems to accept new kinds of data; developing solutions and presenting findings; and developing and implementing solutions for which there are no precedents or for which factors to be considered vary from situation to situation and must be dealt with in real time due to their sensitivity and the potential for conflict to escalate. Develops new or improved approaches or concepts not previously tested.

FACTOR 4: Complexity

The Regional Finance Administrator evaluates the implications of policy and financial management practices on the region and its science centers; this requires assessment of impacts through sensitivity analyses resulting from proposed changes to ensure that impacts are identified, assessed and course correction and/or guidance is developed. The primary finance and program coordination focus is located in the Regional Office; however, financial management staff at geographically distributed science centers are supported by the Regional Financial Administrator and their staff. The incumbent provides technical direction and guidance to these organizations and along with their team, engages in USGS, Regional and science center-level program/project analysis; reporting and evaluation in addition to the provision of accounting, budgeting and managerial financial reporting. The work involves duties requiring different processes and methods. Considers past, present, and projected financial data; and analyzes the impact of budget and program changes on overall regional and science center business operations and science accomplishment which helps to inform and shape USGS financial management decisions. Difficulty is encountered in interpreting and reconciling conflicting information and data and in identifying and recommending alternative ways in which to accomplish financial management objectives. The work involves making decisions and recommendations under conditions of uncertainty and time pressure. Using these general guidelines, the incumbent has significant latitude to exercise independent judgment, ingenuity and diplomacy, relying almost entirely on professional knowledge, experience and personal contacts to solve sensitive, complex workforce related issues.

FACTOR 5: Scope and Effect

The purpose of this position is to conduct a variety of complex analytical studies to determine financial management effectiveness in order to provide quarterly and annual financial certifications on behalf of the Region for consolidation into the Bureau certification which impact the Department of the Interior's annual financial statement. The incumbent is also responsible for ensuring that the financial operations are sound such that they do not lead to actions making any science center or the region anti-deficient which could compromise the financial standing of not only USGS but DOI; this includes monitoring overall financial operations to ensure that charges that haven't cleared (UDOs), including billings per agreements, are factored into balances. In those instances where weaknesses or vulnerabilities exist, the incumbent is charged with independently designing internal controls for the science center's reporting to the assigned Region and serve as a trainer for center, regional, and bureau needs. Decisions from studies impact tactical plans for managing the region's finances and substantially impact the management of the Region and its centers. In addition, the incumbent audits the individual science centers for implementation of required policies and procedures and provides oversight to ensure that any vulnerabilities are addressed through corrective actions in a timely manner. The incumbent provides the DRD with updates and reports on outcomes and rarely requires their intervention as Center Directors understand the incumbent is delegated this responsibility on behalf of the RD.

FACTOR 6: Personal Contacts

The employee is required to interact with and/or meet and deal with high ranking management officials in the Bureau on a regular basis throughout the year, including the assigned Regional Director, DRD, ARD, science center directors, managers and administrators across the USGS including the mission areas, the regions, and Administration.

FACTOR 7: Purpose of Contacts

The contacts are made to foster cooperative relationships; provide advice and information; conduct oversight reviews/audits; conduct investigation or management reviews; propose and justify new policies, develop implementation strategies for policy or program initiatives; develop and oversee implementation of regional business practices within the Region or for consideration as a bureau-level approach. With respect to oversight of assigned programmatic or administrative responsibilities within the region, the individual is making contacts with science center directors to communicate findings, develop corrective actions and then to communicate their progress in completing the actions on behalf of the Regional Director.

FACTOR 8: Physical Demands

Office work is primarily sedentary and includes no special physical demands. Some work may involve travel to and attendance at meetings away from the work site.

FACTOR 9: Work Environment

Work is performed in a typical office setting.

Evaluation Statement

Regional Financial Administrator

GS-0501-14

Background: This position is being created to serve as the senior financial position for any of the several of the USGS multi-state regional offices. The title "Regional Financial Manager" was requested. However, the title Financial Manager is reserved for positions classified into the 0505 series. Such positions in addition to engaging in the management of financial and budgetary matters for an organization must also have responsibility for:

planning an accounting program within delegated limits; developing, devising, and/or adapting accounting systems; analyzing the results and interpreting the effects of transactions upon the financial resources of the organization; applying accounting concepts to solve problems, render advice, or to meet other needs of management; and managing a total accounting program, including supervision of subordinate accountants, accounting technicians, voucher examiners, payroll clerks, and similar supporting personnel.

Since these duties are not carried out by this position, the position cannot have the official title Financial Manager.

Title Determination: To avoid confusion with DOI standard positions in the 0501 series at the Bureau Headquarters level, the title Financial Administrator is assigned. This official title must be used on all pay and personnel documents. The Region may choose to use an organizational title in an unofficial capacity.

Series Determination: The 0501 series is intended to cover positions that involve administrative work that is specifically financial in character, when the work is of such generalized or miscellaneous specialized nature that the positions are not more appropriately classifiable in any of the existing series in this or any other Group. The work requires a background of knowledge, skills and techniques in accounting, auditing or budget fields, but has no paramount, rigid or continuing requirement for the knowledge, skills and techniques characterizing any of the established series that reflect one or more of the academic disciplines, experience, or recognized professions. Such work may cut across and require

understanding of accounting, auditing, or budget methods and techniques. Since the work of the position does not require professional knowledge of accounting or auditing principles and practices but does require some broad knowledge of these concepts and practices as well as knowledge and concepts of Federal budget formulation and execution, the position is best placed in the 0501 series.

Grade level determination: While the position exercises some supervisory responsibility, the grade level and complexity of the work supervised is not grade controlling. Work of the position is covered by the Job Family Standard (JFS) for Professional and Administrative Work in the Accounting, Auditing, and Budget Group, 0500 November 2019. The 0500 JFS in a factor evaluation system (FES) standard. Positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the JFS. Each FLD has a point value, the point values are totaled and compared to the grade conversion table to determine the grade level.

Evaluation Summary		Points
Knowledge Required by the Position	Like the illustrations at 1-8 in the JFS, the work of the position ties together the budgetary work of program managers, subject-matter experts, staff officials such as accounting specialists, and subordinate budget analysts. May present the budget for the organization to the managers of the serviced programs and to budget officials at the next echelon in the agency. The matrixed management of the USGS requires that each region is responsible for portions of all programs across all Mission Areas. As such, the Regional Financial Administrator is responsible for working with Science Centers across the Region to determine program needs, strategic goals, etc., and to compile that information and present to Bureau level officials and at times Department of the Interior (DOI) Officials depending on the level of programmatic control for specific programs. The position conducts technical operations associated with budget, accounting, rate-setting, performance and project management and represents the Region to the Bureau, DOI, and external auditors. Provides expert advice on the transition of financial management responsibilities from the mission area to the Region as a result of realignment of Centers. Provides expert advice on the development and implementation of science center overhead rates and also provides direction on behalf of the Regional Director to improve rate-setting and associated recordkeeping processes. Like 1-8, the position must develop new methods and techniques to forecast long-range (3-5	1550

	<p>year) funding needs and develop timetables for obtaining funding for substantive programs.</p> <p>Work does not rise to the 1-9 level, where financial specialists generate new concepts and methodologies in the field or to theorize, plan, and direct entire financial or budgeting systems for broad, emerging, or similarly critical large-scale programs of national or international scope where no precedents exist.</p>	
Supervisory Controls	<p>The position has delegated responsibility and authority for independently directing the financial management program and activities of the Region and is the Region’s recognized expert on financial matters. Makes recommendations on budget and rate-setting, accounting and other fiscal activities including integration with project management, reimbursable work agreement approval and financial and accounting systems. Like work described at 2-5 (the highest level described) the employee defines objectives, interprets policy promulgated by authorities senior to the immediate supervisor, and determines their effect on program needs. The employee independently plans, designs, and carries out the work to be done. The employee is a technical authority. The supervisor’s review of the work covers such broad program matters as fulfillment of accounting, auditing, finance, or budget program objectives and the effect of advice and decisions on the overall program.</p>	650
Guidelines	<p>Guidelines are broadly stated accounting, budget, performance and financial management regulations, policy statements and Federal statutes that include Office of Personnel Management (OPM); Office of Management and Budget (OMB); DOI and USGS policies, directives, circulars, and decisions. The employee independently selects, interprets, and applies the guides; and modifies, adapts and makes compromises to meet the requirements of the assignment. Like descriptions at 3-5 in the JFS, the employee must use judgment and ingenuity modifying systems to accept new kinds of data. Work may often involve devising solutions for which there is no precedent, or which must be addressed in real time due to sensitivity. Serves as Regional expert, providing guidance and training to Regional and Science Center personnel.</p>	650
Complexity	<p>The position evaluates the implications of policy and financial management practices on the Region and its Science Centers;</p>	325

	<p>this requires assessment of impacts through sensitivity analyses resulting from proposed changes to ensure that impacts are identified, assessed and course correction and/or guidance is developed. Like work described at 4-5 in the standard, data involve costs, obligations, and expenditures shown on a variety of unrelated forms, schedules, and reports that are produced under different criteria and at different times. These conditions create difficulty in obtaining, comparing, and correlating data from these sources. The employee must devise and apply innovative criteria to evaluate cost effectiveness of program plans, goals and objectives. Work does not reach 4-6 which requires continuing efforts to establish concepts, theories, or programs to resolve unyielding problems that are of central importance to the mission of the department or agency. Problems encountered at level 4-6 may include national economic interests, constitutional protections or equivalent concerns.</p>	
Scope and Effect	<p>The purpose of this position is to conduct a variety of complex analytical studies to determine financial management effectiveness in order to provide quarterly and annual financial certifications on behalf of the Region for consolidation into the Bureau certification which impact the DOI's annual financial statement. In those instances where weaknesses or vulnerabilities exist, the incumbent is charged with independently designing internal controls for the Science Centers reporting to the Region and serve as a trainer for center, regional, and bureau needs. Decisions from studies impact tactical plans for managing the region's finances and substantially impact the management of the Region and its Centers. Like 5-4, the work affects the amount and availability of funds for major substantive or administrative programs and services. Work may also impact the operations of other Federal agencies, States, public organizations and universities. Work does not reach level 5-5 where impacts may include the establishment of a definitive framework for applying audit theories, concepts, and techniques. At 5-5 work outcomes impact the budgets and programs of other Federal agencies, State agencies, national industries such as banking, agriculture, or defense.</p>	225
Personal Contacts	<p>The employee is required to interact with and/or meet and deal with high ranking management officials in the Bureau on a regular basis throughout the year, including the Rocky</p>	280

	Mountain Regional Director, DRD, ARD, science center directors, managers and administrators across the USGS. This is consistent with 6-3 in the standard. Work does not meet level 6-4 where frequent contacts are with Congressional appropriations committee members; Presidential advisors and cabinet level appointees of major departments and agencies; State governors, mayors of large cities, presidents of large national or international firms.	
Purpose of Contacts	The purpose of contacts is to conduct oversight reviews/audits; conduct investigation or management reviews; propose and justify new policies, develop implementation strategies for policy or program initiatives; develop and oversee implementation of regional business practices within the Region or for consideration as a bureau-level approach. Like work described at 7-D in the standard, contacts may have diverse viewpoints, goals, or objectives. Some situation requires that the employee work with the contacts to achieve a common understanding of the problem. Often the employee must negotiate a compromise or develop suitable problem resolution alternatives.	
Physical Demands	Office work is primarily sedentary and includes no special physical demands. Some work may involve travel to and attendance at meetings away from the work site.	5
Work Environment	Work is performed in a typical office setting.	5
Total Points		3700
Points Range	3605-4050	
Final Grade		14
Official Title	Financial Administrator	
Standard(s) used to evaluate the position	Job Family Standard for Professional and Administrative Work in the Accounting, Auditing, and Budget Group, 0500 November 2019	

Tamara Lamb-Ghence 8/18/2020

Position Designation Questionnaire

Position Title	Regional Financial Administrator
Position Location	
Series/Grade	GS-0501-14
Manager/Supervisor Contact (phone/email)	
Employee Name	
PD Number	SPD0013

Instructions: As someone intimately familiar with USGS needs and the expectations in your workgroup, your input is essential to determining the appropriate risk designation and investigation requirements for the above referenced position. Please provide responses to the following questions. If you have any questions regarding terms and definitions in this form, please contact your servicing [HR Specialist](#) or use the glossary available at: https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/home/glossary#national_security

Section 1-National Security Duties: Does the position:

1. Require access or eligibility for access to classified information? Yes No
2. Involve protecting or controlling access to restricted facilities or information systems (duties exceed basic PIV card vetting)? Yes No
3. Control, maintain custody of, safeguard, or dispose of hazardous materials or explosives (including [biological select agents](#))? Yes No
4. Investigate issues related to national security, suitability determinations, or identity credentialing (this includes conducting background investigations for credentialing, but not handing out ID cards) Yes No
5. Involve policy making or policy determining responsibilities related to national security or the protection of the general health of the public? Yes No
6. Involve other duties that could affect the security of the nation (e.g., foreign relations, foreign aggression, terrorism)? Yes No

If you answered yes to any of the questions in section 1-National Security Duties, please provide details:

If you answered yes to any of the questions in section 1-National Security Duties, please answer the following:

What is the potential impact of the position (through either malfeasance or negligence)? Inestimable Damage?
 Exceptionally Grave Damage? Significant or Serious Damage? No Adverse Effect?

Section 2 – Public Trust Duties: Does the position:

1. Involve duties related to government operations such as rulemaking, policy making or major program responsibility (such as management of a program with a Congressional mandate or a budget line item)? Yes No

2. Involve regulation, enforcement, and/or protection of public safety (such as enforcement of environmental safety laws or regulation of hazard mitigation measures)? Yes No

3. Involve protection of government funds (obligation or control of funds and financial records, developing statements of work...) for non-national security purposes? Yes No

If yes, are funds involved: in excess of \$50 million annually more than \$10 million but less than \$50 million
 more than \$2 million but less than \$10 million less than \$2 million

4. Handle or transport hazardous materials (such as chemical or industrial waste)? Yes No

5. Physical security of facilities not covered under national security, such as IT systems/servers (not individual workstations), or controlled access to firearms, ammunition, or explosives? Yes No

6. Protect government IT systems (with authority to bypass significant technical and operational security controls)?
 Yes No

7. Conduct (non-criminal) investigations, administrative reviews, oversight, or audit of government personnel, programs, or activities? Yes No

8. Provide government service delivery or public liaison duties (with some authority beyond general information) involving direct contact with the public on a regular basis? Yes No

9. Perform other duties demanding a degree of public trust (with potential to damage the integrity of the service)?
 Yes No

If you answered yes to any of the questions in section 2- Public Trust Duties, please provide details:

Directly or personally conducts a variety of complex analytical studies to determine financial management effectiveness and adherence to Bureau, DOI and OMB policies, on behalf of the Regional Director. Provides oversight on all financial management activities within the Region through financial reviews, audits and center financial health reviews completed internally and as part of the overall USGS center

If you answered yes to any of the questions in Section 2- Public Trust Duties, please respond to the

following: Potential harm to the public trust in the integrity and efficiency of the service?

Inestimable Severe Moderate Limited

Scope of Operations: Worldwide or government-wide impact Multi-agency impact (beyond DOI)
 Agency impact (within DOI or USGS)

Level of supervision or of programmatic controls (including built in review levels and systemic controls)
 Limited or no supervision Periodic, ongoing review Close, technical supervision

Please sign this form and return it to your servicing HR Office

Signature

Date

Position Designation Record

Agency DEPT OF INTERIOR-GEOLOGICAL SURVEY
 Supplemental Duty Regional Standard PD
 Position Title Financial Administrator
 Position Description Regional Financial Manager (Operational Title)
 Series and Grade/Pay Band 0501-14
 Position Description Number SPD0013
 Designator's Name & Title Tamara Lamb-Ghenee

Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	Moderate Risk	Tier 2	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	15
Adjusted Position Designation Points from Step 3	25

Summary

National Security

No national Security Duties

Suitability

Duties	Degree of Potential for Compromise or Damage
Other activities demanding a significant degree of public trust (Specify any other specific duties that are not otherwise covered): Directly or personally conducts a variety of complex analytical studies to determine financial management effectiveness and adherence to Bureau, DOI and OMB policies, on behalf of the Regional Director. Provides oversight on all financial management activities within the Region.	Moderate impact <ul style="list-style-type: none"> Duty presents the possibility for a fair amount of harm or serious damage to the public's trust

Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	Agency Impact <ul style="list-style-type: none"> • Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.
Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time <ul style="list-style-type: none"> • Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.

Designator's Name: Tamara Lamb-Ghenee

Designator's Signature: Tamara Lamb-Ghenee Date: 8/18/2020

**USGS Fair Labor Standards Act (FLSA) Worksheet
for Exempt Determinations**

Check all that apply	Name, Title, Series, Grade, PD
	I. FOREIGN EXEMPTION (5 CFR 551.104) An employee in a foreign country or any territory of the United States, other than a state in the U.S., District of Columbia, Puerto Rico, Virgin Islands, Outer Continental Shelf Lands, American Samoa, Guam, Northern Mariana Islands, Midway Atoll, Wake Island, Johnston Island, and Palmyra.
	II. SALARY BASED DETERMINATION (5 CFR 551.203) Employee earns less than \$23,660 per year but meets one of the following conditions in 5 CFR 551.211: Performs different work for a temporary period on FLSA exemption status, OR, subject to foreign exemption, OR, a professional engaged in the practice of law or medicine.
	III. EXECUTIVE EXEMPTION (5 CFR 551.205) Exempt if ALL of the criteria below are met. In making a determination, consider exempt work and duties that are directly and closely related to exempt work. _____ The primary duty of the position is management of a Federal Agency or any subdivision thereof, including the lowest recognized organizational unit with a continuing function. AND _____ Position customarily and regularly directs the work of two or more other employees. AND _____ Position has authority to hire or fire other employees or suggestions and recommendations are given particular weight to the hiring, firing, advancement, promotion or any other change of status of other employees given particular weight by the deciding official.
	IV. ADMINISTRATIVE EXEMPTION (5 CFR 551.206) Exempt if ALL of the criteria below are met. In making a determination, see examples of administrative work in 5 CFR 551.206(h-n). _____ Primary duty is performing office non-manual work directly related to the management or general business operations (as distinguished from production functions) of the organization or the organization's customers. AND _____ Primary duty involves exercise of <i>discretion and independent judgment</i> with regard to <i>matters of significance</i> .
	V. PROFESSIONAL EXEMPTION (5 CFR 551.207) A. Learned Professional Exemption: Exempt if ALL of the criteria below are met. _____ Primary duty is work requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction. AND _____ Advanced knowledge must be in a field of science or learning which includes the traditional professions of physical, chemical, and biological sciences, accounting, actuarial computation, engineering, architecture, law, medicine, theology, teaching, and other occupations as distinguished from mechanical arts or skilled trades, AND _____ Work is intellectual in character and requires the consistent exercise of discretion and independent judgment.
	B. Creative Professional Exemption (5 CFR 551.209) _____ Exempt if the primary duty requires invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor. Work is not routine mental, manual, mechanical, or physical.
	C. Computer Positions Exemption (5 CFR 551.210) _____ Employee's annual salary is greater than \$23,660 OR hourly pay rate is greater than \$27.63 AND ONE of the following criteria is met: _____ Work involves the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system function specifications. OR _____ Work involves design, development, documentation, analysis, creations, testing or modification of computer systems or programs, including prototypes, based on user or system design specifications. OR _____ Work involves the design, documentation, testing, creation or modification of computer programs related to machine operating systems. OR _____ Work involves a combination of duties directly above and requires the same level of skills as required to perform the tasks described in above. Note: Computer positions may be exempt under the <u>Administrative Exemption Criteria</u> if a computer employee performs administrative duties such as planning, scheduling, and coordinating activities required to develop systems to solve complex business, scientific or engineering problems of the organization or the organization's customers.
	None of the exemptions apply to the subject position.
Conclusion. FLSA designation is Exempt.	
HR Specialist – Name and Date <i>Tamara Lamb-Ghence</i> 8/18/2020	

