

POSITION DESCRIPTION (Please Read Instructions on the back)						1. Agency Position No S0258			
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No	
Explanation		7. Fair Labor Standards Act Non-exempt		8. Financial Statements Required		9. Subject to IA Action YES			
		10. Position Status		11. Position Is NON-SUPERVISORY		12. Sensitivity 1 - Nonsensitive/Low		13. Competitive Level Code	
		14. Agency Use Cyber Security FPL:							
15. Drug Test Required NO		16. ADP Status NO							
17. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Student Trainee (Admin)				GS		0399	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
18. Organizational Title of Position (# different from official title)						19. Name of Employee (# vacant, specify)			
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR						c. Third Subdivision			
a. First Subdivision U.S. GEOLOGICAL SURVEY						d. Fourth Subdivision			
b. Second Subdivision						e. Fifth Subdivision			
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)			
<p>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.</p>									
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature /s/ Mark Sogge				Date 07/30/2015		Signature			
23. Classification/Job Grading Certification <i>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.</i>				24. Position Classification Standards Used in Classifying/Grading Position GLG for Clerical Work					
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist						Information for Employees <i>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.</i>			
Signature Lorilee Penn /s/				Date 01/01/2002					
25. Position Review		Initials		Date		Initials		Date	
a. Employee (Optional)									
b. Supervisor									
c. Classifier									
26. Remarks									
27. Description of Major Duties and Responsibilities (See Attached)									

0399, Student Trainee (Administration), GS-04

PD Tracking Number 0000036

Standard PD S0258

Introduction

The incumbent of this position serves as a student trainee under the Pathways Internship Program. This program is designed to provide the student with paid work experience and orient them to the mission of the U.S. Geological Survey and the benefits and conditions of a Federal career. It provides formal periods of work and study while the student is enrolled in school, the conditions of which are outlined in the Working Agreement that must be signed by the student, and the employing Office.

Major Duties

The incumbent provides assistance to the senior administrative personnel in the preparation of a variety of administrative material required to support the organization. Receives guidance on a variety of budget and finance functions.

Assists in reviewing invoices for accuracy, proper account numbers, assigns proper object class codes, and prepares for certification by proper personnel.

Assists in developing financial reports from previously recorded data. Records information relating to personnel records.

Reviews time cards for accuracy; prepares requisitions for supplies, equipment and services; prepares travel authorizations and vouchers and reviews these documents for accuracy; prepares property transfer forms.

Handles a variety of day-to-day administrative problems.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of procedures relating to personnel records system.
- Knowledge of procedures relating to preparation of procurement documents.
- Knowledge of correspondence procedures as well as ability to communicate effectively in writing

and orally.

- Fundamental computer skills sufficient to enter, retrieve, and manipulate financial or administrative data.
- General knowledge of routine administrative practices.

FACTOR 2 - SUPERVISORY CONTROLS

As a trainee, incumbent performs under the supervision of senior administrative personnel. The supervisor explains assignments and informs the incumbent of changes in policies, practices, and procedures. Work is reviewed while in progress. Completed work is reviewed for completeness and compliance with instructions.

FACTOR 3 - GUIDELINES

Written guidelines including the U.S. Geological Survey Manual, Federal Personnel Manual, Federal Procurement Regulations and small purchasing guidelines are immediately available to the incumbent. The incumbent also has additional guidelines available, i.e., Timekeeper's Manual, and definitions of object class codes. Use of the guidelines requires the incumbent to exercise judgment on proper action to be taken.

FACTOR 4 - COMPLEXITY

Performs a variety of administrative support assignments that require attention to a large number of details. Incumbent must be familiar with procedures in such areas as financial management, travel, and procurement.

FACTOR 5 - SCOPE AND EFFECT

Work accomplished by the incumbent assures the timely and efficient processing of a variety of administrative activities and to provide accurate and up-to-date information to the supervisor and personnel of the organization.

FACTOR 6 - PERSONAL CONTACTS

Contacts are primarily with employees of the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purpose of receiving instructions, providing and/or receiving information, and providing advice on routine administrative problems that occur within the organization.

FACTOR 8 - PHYSICAL DEMANDS

Work is performed primarily while sitting with occasional periods of standing, walking, bending or carrying relatively light materials.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an ordinary office environment.

Select the appropriate statement:

_____The U.S. Geological Survey has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

_____The U.S. Geological Survey has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

_____The U.S. Geological Survey has determined that telework is required for this position and is a condition of employment. The selectee is expected to telework _____ day s a week and must be eligible to telework under the 2010 Telework Act.

Grade Level Guide for Clerical & Assistance Work, 06/89

Office Automation Grade Evaluation Guide, 11/90

Introduction to the Position Classification Standards

(Source Document Std PD S0258)