

# Secretary (OA), GS-0318-09

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
<input type="checkbox"/> 1. NEW		<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		<input type="checkbox"/> 3. REPLACES PD NUMBER							
<b>RECOMMENDED</b>											
4. TITLE Secretary (OA)						5. PAY PLAN GS	6. SERIES 0318	7. GRADE 09			
8. WORKING TITLE (Optional)						9. INCUMBENT (Optional)					
<b>OFFICIAL</b>											
10. TITLE Secretary (OA)											
11. PP GS	12. SERIES 0318	13. FUNC	14. GRADE 09	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER Kayla D. Ascher		
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>											
1st Natural Resources Conservation Service					5th						
2nd Ks State Conservationists Off					6th						
3rd State Conservationists Staff					7th						
4th Salina 760 S Broadway					8th						
<b>SUPERVISOR'S CERTIFICATION</b>											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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 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						
<b>FACTOR EVALUATION SYSTEM</b>											
FACTOR		25. FLD / BMK		26. POINTS		FACTOR		25. FLD / BMK		26. POINTS	
1. Knowledge Required		FLD 1-6		950		6. Personal Contacts		FLD 6-3		60	
2. Supervisory Controls		FLD 2-4		450		7. Purpose of Contacts		FLD 7-2		50	
3. Guidelines		FLD 3-3		275		8. Physical Demands		FLD 8-1		5	
4. Complexity		FLD 4-3		150		9. Work Environment		FLD 9-1		5	
5. Scope and Effect		FLD 5-2		75		27. TOTAL POINTS ▶					27. 2,020
28. GRADE ▶										28. GS-09	
<b>CLASSIFICATION CERTIFICATION</b>											
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							30. DATE				
31. NAME AND TITLE Jane Medina, Human Resources Manager											
32. REMARKS This position is determined to be NONEXEMPT from the provisions of FLSA.							33. OPM CERTIFICATION NUMBER				

**MASTER RECORD/INDIVIDUAL POSITION DATA**

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

A. KEY DATA					
1. FUNCTION (1) A/C/D/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8)	5. GRADE (2) 09	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0318	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0001 C	5. OFF. TITLE (38) Secy (OA)					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD 4	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO   DAY   YEAR 12/01/99			
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	12. INACT / ACT (1) I = Inactive A = Active	13. DT. ABOL. (6) MO   DAY   YEAR	14. DT. INACT / REACT (6) MO   DAY   YEAR	15. AGCY. USE (10)				
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) N	2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) IN		5. COMP. LEV. (4) 0318																																
6. WK. TITLE CD. (4)		7. WK. TITLE (38)																																					
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th 16   20   917797   00   00   00					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) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2)   City (4)   County (3) 20   4900   169		14. BUS. CD. (4) 8888	15. DT. LST. AUDIT (6) MO   DAY   YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO   DAY   YEAR																														
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use					19. DT. REQ. REC. (6) MO   DAY   YEAR		20. NTE. DT. (6) MO   DAY   YEAR		21. POS. ST. BUD (1) Y Y = Perm N = Other																														
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td><b>Normal Act</b></td> <td><b>Maintenance Review Act</b></td> <td><b>Results</b></td> </tr> <tr> <td>1 = Desk Audit</td> <td>5 = Desk Audit</td> <td>1 = No Action Req.</td> </tr> <tr> <td>2 = Sup. Audit</td> <td>6 = Sup. Audit</td> <td>2 = Minor PD Change</td> </tr> <tr> <td>3 = Paper Rev.</td> <td>7 = Paper Rev.</td> <td>3 = New PD Req.</td> </tr> <tr> <td>4 = PME / Activity Rev.</td> <td>8 = Panel Rev.</td> <td>4 = Title Change</td> </tr> <tr> <td></td> <td></td> <td>5 = Series Change</td> </tr> <tr> <td></td> <td></td> <td>6 = Pos. Upgrade</td> </tr> <tr> <td></td> <td></td> <td>7 = Pos. Downgrade</td> </tr> <tr> <td></td> <td></td> <td>8 = New Pos.</td> </tr> <tr> <td></td> <td></td> <td>9 = Other</td> </tr> </table>										<b>Normal Act</b>	<b>Maintenance Review Act</b>	<b>Results</b>	1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change			5 = Series Change			6 = Pos. Upgrade			7 = Pos. Downgrade			8 = New Pos.			9 = Other
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30. CLASSIFIER'S SIGNATURE					31. DATF																																		
32. REMARKS																																							

## **INTRODUCTION**

This position is located on the State Conservationist's Staff, of the Natural Resources Conservation Service (NRCS) State Office in Salina, Kansas. The work involves a substantial knowledge of the NRCS programs, policies, and objectives. The incumbent serves as a personal secretary providing administrative and office management support to the State Conservationist and the Assistant State Conservationist for Operations.

## **DUTIES**

Serves as the personal secretary and office manager for the State Conservationist. Ensures that the practices and procedures used by subordinate offices are consistent with those of the State Conservationist's office. On own initiative, recommends changes in administrative policies. Devises and implements procedures and practices for office management to be used in subordinate offices in the state. Provides technical and administrative assistance to the State Conservationist and Management Team (MT). Evaluates automated systems and work flow processes utilized in office management and develops recommendations for computer enhancements and/or procedural improvements in the areas of directives and policy statements formatting, mail processing, and records management. Develops content and conducts periodic secretarial training sessions for secretaries in subordinate offices.

Receives telephone calls and personal callers to the State Conservationist. Determines the nature of the call or business of the visitors. Decides whether the importance of the business or rank or position of the visitor is such to require the personal attention of the State Conservationist or if the caller should be referred to the appropriate staff concerned with the subject matter. Schedules appointments with complete authority for commitments of time, reschedules or refuses appointments, accepts or declines invitations to meetings or speaking engagements, and arranges for representation of a subordinate official when that is desirable. Establishes priorities and arranges flow of appointments based on personal judgment and knowledge of State Conservationist's activities and priorities. Notifies the appropriate staff officials of the need for information and either prepares the response or follows up to ensure a timely response by others. Works directly with congressional staffs, state and federal agencies, and university personnel, furnishing needed information.

Receives and reviews all correspondence for the State Conservationist; replies to mail not requiring State Conservationist's attention; routes matters requiring action by subordinate managers; and follows up to ensure that actions are completed. Screens all correspondence prepared for the State Conservationist's signature and returns inadequate submissions for retyping or recomposition. Screens all publications, directives, and periodicals, and brings those of significance to the State Conservationist's attention. Maintains an awareness of sensitive policy issues and privileged information pertaining to proposed actions and decisions being formulated.

Assures that working papers, written records, and conference discussions of these sensitive issues are maintained in accordance with applicable regulations and are not revealed to unauthorized personnel. In the absence of the State Conservationist, maintains a file of correspondence and events of which the State Conservationist should know and upon his return brings such matters to his attention.

Serves as liaison between the NRCS and the Kansas Association of Conservation Districts and keeps abreast of all activities with regard to district memorandums of understanding, district programs, annual reports, planning annual meetings, and other assigned activities.

Directs and coordinates the schedule of activities for the NRCS in Kansas. This involves such activities as MT conferences, assistant chief visits, and field office visits and meetings, and planning and coordinating conferences and meetings in the state, which includes scheduling, planning and preparing the agenda, arranging for speakers, locating meeting sites and facilities, and coordinating procurement of such activities with the administrative staff.

Manages the flow of work in the office through extensive use of automated systems. Composes correspondence from notes, rough drafts, telephone conversations, and messages into final format, assuring that the text is accurate in meaning, grammatically correct, and in compliance with the prescribed format and the State Conservationist's position.

Performs other duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Responsible for providing and maintaining a safe and healthy working environment, requiring subordinates and others to use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations are carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports civil rights policies regarding personnel rules and regulations.

To perform the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid state driver's license is required.

**EVALUATION FACTORS**1. Knowledge Required by the Position

FLD 1-6 950 points

Knowledge Type IV

Knowledge of the substantive programs of the NRCS to enable the incumbent to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements.

Knowledge of the State Conservationist's views sufficient to enable the incumbent to advise and assist in responsibilities such as arranging meetings, accepting or declining invitations, composing correspondence, developing materials for use in speeches, and recognizing which matters should be diverted to other personnel for resolution.

Knowledge of the State Conservationist's policies, commitments, and priorities sufficient to manage the full range of administrative and clerical functions of the office and to advise staff members of the State Conservationist's views on current issues. Ability to coordinate the work of the office with subordinate offices to facilitate efficiency and cooperation.

Ability to communicate with others in order to maintain a cooperative working relationship with employees, outside agencies, congressional staff, and government agencies while coordinating and scheduling work activities. Skill in advising and instructing secretaries in subordinate offices on work procedures and processes.

Knowledge of NRCS regulations in such areas as records management, timekeeping, travel, and correspondence procedures to analyze, evaluate, and develop recommendations and manage office activities.

Knowledge of word processing, electronic mail, and computer applications and procedures. Knowledge of grammar, spelling, punctuation, and required format to prepare correspondence and reports. A qualified typist is required.

Work Situation C

The office of the State Conservationist serves as the highest level of authority for the NRCS in Kansas. The State Conservationist directs the activities of the state office in Salina and 118 subordinate field offices throughout the state. Human resources, management analysis, and contracting staff specialists augment the professional and technical headquarters staff. The nature of the NRCS mission and the services provided to the residents of the state are such that it is interlocked with other federal offices, state, and county organizations. Due to the high degree of public and congressional interest in the program, the State Conservationist spends a significant amount of time meeting and dealing with officials of the county, city, state, and federal government.

## 2. Supervisory Controls

FLD 1-4 450 points

The State Conservationist establishes the overall objectives of the work. The incumbent and the State Conservationist, in consultation, develop the deadlines and work priorities. He/she handles a wide variety of situations and conflicts which require using initiative to determine the approach to be taken or methods to be used. Completed work is reviewed only for overall effectiveness.

## 3. Guidelines

FLD 3-3 275 points

Guidelines include a large body of unwritten policies, precedents, and practices which are not specific and which deal with matters relating to judgment, efficiency, and relative priorities rather than with procedural concerns, and which include decisions made by the State Conservationist that are similar but not completely corresponding. The incumbent applies and adapts guidelines such as regulations or the State Conservationist's policies to specific problems for which guidelines are not clearly applicable.

## 4. Complexity

FLD 4-3 150 points

The work includes duties requiring different and unrelated processes and methods. Decisions concerning what needs to be done and how it should be done are based on an understanding of the interrelationships between the organizations, the public served, and the issues involved. Incumbent must also possess an in-depth knowledge and understanding of the policies, priorities, and commitments of the State Conservationist.

## 5. Scope and Effect

FLD 5-2 75 points

The work affects the accuracy and reliability of a wide range of activities both within the NRCS and outside agencies. Actions by the State Conservationist impact on all NRCS operations in Kansas and often tend to overlap into local, state, and federal agency operations. The incumbent manages activities in a manner that relieves the supervisor of a number of administrative functions.

## 6. Personal Contacts

FLD 6-3 60 points

Contacts are with NRCS employees at the field, state, and national level. Incumbent also deals with officials of federal, state and local agencies, Kansas legislators' staffs, congressional delegations, district board supervisors, private industry managers, and the general public who are seeking information on a wide range of conservation issues. Contacts are usually in a moderately unstructured setting.

## 7. Purpose of Contacts

FLD 7-2 50 points

Contacts are to arrange meetings and conferences, plan and coordinate the work of the office, resolve operating problems, and provide or obtain information.

8. Physical Demands

FLD 8-1 5 points

The work is primarily sedentary.

9. Work Environment

FLD 9-1 5 points

Work is performed in an office setting.

This position is determined to be nonexempt from the provisions of FLSA.