POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW [ ]
2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER [ ]
3. REPLACES PD NUMBER [X] 8PQ732

RECOMMENDED

4. TITLE
5. PAY PLAN
6. SERIES
7. GRADE
8. WORKING TITLE (Optional)
9. INCUMBENT (Optional)

OFFICIAL

10. TITLE: Administrative Officer

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE (MONTH / DAY / YEAR)	16. I/A	17. CLASSIFIER
GS	0341		14	10 / 10 / 08	[ ] Yes [X] No	MO

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st APHIS	5th
2nd Plant Protection and Quarantine	6th
3rd Eastern Region	7th
4th Financial Services and Resource Management	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 constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE: Victor Harabin
20. DATE: 10/10/08
21. SUPERVISOR'S NAME AND TITLE: Victor Harabin, Director, Eastern Region, PPQ
22. SECOND LEVEL SUPERVISOR'S SIGNATURE
23. DATE
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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS ▶		27. 0

Based on GSSG*, HRCD-5 June 1998, April 1998; V-Field W/Admin. Analysis 28. GRADE ▶ 28. 14

CLASSIFICATION CERTIFICATION

Grade Evaluation Guide, TS-98 Aug. 1990

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: 10/10/08
31. NAME AND TITLE: Mandy M. Oleon, HR Specialist (Classification)

Type of Background Investigation

- [ ] NACI
- [ ] LBI
- [X] BI
- [ ] SSBI
- [ ] MBI
- [ ] ANACI

32. REMARKS: * see attached GSSG position evaluation summary

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.	3. SON (4)	4. MR. NO. (8)	5. GRADE (2)	6. IP NO. (8)
A ◄ A/C/D/I/R	AG 34	4822	9PP706	14	000PP706

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	

6. HQ. FLD. CD. (1): 2 ◄ 1 = HQ, 2 = FLD

7. SUP. CD. (1): 2 ◄ 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 10 | DAY 10 | YEAR 08

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): E ◄ E = Exempt, N = Nonexempt

2. FIN. DIS. REQ. (1): 4 ◄ 0 = None, 1 = CD 219, 2 = CD 220, 3 = SF 278, 4 = AD 392, 5 = SF 849

3. POS. SCHED. (1): ◄ A = Sched A, B = Sched B, C = Sched C, D = Excepted but not A, B, C

4. POS. SENS. (1): N ◄ 0 = Nonsensitive, 1 = Noncritical, 2 = Critical Sensitive

5. COMP. LEV. (4): XXXX

6. WK. TITLE CD. (4)

7. WK. TITLE (38)

8. ORG. STR. CD. (18): 1st 34 | 2nd 30 | 3rd 20 | 4th 0001 | 5th | 6th | 7th | 8th

9. VAC. REV. CD. (1): C ◄ 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): 14

11. LANG. REQ. (2)

12. PROJ. DTY. IND. (1): ◄ Blank = N/A, Y = Yes

13. DUTY STATION (9): State (2) 37 | City (4) 3750 | County (3) 183

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): 36 ◄

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

23. DT. EMP. ASGN. (6): MO | DAY | YEAR

24. DT. ABOL. (6): MO | DAY | YEAR

25. INACT / ACT (1): ◄ 1 = Inact., 2 = Act.

26. DT. INACT / REACT (6): MO | DAY | YEAR

27. ACCTG. STAT. (4): 0019

28. INT. ASGN. SER. (4)

29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE: [signature]

31. DATE: 10/10/08

32. REMARKS

Re-description of duties - Graded one level higher based upon GS561.