

ASSISTANT  
GS-0344-05

I. INTRODUCTION

This position is located in the U. S. Department of Labor (DOL), Employment and Training Administration (ETA). This technician position performs clerical and technical work in support of management analysis and/or program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position provides substantive technical support to management and/or program analysts. Typical duties performed include the following: controlling the maintenance and development of various administrative directives using knowledge of the established content and format requirements and the purposes and functions of the organizations involved; reviewing proposed directives to ensure proper arrangement of material, consistency with existing directives, and proper distribution; using knowledge of the purposes, objectives, and requirements of various organizational programs and projects to track progress in meeting objectives and use of resources; reviewing the funding, labor hours, and equipment time used and projecting milestones met by comparing monthly project status reports to established resource allowances and performance requirements; for completed projects calculating the total amount of funding, staff hours, and equipment time used, and salary, material, and other costs incurred; producing graphs showing planned and actual project milestone dates; for continuing programs, collecting and sorting data for scheduled reporting dates, compiling data and preparing periodic reports, maintaining library of current and historical copies of reports for assigned program areas; periodically inspecting the files of supported or monitored offices to ensure all records are stored and labeled correctly, contain current material, and are not duplicated.

III. FACTOR LEVELS

Factor 1 – Knowledge Required by the Position

FL 1-4

550 pts.

Practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes, objectives, products, services, resource requirements, and similar features of Government programs and organizations.

Knowledge of an extensive body of management and/or program analysis technical rules, guidelines, regulations, and precedents. Knowledge of the basic objectives and policies governing various management or program operations.

Skill in applying basic data gathering methods to collect various types of factual information.

Writing skills to prepare clear, concise reports that describe the data collection techniques and other

processes and procedures used, conditions of management or program operations, and recommended improvements.

Factor 2 – Supervisory Controls

FL 2-2

125 pts.

The supervisor or higher level employee provides general standing instructions on what is to be done, procedures and methods to follow, data and information required, quality and quantity of work expected, and deadlines. The incumbent independently carries out recurring management and/or program analysis clerical or technical tasks or assignments without specific instructions, referring problems and unfamiliar situations not covered by instructions to the supervisor or higher level employee for further guidance. The supervisor or higher level employee assures that finished work and methods used are technically accurate and in compliance with established instructions, methods, procedures, and deadlines. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 – Guidelines

FL 3-2

125 pts.

Guidelines including governing legislation, general regulations, DOL and ETA policy and procedures, as well as work plans, practices and directives applicable to the area to which assigned are readily available and clearly applicable to most assignments. The incumbent uses judgment in locating, selecting, and applying the most appropriate instructions, references, or procedures to management and/or program analysis clerical or technical assignments.

Factor 4 – Complexity

FL 4-2

75 pts.

The work consists of duties involving related procedures, processes, or methods to perform individual management or program analysis clerical or technical assignments or tasks. The incumbent decides what needs to be done by identifying easily recognizable differences in the basic characteristics and nature of one or a few similar, stable work units, program areas, and/or management or program operations. The incumbent considers the nature of the task or duty, basic purposes and other characteristics of the work units and operations involved, or readily available sources of information to complete routine or standard assignments such as compiling and computing data, identifying trends or problems, and explaining procedures.

Factor 5 – Scope and Effect

FL 5-2

75 pts.

The incumbent applies specific rules, regulations, or procedures to perform a full range of clerical or technical tasks, duties, and assignments which typically comprise a complete segment of a broad management and/or program analysis project, study, or process. Work affects the accuracy, reliability, quality, and timeliness of management or program analysis products, recommendations, studies, projects, and processes.

Factors 6/7 – Personal Contacts/Purpose of Contacts Level 2.a.

45 pts.

The incumbent regularly has personal contacts with employees in the same agency, but outside the immediate organization, including managers, employees, and other representatives of the programs involved or organizations served. Contacts may also include members of the general public, as individuals or groups, in moderately structured settings. Contacts are to obtain, clarify, or provide facts or information.

Factor 8 – Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary and requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Factor 9 – Work Environment

FL 9-1

5 pts.

Work is performed in an office or similar setting requiring normal safety precautions against everyday risks or discomforts. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1005 pts.

IV. UNIQUE POSITION REQUIREMENTS *(For titling purposes the immediate supervisor is to mark the **one** description below which describes the position)*

\_\_\_ The principle responsibilities of the incumbent primarily involve performing work in support of management analysis functions and processes. *(Management Assistant)*

\_\_\_ The principle responsibilities of the incumbent primarily involve performing work in support of program analysis functions and processes. *(Program Assistant)*

\_\_\_ The principle responsibilities of the incumbent primarily involve performing work in support of a mix of management and program analysis functions, when neither is predominant. *(Management and Program Assistant)*