POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No. CZ-03-73

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other
Explanation *(Show any Position replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Bethesda, Maryland

5. Duty Station: Bethesda/Rockville, MD

6. OPM Certification No.

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to 1A Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [8] Neither

12. Sensitivity: [1*] 1- Non-Sensitive [ ] 2- Noncritical Sensitive [ ] 3- Critical Sensitive [ ] 4- Special Sensitive

13. Competitive Level Code: 03

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Administrative Technician	GS	303	6	cm	6/24/03
e. Recommended by Supervisor or Initiating Office	Administrative Technician	GS	303	6		

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment: Department of Health and Human Services

a. First Subdivision: National Institutes of Health

b. Second Subdivision: National Cancer Institute

c. Third Subdivision: Office of the Director

d. Fourth Subdivision: Office of Management

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of he 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.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Elizabeth Greene, Acting Assoc Dir for Admin Ops, OM

Signature: Elizabeth Greene | Date: 5/23/03

21. **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.*

Typed Name and Title of Official Taking Action: HRS

Signature: Carol Mehler | Date: 6/24/03

22. Position Classification Standards Used in Classifying/Grading Position: Grade Level Guide for Clerical + Assistance Work, TS-91, dtd 6/89; Ofc Automation Grade Evaluation Guide, dtd 11/90

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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

*Low Risk Public Trust Position/Security Access0/NACI required.

BHS: 7777

25. Description of Major Duties and Responsibilities *(See Attached)*

STATEMENT OF DIFFERENCES

The duties and responsibilities of this position are essentially the same as those at the full performance level. However, the incumbent is under closer supervision and receives more detailed instructions. As the incumbent progresses, the amount of supervision will gradually be reduced.

FACTORS

Factor 1-4; Knowledge Required by the Position

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

Factor 2-2; Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor assists with precedent assignments by providing an interpretation of policy or the concepts and theories of the occupation. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-3; Guidelines

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommended changes.