

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9334

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0002

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other

3. Service
 Hdqtrs. Field

4. Employing Office Location
Arlington, VA

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

Explanation (Show any positions replaced)
Standardizes school-level GS-0318-05 Secretary (OA) PDs

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Secretary (Office Automation)	GS	0318	05		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment
Department of Defense Education Activity

a. First Subdivision
Domestic Dependent Elementary and Secondary Schools

b. Second Subdivision
District

c. Third Subdivision
School

d. Fourth Subdivision

e. Fifth Subdivision

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

20. 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.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Elaine G. Beraza
Director, DDESS and DoDDS Cuba

Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position
OPM PCS for Secretarial Work, GS-0318, Jan 1979.

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.

Typed Name and Title of Official Taking Action
Laura Perkins
Chief, Classification and Compensation

Signature *Laura J Perkins* Date 1/31/26

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

24. Remarks
This is a career ladder position. The incumbent performs the same duties and responsibilities as the full performance position; however, the incumbent receives closer supervision (Factor 2), performs less complex duties (Factor 4), and has a more limited scope of assignment (Factor 5).
FPL = GS-06

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