

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. <b>S9300</b>		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>0001</b>	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management		<b>Tech Assistant</b>			<b>YB</b>	<b>0326</b>	<b>01</b>	<b>sj</b>	<b>4/15/05</b>
b. Department, Agency or Establishment		<b>Office Automation</b>			<del>GS</del>		<del>06</del>		
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(If different from official title)</i>					17. Name of Employee <i>(If vacant, specify)</i>				
18. Department, Agency, or Establishment <b>Department of Defense Education Activity</b>					c. Third Subdivision				
a. First Subdivision <b>Area</b>					d. Fourth Subdivision				
b. Second Subdivision <b>District</b>					e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>				
20. <b>Supervisory Certification.</b> <i>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</i>					<i>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.</i>				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature					Signature				
Date					Date				
21. <b>Classification/Job Grading Certification.</b> <i>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.</i>					22. Position Classification Standards Used in Classifying/Grading Position <b>DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920</b> <b>GS-0326, TS 100, Nov 90</b> <b>OA GLG, TS 100, Nov 90</b>				
Typed Name and Title of Official Taking Action <b>LAURA J. PERKINS</b> <b>Chief, Classification and Compensation</b>					<b>Information for Employees.</b> 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.				
Signature <i>Laura Perkins</i>					Date <i>4/15/05</i>				
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
This standardized position description for Office Automation Tech, YB-0326-01, is appropriate for use in any District Superintendents Office. PD #S9301 is abolished as it can be accommodated within the YB-01 pay band.									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian incumbents stationed in 13 foreign countries overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependent's Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the "stateside" component. DoDEA currently operates over 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Office Automation Tech, YB-0326-01 is appropriate for use at any DoDEA District Superintendent's Office (DSO). The purpose of the position is to perform advanced office automation work, including word processing, and a variety of clerical functions in support of the district to which assigned.

**MAJOR DUTIES**

The incumbent prepares varied documents with complex formats, such as special reports, briefings, newsletters, brochures, flyers, and manuals using advanced functions of word processing, desktop publishing, and other software types. Incorporates data from diverse sources and converts the information into a format compatible with the software being used for the end product. Applies publishing capabilities to enhance the impact and effectiveness of reports, presentations, briefing material, and training material. Determines the appropriate page arrangement and spacing for a document based on the nature of the subject matter being prepared and its intended use. Resolves problems involving the interpretation of drafts by contacting the originator or by relying on previous experience. Edits material to correct grammar, punctuation, spelling, and format.

Provides essential office automation support through knowledge and use of the capabilities, operating characteristics, and advanced functions of a variety of different software types to improve the efficiency and/or effectiveness of office operations. Duties cover a variety of work ranging in difficulty from routine word processing to the use of graphic and database programs for the proper presentation of information. Determines the type of software to be used for the specific job. Integrates data from various types of software to produce final products which are accurate and meet the needs of the office. Develops methods for automating recurring reports taking into consideration the multiple uses of the data presented. Establishes categories and formats and sets up detailed functional procedures needed to enter and retrieve the data in the form needed for the report. Keeps district clerical personnel informed and instructed on proper clerical and administrative procedures. Serves as the district's point of contact regarding the best use of various office automation software programs.

Develops and maintains various spreadsheets, setting up proper format and categories to effectively organize and manipulate data. Develops and maintains a library of macros to execute functions automatically. Updates, revises, calculates, and retrieves information to meet office needs and for special non-standard reports. Incorporates data from other types of software into spreadsheet format. Exports spreadsheet data for use in other types of software.

Develops methods for automating administrative and special reports using a variety of software packages. Develops and/or modifies database management systems to track various actions and similar functions. Applies judgment in selecting the most appropriate software to meet office requirements. Inputs, updates, and verifies accuracy of data entered. Uses system query language to retrieve recurring and one-of-a-kind reports that are required by the district.

Performs a variety of administrative support duties such as making travel arrangements, hotel and flight reservations; notifies organizations and officials to be visited; submits travel vouchers for consultants, trainers, district staff and school officials; makes arrangements for workshops and in-service training to include locating and reserving appropriate and available locations; locates and assembles information for various reports, briefings, conferences, etc.; follows up with staff members to insure various commitments made at conferences and meetings are met, designs and organizes filing systems, and conducts briefings on travel requirements, as necessary.

Acts as the timekeeper backup by maintaining time, attendance, and leave records to ensure time cards are properly transmitted; prepares, issues, and maintains the ration control cards system for all DSO employees; provides backup support to the School Information Assistant by providing military and civilian sponsors assistance in enrollment preparation and validation to include tuition collection and tracking; prepares tracking and interface with all newly assigned teachers; prepares application documentation for government identification (ID) cards, post passes, and the verification documentation of government employment to the local government for the new employees assigned to the district.

Maintains a database of the district's enrollment roll-up data, which is used to project manpower staffing and fiscal resources needed for the following school year.

Transmits, receives, and acknowledges electronic mail and messages. Checks transmittals for proper clearances. Prints and routes hard copies of incoming mail or routes electronically to other terminals or work stations as designated. Maintains electronic files of information for later retrieval as appropriate.

Performs other duties as assigned.

**FACTOR EVALUATION STATEMENTS**

Factor 1, Knowledge Required by the Position

FL 1-4, 550 points

Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of office automation software (e.g., word processing, desktop publishing, graphics, database, spreadsheet, communication) to prepare a variety of documents needed by the organization and to automate reports and recurring functions.

Ability to apply knowledge of software packages to devise new methods of office automation support and/or resolve problems with current automation methods.

Ability to access data in different software applications and import that data to compatible software packages.

Knowledge of substantive programs of the district as they relate to the clerical and administrative functions of the office sufficient to screen requests for information, personally provide authorized information from files and records or advise on established procedures, assemble information for use in reports, follow-up on commitments made in meetings, and refer non-routine requests to the appropriate staff member.

Knowledge of administrative and clerical rules, practices, and procedures applicable to the processing of forms and requests used in various office support tasks, such as time and attendance, travel, and preparation of government documents for military IDs, and ration cards.

Ability to work cooperatively with adults and students in order to direct questions/problems to appropriate resources when conflicts arise.

Factor 2, Supervisory Controls

FL 2-3, 275 points

The incumbent receives assignments with established objectives, priorities, and deadlines. Plans and completes work in accordance with established office procedures and office automation practices. Uses initiative to resolve problems encountered. Coordinates efforts with other personnel involved in or affected by new or revised procedures. Completed work is reviewed for technical soundness, usefulness, and conformance with office operating requirements.

Factor 3, Guidelines

FL 3-2, 125 points

The incumbent selects the most appropriate guidance from established procedures. Judgment is required either because the guides are numerous and similar, or because there are alternative procedures for accomplishing a function. Guidelines typically include software user manuals and tutorials, correspondence procedures, time and leave instructions, and sample work products. The supervisor is consulted if the existing guidelines cannot be applied or significant deviations are proposed.

Factor 4, Complexity

FL 4-3, 150 points

The work involves different and unrelated processes and methods and a variety of software types to prepare a variety of document types. Frequently, the work will involve integration of one or more software types for a final presentation. Decisions regarding what needs to be done and how to best accomplish the work are based on consideration of many factors that are varied and not always clearly established, such as the nature and capabilities of different software types, the general operations of the district such as source and timing of data and reports and the current and long range use of the data. Work involves analysis of the subject phase or issues involved in each assignment. The chosen courses of action are selected from many alternatives.

Factor 5, Scope and Effect

FL 5-2, 75 points

The incumbent follows established rules and procedures in collecting, organizing, and providing information. The incumbent's work affects the adequacy or acceptability of related processes or services, such as the way other employees document, receive, or transmit information, and increases the usefulness of the information involved. The work also affects the smooth operation of the clerical and administrative functions of the district.

Factor 6, Personal Contacts, and  
Factor 7, Purpose of Contacts

FL 6-2/7-B, 75 points

The incumbent regularly meets with personnel from within and outside the immediate organization, as well as with parents and students.

The purpose of contacts is to provide, receive, or develop information; to identify problems or issues, and/or to coordinate work efforts.

Factor 8, Physical Demands

FL 8-1, 5 points

The work is basically sedentary, but involves some lifting and carrying of documents and other light items.

Factor 9, Work Environment  
points

FL 9-1, 5

The work is usually performed in a district office setting with adequate heating and ventilation. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.