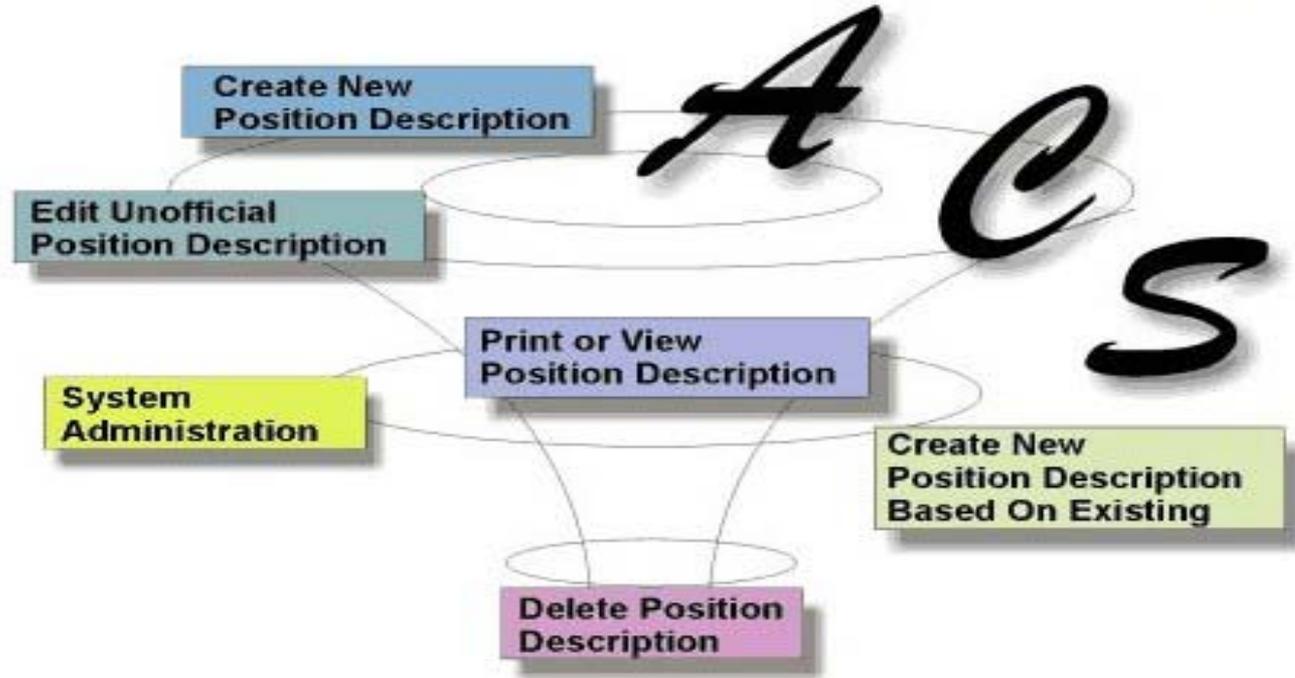




Automated Classification System



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	Logoff
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- [Change Password](#)
- [Create New Position Description|Edit Existing Position Description](#)
- [Print Position Description|Delete Position Description](#)
- [Create New Position Description Based on Existing](#)
- [System Administration](#)



Automated Classification System



Principal Objective

Please type the principal objective in the box below. There is a limitation of 400 characters (including spaces and punctuations) for this field.



Save 'In progress' PD



Automated Classification System



Select Career Path

- ZP** Scientific and Engineering
- ZT** Scientific and Engineering Technician
- ZA** Administrative
- ZS** Support

Career Path Description

Administrative: two-grade interval positions in such administrative and managerial fields as finance, procurement, personnel, librarianship, public information, and program management and analysis; student positions for training in these



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- ACS Home**
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Automated Classification System

Select Series

Series Title

0301 Administrative Specialist

Series Description

Performs or manages administrative work not classifiable in a more specific series. Requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

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Automated Classification System

Select Band

Band Number

General Duties and Responsibilities for Selected Band:

Serves as the policy & planning auth. & the expert advisor to top managers & outside officials on a mgmt. function or major extramural program for a bureau or major line component; develops recommends, & implements policies that

Knowledge, Skills and Abilities for Selected Band:

Authoritative mastery of all aspects of a major management function, incl. concepts, laws, & public policy issues; ability to assess the political & institutional environment; ability to analyze & relate complex variables to a specific

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Automated Classification System



Select Official Position Title

Official Position Title

Administrative Specialist

Title Description

Performs or manages administrative work not classifiable in another occupational series.



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A vertical sidebar with a blue gradient background and rounded corners. It contains four buttons: "ACS Home" with a house icon, "ACS Help" with an "ACS" icon, "Logoff" with a checkmark icon, and "Main Menu" with a document icon.

Select Specialty Descriptors



1. Search for Specialty Descriptors

Use one or more of the search methods below to find specialty descriptor codes related to your position. Click the radio button next to the search method. To search by Series Family, select the series family from the list box. To search by keyword, type in a keyword and click 'Search Now'. The Keyword search will search by matching roots or word prefixes in Specialty Descriptor title.

After a search method has been determined scroll down to #2 Add up to 3 Specialty Descriptors. Click on the Specialty Descriptor Code and Title drop box. Select a descriptor to view.

by Series Number 0301

by Series Family

by Keyword

2. Add up to 3 Specialty Descriptors

Select a specialty descriptor from the pick list and click ADD to add it to the selection box in section 3.

Specialty Descriptor Code and Title

Select Specialty Descriptor	▼
Select Specialty Descriptor	▲
030100 International Standards Administrative Specialist	
030101 Habitat Policy	
030131 Telecommunications Standards Support	
030151 Architectural and Facilities Management	
030162 Confidential Liaison	
030163 Financial Disclosure Reports	
030164 Human Resources Automation Systems	
030170 Operations Policy	
030175 Institute Operational Policies	
030180 Operations Management	▼

2. Add up to 3 Specialty Descriptors

Select a specialty descriptor from the pick list and click ADD to add it to the selection box in section 3.

Specialty Descriptor Code and Title

030170 Operations Policy

Specialty Description

Anticipates management problems and devises solutions in the form of operational policies to ensure that the technical programs are carried out with maximum efficiency and adhere to established laws and regulations. Identifies

Add Specialty Descriptor

3. Confirm Selections

Your selections appear below. To delete a selection, highlight it and click DELETE.

Click DONE when you are finished.

Selected Specialty Descriptors

Selected Specialty Descriptors

Delete Selection

Done

Back

Cancel

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Automated Classification System



Key Phrases

Please type position-specific key phrases in the box below. There is a limitation of 400 characters (including spaces and punctuations) for this field.

This is an unlikely combination of duties.

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Automated Classification System



Supervision Exercised

- Less Than 25% - Employee does not meet supervisor titling criteria.
- Greater Than or Equal to 25% - Employee performs full range of supervision at least 25% of the time.



Save 'In progress' PD





Supervisory Responsibilities

Does the employee perform technical and administrative supervision that includes, as a minimum, all of the following?

1. Assigns and reviews work daily, weekly, or monthly.
2. Assures production and accuracy requirements are met.
3. Approves leave.
4. Evaluates work performance of subordinates.
5. Exercises four or five of the following:
 - Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work.
 - Assigns work to subordinates based on priorities, and prepares schedules for completion of work.
 - Gives advice, counsel, or instruction to employees on both work and administrative matters.
 - Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions.
 - Hears and resolves complaints from employees, referring group grievances, and more serious unresolved complaints to higher level supervisor or manager.
 - Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases.
 - Identifies developmental and training needs of employees, providing or arranging for needed development and training.
 - Finds ways to improve production or increase the quality of the work directed.
 - Develops performance standards.

Yes

No

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Automated Classification System



Employee Name (leave blank for vacancy)

Employee Last Name:

Employee First Name:

Employee Middle Initial:



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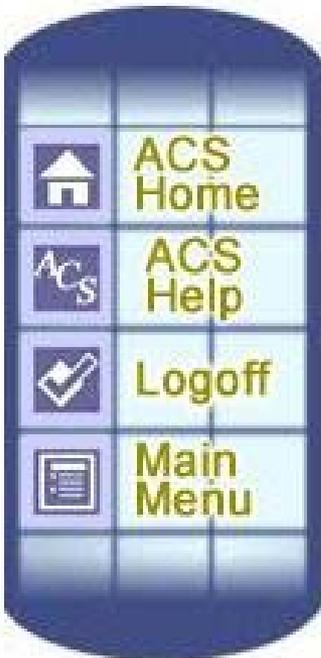
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Automated Classification System



Position Requirements



Does this position require the operation of a Federal motor vehicle? Yes No

Is this position involved in activities requiring submission of SF450, Confidential Financial Disclosure Form? Yes No

Does this position have physical requirements other than those identified in SF177, Statement for Physical Ability or Light Duty Work? Yes No



Cancel



Save 'In progress' PD



Automated Classification System



Position Sensitivity

Level of Sensitivity

Noncritical sensitive

Sensitivity Description

Position with potential for SOME TO SERIOUS DAMAGE to national security, including a position with access to CONFIDENTIAL or SECRET national security materials or with duties that may adversely affect agency national security

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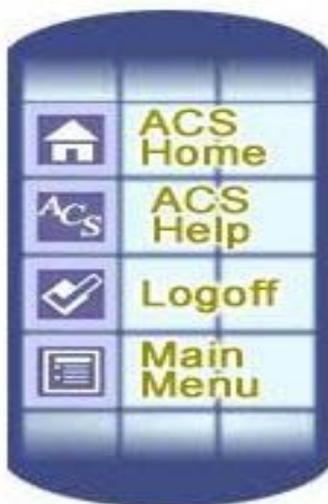
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Automated Classification System



Review Screen



AC#: 510020020141

Preparation Date: 8/6/2002

Org. Name: OFFICE OF THE SECRETARY

Line Office:

Incumbent Name: VACANCY

Career Path: ZA **Series:** 0301 **Band:** 4

Title: Supervisory Miscellaneous Administration

Principal Objective:

Write a PD

Series Definition:

Performs or manages administrative work not classifiable in a more specific series. Requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

General Duties and Responsibilities:

Serves as the policy & planning auth. & the expert advisor to top managers & outside officials on a mgmt. function or major extramural program for a bureau or major line component; develops recommends, & implements policies that lead directly to the accomplish. of major programs; or serves as the principle admin. advisor to the head of a major line component with operational respons.for budget, proc., personnel,&/or other admin. functions; or spends at least 25% of time superv. a signif. workload of admin. work, at least 25% of which has career ladder to PB III.

Knowledge, Skills, and Abilities:

Authoritative mastery of all aspects of a major management function, incl. concepts, laws, & public policy issues; ability to assess the political & institutional environment; ability to analyze & relate complex variables to a specific policy issue and frame feasible options; and ability to represent the organization and present controversial issues and recommendations orally and in writing; or ability to perform the full range of supervisory functions, including planning/assigning/reviewing work; providing or arranging training & development; and evaluating performance.

Edit Incumbent's Supervisory Responsibilities:

Employee performs full range of supervision at least 25% of the time.

Specialty Description(s):

99999 No specialty descriptors for this position.

Edit Position-Specific Key Phrases:

This is an unlikely combination of duties.

Edit Position Requirements:

There are no special requirements for this position.

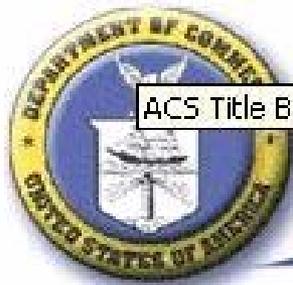
Edit Position Sensitivity:

This is a **Noncritical sensitive** position.



Cancel

Save and Return to PD Display



ACS Title Bar

Automated Classification System

Your position description has been saved

AC#: 510020020142

Preparation Date: 8/7/2002

Org. Name: OFFICE OF THE SECRETARY

Line Office:

Incumbent Name: VACANCY

Career Path: ZA **Series:** 0301 **Band:** 4

Title: Supervisory Administrative Specialist

Principal Objective:

Write a PD

Series Definition:

Performs or manages administrative work not classifiable in a more specific series. Requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

General Duties and Responsibilities:

Serves as the policy & planning auth. & the expert advisor to top managers & outside officials on a mgmt. function or major extramural program for a bureau or major line component; develops recommends, & implements policies that lead directly to the accomplish. of major programs; or serves as the principle admin. advisor to the head of a major line component with operational respons.for budget, proc., personnel,&/or other admin. functions; or spends at least 25% of time superv. a signif. workload of admin. work, at least 25% of which has career ladder to PB III.



Knowledge, Skills, and Abilities:

Authoritative mastery of all aspects of a major management function, incl. concepts, laws, & public policy issues; ability to assess the political & institutional environment; ability to analyze & relate complex variables to a specific policy issue and frame feasible options; and ability to represent the organization and present controversial issues and recommendations orally and in writing; or ability to perform the full range of supervisory functions, including planning/assigning/reviewing work; providing or arranging training & development; and evaluating performance.

Incumbent's Supervisory Responsibilities:

Employee performs full range of supervision at least 25% of the time.

Specialty Description(s):**022110 Position Classification**

Provides advice on the classification of positions according to kind of work, degree of responsibility, qualification requirements, and other factors described in the Position Classification Procedures; maintains position classification records, which describe appropriate pay systems, occupational groupings, titles, career paths, and pay bands.

030170 Operations Policy

Anticipates management problems and devises solutions in the form of operational policies to ensure that the technical programs are carried out with maximum efficiency and adhere to established laws and regulations. Identifies internal barriers to productivity, designs action plans to overcome these barriers and provide organizational mechanisms to optimize research creativity.

200310 Supply Program Management

Manages a supply program of several technical supply functions; analyzes, develops, evaluates, and promotes improvements in the policies, plans, methods, procedures, systems, and techniques of a supply activity.

Position-Specific Key Phrases:

This is an unlikely set of duties

Position Requirements:

There are no special requirements for this position.

Position Sensitivity:

This is a **Noncritical sensitive** position.

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