



United States  
Office of Personnel Management

**Office of Merit Systems Oversight and Effectiveness**  
*Digest of Significant Classification Decisions and Opinions*  
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**Standard:** [Administrative Officer, GS-0341](#) (August 1966)  
**Factor:** Series coverage  
**Issue:** Performance of one-grade interval work

### **Identification of the Classification Issue**

This issue arose from an agency request for an opinion from the Office of Personnel Management regarding the use of the GS-0341 Administrative Officer Series where the work assignments involved the personal performance of one-grade interval work, the individual elements of which were properly evaluated by comparison with criteria in one-grade interval standards such as GS-0203, GS-0561, GS-1106, etc.

### **Resolution**

The paramount qualifications required of positions properly covered by the GS-0341 series include an extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of an organization. The performance of work covered by this series requires a high order of analytical ability; the use of sound judgment and imagination in applying the practices, theories, techniques, and methodology of management in solving problems; the ability to communicate effectively, both orally and in writing; etc.

By comparison, one-grade interval work requires primarily a practical knowledge and understanding of administrative rules, regulations, procedures, and program requirements. These are usually applied on the basis of experience and familiarity with the organization and the assigned tasks.

Administrative Officer positions may involve either supervising or personally performing work in various areas, such as budget, data processing, management analysis, contracting, etc. Elements of the qualification requirements for specialists in these areas parallel those of the GS-0341 series. The GS-0341 standard recommends the GS-0201 Personnel Management Series, the GS-0343 Management Analysis Series, the GS-0505 Financial Management Series, and the GS-0560 Budget Administration Series for use in evaluating Administrative Officer positions. These are two-grade interval series, and the first full performance level for such positions is GS-9.

On the basis of the above facts, it was concluded that the GS-0341 Administrative Officer Series is intended to be used in classifying positions which meet the criteria of the series *and* have paramount work assignments of a personal or supervisory nature that are covered by two-grade interval series standards.