

1.1 Supervisory Extramural Support Program Specialist (GS-301-12)

Form III-3 Position Descriptions

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: Supervisory Extramural Support Program Specialist, GS-301-12.
(Employee Spvrs.)

Minimum Years Experience: One year of experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): N/A

Duties:

Serves as a first line MEO Employee Supervisor, supports all NIH scientific program development, scientific review, and grants management functions; coordinates logistical support; and manages data.

Abilities/Skills/Knowledge Required by the Position:

Ability to supervise and direct staff in order to accomplish numerous administrative, technical, and clerical functions in support of a wide variety of research grants and to lead them successfully marshaling their talents and abilities to accomplish specific goals within the timeframe required.

Ability to communicate effectively both orally and in writing applying a high level of empathy, tact, courtesy, and responsiveness in order to handle a variety of assignments simultaneously and to successfully meet their varying deadlines.

Knowledge of the goals, priorities and procedures of the NIH Grants, Review, and Program support functions to fully perform the responsibilities required and to effectively interrelate with other OER, MEO, IC Extramural staff, and representatives of recipient institutions.

Knowledge of Center of Scientific Review and IC assistance review cycle to advise others and evaluate performance.

Knowledge of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Skill in operating a personal computer with Microsoft Windows, Microsoft Word, and Microsoft Outlook scheduling software or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to use presentation software.

Supervisory Controls:

Incumbent works under the general supervision of the Hub Chief. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification of instructions is necessary, employee obtains such clarification on own initiative. Work products are reviewed for timeliness and consistency with objectives, instructions, guidelines, and precedents.

Guidelines:

With only general administrative policies and precedents to work with, incumbent uses references to general procedures, guides on the capabilities of available computer software, and regulations of the grants administration and support processes. Since the guidelines are not always directly applicable to every situation, the incumbent must exercise considerable initiative, originality, and judgment in interpreting and adapting them to deal with unique and unusual situations.

**MEO Employee Supervisor
Supervisory Extramural Support Program Specialist
GS-301-12**

I. Introduction

This position is located in the Office of Grants Support Services (OGSS), OER, OD, NIH, as part of the Government's Most Efficient Organization (MEO) that is responsible for providing administrative and technical extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent supervises employees who provide technical and clerical support and services to Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH staff is located in all of the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include supervision, support to all NIH scientific program development, scientific review, and grants management functions; as well as coordinating logistical support; and managing data. May be assigned to any of the various MEO Hubs or Task Units. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

The incumbent may perform any of the following types of duties:

**PROVIDES EMPLOYEE SUPERVISION
40%**

The incumbent has fully delegated personnel management responsibilities as an MEO first-line Supervisor. Subordinate staff consists of Extramural Support Assistants [GS-303], Grants Clerks [GS-303], Office Automation Clerks [GS-326], Office Machine Operators and Messengers [GS-350], and File Clerks [GS-305]. Federal employee grades range from GS-2 to GS-8. The incumbent writes position descriptions, initiates requests for filling personnel vacancies, interviews candidates for positions in the MEO; recommends candidate appointment, promotion, or reassignment; identifies developmental and training needs of employees; conducts performance evaluations, recommends incentive awards; effects minor disciplinary measures, such as warnings and reprimands; and proposes disciplinary actions in more serious cases. The incumbent is also responsible for approving/disapproving leave requests and resolving staff complaints and grievances. The incumbent of this position may be asked by the Hub Manager to plan work, set and adjust priorities, and prepare work schedules on a yearly basis, as well as find ways to improve production or increase the quality of the work in coordination with the Hub Manager and Task Units Leaders. Advises staff on work and administrative matters.

Allocates resources in support of assignments and monitors and evaluates both individual and MEO progress.

Oversees MEO internal controls to provide assurance that applicable technical and clerical responsibilities associated with the NIH research grants support are properly conducted and that there is efficiency, accuracy, and timeliness. The incumbent makes recommendations to the Hub Manager on ways to improve internal controls and may take a lead role in implementing such controls. May act on behalf of the Hub Manager, as requested.

The incumbent is responsible for furthering the goals of equal opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or physically challenged. Specifically, as supervisor, the incumbent initiates non-discriminatory practices and affirmative action for the area under his/her supervision in the following: 1. merit promotion of employees and recruitment and hiring of applicants; 2. fair treatment of all employees; 3. encouragement and recognition of employee achievements; 4. career development of employees; and 5. full utilization of their skills.

PROVIDES TECHNICAL AND ADMINISTRATIVE SUPPORT

20%

The incumbent serves as a key resource to the MEO Task Unit, Hub, and ICs. Is considered an authority in administrative and technical support of grants and research and development contract proposals, and is relied on to provide advice and counsel. The incumbent, along with other Supervisors and the Hub Manager, develops and implements new office procedures as necessary, identifying problem areas and making recommendations for solution. The incumbent is also responsible for assisting in the development of policy and procedure issuances and in commenting on or helping to write policy drafts by NIH and DHHS.

Reviews grant portfolios to provide information to external and internal requests for information. Initiates or responds to email queries. Supports and advises in the development of administrative initiatives and makes recommendations on the direction of new administrative guidance to grantees and investigators.

Coordinates within and across Task Units to provide information responsive to inquiries from within the NIH, or from outside parties. Participates in NIH committees and working groups. Represents the MEO organization on NIH or outside committees as necessary and appropriate.

COORDINATES LOGISTICAL SUPPORT

20%

Advises in the planning and implementation of unusual or difficult scheduling of workshops and conferences. May also assist by researching information on scientists to present at workshops, symposia, and meetings. Advises in the planning of new and unique agenda items for meetings / events and in securing meeting spaces. Advises on creative ways to collaborate with scientific staff to compile and distribute meeting minutes, reports, publications, agenda, and background information needed for conferences. Advises on complex administrative operations by reviewing internal logistical practices and procedures and recommending areas for improvement, and serving as the top point of contact for grantees seeking information and assistance, where all other efforts have failed. Collaborates with Program Directors, Scientific Review Administrators, Grants Management Officers/Specialists, and Task Leaders to develop improved procedures and to ensure that requirements are met accurately and in a timely fashion.

MANAGES DATA

20%

Advises on complex efforts pertaining to updating public and internal websites, preparing reports, and maintaining specialized databases. Stays updated on work done by MEO staff who serve as liaison to various information technology working groups developing specialized applications for extramural research.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required by the Position

Ability to supervise and direct staff in order to accomplish numerous administrative, technical, and clerical functions in support of a wide variety of research grants and to lead them successfully marshaling their talents and abilities to accomplish specific goals within the timeframe required.

Ability to communicate effectively both orally and in writing applying a high level of empathy, tact, courtesy, and responsiveness in order to handle a variety of assignments simultaneously and to successfully meet their varying deadlines.

Knowledge of the goals, priorities and procedures of the NIH Grants, Review, and Program support functions to fully perform the responsibilities required and to effectively interrelate with other OER, MEO, IC Extramural staff, and representatives of recipient institutions.

Knowledge of Center of Scientific Review and IC assistance review cycle to

advise others and evaluate performance.

Knowledge of administrative and evaluative techniques or methods used in improving the efficiency of administrative, technical, and information management procedures.

Skill in operating a personal computer with Microsoft Windows, Microsoft Word, and Microsoft Outlook scheduling software, or equivalent software, as necessary.

Ability to understand and manipulate spreadsheets and databases, as well as the ability to use presentation software.

Factor 2: Supervisory Controls

Incumbent works under the general supervision of the Hub Manager. Work assignments are outlined in broad terms and plans are developed jointly. Incumbent is relied upon to suggest concrete solutions to broadly stated problems. When clarification of instructions is necessary, employee obtains such clarification on own initiative. Work products are reviewed for timeliness and consistency with objectives, instructions, guidelines, and precedents.

Factor 3: Guidelines

With only general administrative policies and precedents to work with, incumbent uses references to general procedures, guides on the capabilities of available computer software, and regulations of the grants administration and support processes. Since the guidelines are not always directly applicable to every situation, the incumbent must exercise considerable initiative, originality, and judgment in interpreting and adapting them to deal with unique and unusual situations.

Factor 4: Complexity

This position requires supervising others, searching the scientific literature and databases, as well as analyzing programs, preparing reports, developing new plans and criteria, and gaining acceptance of new work procedures and standards. As first-line supervisor, the incumbent handles the most complex matters not resolved by others. The development of new standards may be complicated by new requirements, conflicting written guidelines and technological changes in computer equipment or software.

Factor 5: Scope and Effect

Directs complex administrative, technical, and clerical support of numerous biomedical and behavioral grants research programs of the NIH, which has a large number of professional, scientific employees and multiple public health-

oriented missions with global impact. The work product affects not only the grants support operations of the MEO, but also the ability of the entire NIH extramural program to conduct research administration, as well as private and public researchers, which may have a profound effect on the nature and direction of biomedical research nationwide.

Factor 6: Personal Contact

Contacts include staff of CSR, IC Program Directors, Grants Management Officers / Specialists, Scientific Review Administrators, leading members of the scientific and medical fields; business officials of universities and research institutions, professional, civic, and voluntary health organizations; representatives from Federal, state and local governments; and Congressional staff members, employees of educational organizations, volunteer agencies, and the general public, as well as Hub Manager, other Supervisors, and Task Unit members. Such contacts may be informal, occur in conferences and meetings, in person or by telephone, and sometimes may require non-routine or special preparation.

Factor 7: Purposes of Contacts

The purpose of contacts is to negotiate or persuade others in solving problems in the administration and support of grants and contracts, as well as to provide advice regarding applicable regulations and provisions. Since many of the personal contacts have widely diverse viewpoints, the incumbent must be able to resolve differences through skillful negotiations and compromise techniques or through the development of appropriate and realistic alternatives. Supervisory contacts require staff coordination, integration, and consolidation of numerous and complex technical support services.

Factor 8: Physical Demands

Walking, bending, and lifting not to exceed 30 pounds. Travel to meetings and other NIH buildings.

Factor 9: Work Environment

This position is located in an office setting.

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda		5. Duty Station Bethesda		6. OPM Certification No.				
Explanation (Show any Position replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code				
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position # <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input 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		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		Supervisory Extramural Support Program Specialist				GS	301	12	DAK	6-9-03		
d. First Level Review												
e. Recommended by Supervisor or Initiating Office		Supervisory Extramural Support Program Specialist				GS	301	12	DAK	6/9/03		
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacancy, specify)						
18. Department, Agency, or Establishment DHHS						c. Third Subdivision OER						
a. First Subdivision NIH			b. Second Subdivision OD			d. Fourth Subdivision OGSS			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 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)						
David Mineo, Chief, Grants Management Officer, NIDDK, NIH												
Signature David L Mineo			Date 6/9/03			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 General Schedule Supervisory Guide, TS-52, 3/81. Administrative Analysis Grade-Evaluation Guide, TS-98, 8/90.						
Typed Name and Title of Official Taking Action						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.						
Signature Luis A. Arvelo			Date 6-9-03									
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)												
b. Supervisor												
c. Classifier												
24. Remarks												
FPL=GS-12												
25. Description of Major Duties and Responsibilities (See Attached)												