

## 1.1 Supervisory Extramural Support Program Specialist (GS-301-13)

### Form III-3 Position Description

**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-301-13. (Hub Manager)

**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:**

Supervises Hub and Quality Control supervisors and staff. Supports all NIH scientific program development, scientific review, and grants management functions; as well as 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 marshalling 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.

Authoritative 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.

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

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

Thorough knowledge of NIH grants regulations, policies and precedents.

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 MEO Director. 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 Hub Manager  
Supervisory Extramural Support Program Specialist  
GS-301-13**

**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 an MEO Hub which consists of Workload and Quality Control, and Task Unit employees who provide administrative, 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. (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 HUB EMPLOYEE SUPERVISION**

**40%**

The incumbent has fully delegated personnel management responsibilities as an MEO Hub Manager and second-line supervisor. Subordinate staff consists of Employee Supervisors [GS-301], Workload and Quality Control Specialists [GS-301], 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-12. The incumbent writes position descriptions; initiates requests for filling personnel vacancies; interviews candidates for positions in the Hub; 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 or disapproving leave requests and resolving staff complaints and grievances. Through coordination with the MEO Director and first-line supervisors, incumbent plans and assigns work, sets and adjusts priorities, prepares work schedules, and finds

ways to improve production or increase the quality of the work. Advises staff on work and administrative matters.

Additionally, the incumbent establishes long-term goals and objectives for the Hub in meetings with the Director and other Hub Managers. Allocates resources in support of assignments and monitors and evaluates both employee supervisors and Hub progress.

Oversees Hub internal controls to provide assurance that applicable administrative, 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 MEO Director on ways to improve internal controls and may take a lead role in implementing such controls. May act on behalf of the MEO Director, 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 the central resource to the 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 the MEO Director and other Hub Managers, 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 the most complex and unique 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 Hubs 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 complex meetings, workshops, and conferences. Advises in the planning of new and unique agenda items for meetings / events and in securing meeting spaces. May advise on creative ways to collaborate with scientific staff to compile and distribute agenda and background information needed for conferences. Advises on very complex administrative operations by reviewing internal logistical practices and procedures, recommending areas for improvement, and serving as the top Hub point of contact for NIH staff seeking information and assistance. Collaborates with Program Directors, Scientific Review Administrators, Grants Management Officers/Specialists, and Hub Staff to develop major improvements in administrative procedures and to ensure that requirements are met accurately and in a timely fashion.

### **MANAGES DATA**

**20%**

Advises on the most complex and unique efforts pertaining to updating public and internal websites, preparing reports, and maintaining specialized databases. Stays updated on work done by Hub 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 marshalling 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.

Authoritative 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.

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

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

Thorough knowledge of NIH grants regulations, policies and precedents.

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 Microsoft Excel spreadsheets and Microsoft Access databases, as well as the ability to prepare PowerPoint presentations.

## **Factor 2: Supervisory Controls**

Incumbent works under the general supervision of the MEO Director. 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 second-line supervisor, the incumbent handles the Hub's most unique and 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 Hub, but also the ability of the entire NIH extramural program to conduct research administration, as well as private and public researchers.

#### **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 the MEO Director, other Hub Managers, Employee Supervisors, Task Leaders, and all other MEO staff 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 grant 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 administrative and 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:  Redescription  New  Reestablishment  Other

3. Service:  Hdqtrs.  Field

4. Employing Office Location: **Bethesda**

5. Duty Station: **Bethesda**

6. OPM Certification No. \_\_\_\_\_

7. Fair Labor Standards Act:  Exempt  Nonexempt

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

9. Subject to 1A Action:  Yes  No

10. Position Status:  Competitive  Excepted (Specify in Remarks)

11. Position is:  Supervisory  Managerial  Neither

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

13. Competitive Level Code \_\_\_\_\_

14. Agency Use \_\_\_\_\_

15. Classified/Graded by: \_\_\_\_\_

Official Title of Position: **Supervisory Extramural Support Program Specialist**

Pay Plan: **GS** Occupational Code: **301** Grade: **13**

Initials: **MA** Date: **6-9-03**

16. Organizational Title of Position (if different from official title): **Supervisory Extramural Support Program Specialist**

17. Name of Employee (if vacancy, specify): **(FPL) 6/9/03**

18. Department, Agency, or Establishment: **DHHS**

a. First Subdivision: **NIH**

b. Second Subdivision: **OD**

c. Third Subdivision: **OER**

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 \_\_\_\_\_

a. Typed Name and Title of Immediate Supervisor: **David Mineo, Chief, Grants Management Officer, NIDDK, NIH**

Signature: *David P. Mineo* Date: **6/9/03**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

21. Classification/Job Grading Verification. 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. \_\_\_\_\_

Typed Name and Title of Official Taking Action: **Luis A. Arvelo, Human Resources Specialist, OHR, NIH**

Signature: *Luis A. Arvelo* Date: **6-9-03**

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.**

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.

23. Position Review

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

24. Remarks \_\_\_\_\_

FPL=GS-13

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

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