



## Social Security Administration SSA-801 - Position Description

1. Position Description #:	<b>9E563 (S*****) / 9E567 (T*****)</b>											
2. Official Title:	<b>Personal Assistant</b>											
3. Pay Plan/Series/Grade:	<b>GS-303-02</b>											
4. Organizational Title:												
5. Classified/Graded By:	KH			Date:	12/29/08							
6. Organizational Location:	SSA, Various Components											
7. Number of Allocations:	5											
8. Reason for Submission:	<input checked="" type="checkbox"/>	New	<input type="checkbox"/>	Redescription	<input type="checkbox"/>	Reestablished	<input type="checkbox"/>	Other				
9. Service:	<input checked="" type="checkbox"/>	Headquarters	<input type="checkbox"/>	Field								
10. Employing Office:	Baltimore, MD			11. Duty Station:	Various							
12. Fair Labor Standards Act:	<input type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>	Non-Exempt								
13. Financial Statement Required:	<input type="checkbox"/>	Executive Personnel Financial Disclosure			<input type="checkbox"/>	Employment and Financial Interests						
14. Position Status:	<input type="checkbox"/>	Competitive	<input checked="" type="checkbox"/>	Excepted (Specify in Remarks)	<input type="checkbox"/>	SES (Gen)		<input type="checkbox"/>	SES (CR)			
16 Supervisory/Leader Status:	<input type="checkbox"/>	Supervisory	<input checked="" type="checkbox"/>	Non-Supervisory	<input type="checkbox"/>	Team Leader		<input type="checkbox"/>	Work Leader			
17. Sensitivity:	<input checked="" type="checkbox"/>	Non Sensitive/ Low Risk	<input type="checkbox"/>	NonCritical Sensitive	<input type="checkbox"/>	Critical Sensitive	<input type="checkbox"/>	Special	<input type="checkbox"/>	Moderate Risk	<input type="checkbox"/>	High Risk
	<input type="checkbox"/>	1C AIS	<input type="checkbox"/>	2C AIS	<input type="checkbox"/>	3C AIS	<input type="checkbox"/>	4C AIS	<input type="checkbox"/>	5C AIS	<input type="checkbox"/>	6C AIS
18. Competitive Level:												
19. <b>Supervisor Certification.</b> 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 the false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>REQUIRED</b>						Typed Name/Title of Immediate Supervisor:						
						Signature of Immediate Supervisor and Date:						
20. Higher Level Management Concurrence ( <b>Optional</b> )						Typed Name/Title of Higher Level Manager: Linda A. Jackson, Director Center for Disability Services, OCREO Signature of Higher Level Manager and Date: /s/ 12/23/08						
21 <b>Allocation Certification</b> I certify that each incumbent will perform the grade controlling duties and responsibilities of this position for a substantial amount of time (i.e., 25% or more). <b>REQUIRED for Non-Supervisory GS-14 &amp; Below</b>						Typed Name/Title of Delegated Authorizing Official for Non-Supervisory GS-14 and Below:  Signature of Delegated Authorizing Official and Date						
22. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards and authorize establishment of the position..												
Typed Name/Title of Official Taking Action: Kary Hattaway, HR Specialist (CLFSN), OPE/CCOM						Signature of Official Taking Action and Date: /s/ 12/29/08						
23. Typed Name/Title of Delegated Official for GS-15/ SES:						Signature of Delegated Authorizing Official for GS-15/SES and Date:						
24. Standards and information on application are available in the personnel office. Position Classification Standards used in Classifying Position and date issued:												
25. Remarks: *Schedule A authority 5 CFR 213.3102 (11)												
26. Description of Major Duties and Responsibilities (See Attached)												

**Personal Assistant**  
**GS-303-02**  
**#9E563 (S\*\*\*\*\*)**  
**#9E567 (T\*\*\*\*\*)**

**Duties**

Serves as personal assistant for physically disabled employee(s). Also, on a regular and recurring basis, assists the supervisor and staff engaged in a variety of projects and assignments.

- Provides a variety of services to physically disabled employees involving support in work-related duties. Assistant duties relate to the personal reasonable accommodations needed for the qualified employees to experience the same rights and benefits as non-disabled employees.
- Performs incidental activities and collateral assignments to assist the disabled individual with the required functions of the position. These job-related duties may accommodate architectural transportation/mobility and communication barriers needed to perform the job.
- Assists in the organizing and maintenance of files and manuals, photocopying, and help with other duties requiring physical demands according to the dexterity or disability of the employee.
- Ensures the personal needs of the physically disabled employee are met. This includes services pertaining to communication, travel/movement, and related needs.
- Assists in emergency type situations (fire drills, illness, building evacuation, etc.).

When not assisting the disabled employee, performs miscellaneous clerical support functions such as:

- sorting mail;
- filing folders;
- ordering supplies;
- photocopying;

**Factor 1 - Knowledge Required by the Position**

General knowledge of functions that pertain to the assignment area.

Knowledge of applicable fire and safety regulations for the work area in order to aid the disabled employees in case of an emergency.

Knowledge of grammar, spelling, punctuation, and format, sufficient to prepare and review documents.

Knowledge of the office files and the purpose and content of documents in the files. Knowledge of clerical steps in processing documents, filing, and retrieving information and preparing reports.

Basic knowledge of technical information and vocabulary used by the employee(s) in the performance of duties.

Knowledge of basic office equipment, e.g., photocopier, personal computer, calculator, etc., to assist disabled employees(s).

Skill to develop and maintain personal one-on-one relationships with tact and courtesy to provide personal assistance for physically disabled employees.

## **Factor 2 - Supervisory Controls**

The supervisor will make the determination as to the need for the personal assistant in all work situations. The supervisor determines when the personal assistant accompanies a disabled employee in off-site training or conferences where reasonable accommodations are unavailable.

The supervisor oversees the completion of all work and determines if the needs of the disabled employee are being met. The supervisor also assures that the interpersonal relationship between the two is harmonious as this is essential to the effective flow of dialogue between the personal assistant and the disabled individual being assisted.

The supervisor assigns clerical support duties and advises the incumbent of changes or revisions in established procedures. The incumbent is responsible for accomplishing day-to-day work. Originators provide instructions for new or unusual assignments. Clerical work is closely controlled and checked both during progress and when completed for accuracy, comprehensiveness, and adherence to instructions and established procedures.

## **Factor 3 - Guidelines**

Guidelines include detailed procedural guides such as instructions, regulations, manuals, established practices, etc., used by the disabled employee. The assistant's judgment is limited to choosing the proper guide or instruction for each task or operation. Such choices are easily made because the assigned tasks recur and are limited in variety.

The incumbent adheres to proper usage of the English language using terminology and descriptions related to the work of the disabled employee. The incumbent must operate under the provisions of the Privacy Act in dealing with sensitive materials.

## **Factor 4 - Complexity**

The personal assistant will provide services on a one-to-one basis in formal and informal settings. Work consists of several related tasks, steps, or operations. Choices regarding what needs to be done are limited because the work typically consists of a series of prescribed steps performed in the same or slightly varied sequence.

#### **Factor 5 - Scope and Effect**

The purpose of work is to facilitate reasonable accommodation for the disabled employee and to provide support to other employees in the office. The work may affect the timeliness and efficiency of office operations.

#### **Factor 6 - Personal Contacts**

Contacts are with the disabled employee, the supervisor, and fellow employees with whom the individual must have contact in the performance of official duties.

#### **Factor 7 - Purpose of Contacts**

Contacts are to exchange information about the tasks or methods to use to complete an assignment. Contacts are to receive and exchange information to ensure that the personal needs of the assigned disabled incumbent are met.

#### **Factor 8 - Physical Demands**

The employee must be able to provide mobility assistance to disabled employees. This includes lifting and steadying of disabled and immobile employees. Assisting disabled employees through environmental, transportation, and communication barriers and with other physical demands as determined by the dexterity and/or disability of the disabled employee(s).

#### **Factor 9 - Work Environment**

Work is performed in an office setting.