

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                      #2: --                      #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. 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)			
Signature		Date	Signature		Date	
23. 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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date	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.	
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD**

**PD# DF01900**

**Classification: Auditor, GS-511-7**

**Targeted Position: Auditor, GS-511-9, PD#: DF02000**

**Introduction**

This position is located in an operating office within a bureau or equivalent organization within the Department of the Interior (DOI). The position is a trainee-level auditor that participates in planning and performing various audits, inspections, negotiations, evaluations and/or attestation engagement assignments as a member of a team.

**Duties**

Participates in planning moderately complex audits which include reviewing and evaluating procedures or programs for economy, efficiency, and effectiveness; and determining the extent of compliance with laws and regulations. Some positions may be required to issue enforcement actions when non-compliance occurs, including Notices of Violation and Cessation Order to coal operators. Collection of payment for may be necessary for enforcement of abatement action(s).

Participates in planning moderately complex projects which include reviewing examining cost proposal and/or accounting systems and determining the extent of compliance with contract terms as well as laws and regulations.

Participates in the identification of findings and independently carries out recurring assignments. In conjunction with guidelines and supervisor involvement, assures that work performed adequately supports the conclusions reached on the basis of: best practices or other rationales that contribute to positive program results; sufficiency of testing as well as compliance with quality standards established within DOI or organizational policy and procedures and Generally Accepted Government Auditing Standards (GAGAS); and/or develops practical recommendations for corrective action.

Prepares, within assigned areas, narrative and statistical reports, and briefing materials covering review findings. Tracks and maintains multiple documents essential to the assignment.

Briefs team leader and/or internal management officials on findings, explains the significance of conclusions, and makes recommendations for corrective action.

Attends meetings with client/management officials.

Performs other similar duties as assigned.

**Factor 1 - Knowledge Required by the Position** **Level 1-6** **950 points**

Professional knowledge of accounting and auditing concepts, principles, and methods sufficient to work independently using conventional procedures and practices to assist with performance, contractual, and financial audit and evaluation/examination assignments.

Knowledge of qualitative and quantitative analytical techniques to identify, consider, and resolve issues or problems related to the subject matter of audit.

Knowledge of theory and principles of management and organization including administrative practices and procedures common to organizations.

Knowledge of Generally Accepted Auditing Standards (GAGAS).

Knowledge of Federal Acquisition Regulations (FAR), Uniform Guidance (UG), Cost

Accounting Standards (CAS), and/or the Code of Federal Regulations to plan and conduct federal government contract audits and/or government financial assistance audits.

Knowledge of regulations, policies and procedures related to program evaluations and inspections.

Knowledge of Federal appropriations laws, environmental statutes, and other government-wide management reform initiatives.

Skill in written communication to produce narrative reports on findings.

Skill in oral communication to brief team leaders and explain findings.

**Factor 2 - Supervisory Controls** **Level 2-2** **125 points**

The incumbent and the supervisor (or team leader) develop an acceptable work plan which typically includes identification of work to be done, the scope of assignments, and deadlines for completion. For any new, difficult, or unusual assignments, the supervisor may also provide additional instructions, suggestion for work methods, and/or advice on other sources available for additional information. The employee carries out recurring assignments, but refers deviations, problems, or unfamiliar situations to the supervisor for assistance. The incumbent informs the supervisor or potentially controversial findings, issues, or problems. Completed work is reviewed by the supervisor to assure that work papers are technically accurate and that methods used are in compliance with instructions and established procedures.

**Factor 3 - Guidelines** **Level 3-2** **125 points**

Guidelines consist of established precedents, standards, laws, regulations, and DOI/organizational policy and procedures. The employee must use judgment in choosing

between guidelines which are specific to most work situations. Situations to which the guidelines cannot be applied or which appear to deviate widely from the established guidelines are referred to the supervisor or team leader.

**Factor 4 - Complexity** **Level 4-3** **150 points**

The work involves applying different qualitative and quantitative processes and methods and discerning interrelationships in elements related to the audit/evaluation. Information or data used in the audit/evaluation/examination comes from a variety of sources and may not be readily available. Decisions regarding which methods will be used to analyze information must be made after determining the nature and availability of source material and exploring possibilities for obtaining alternative information.

**Factor 5 - Scope and Effect** **Level 5-2** **75 points**

The purpose of the work is primarily to provide assistance to experienced staff performing a wide range of audits/evaluations/examinations. Assignments are varied and consist of collecting and assembling information in accordance with established criteria or instructions. The effect of the work impacts the timeliness, accuracy, and reliability of the audit/evaluation/examination. Ultimately, the work performed by the incumbent affects the performance and operations of Department, bureau, and field offices, and in some cases other Federal agencies.

**Factor 6 and 7 - Personal Contacts and Purpose of Contacts** **Level 2-A** **45 points**

Contacts are primarily with employees both within and outside the immediate organization who are engaged in different missions, functions, and kinds of work.

The purpose of contacts is to obtain facts or information needed.

**Factor 8 - Physical Demands** **Level 8-1** **5 points**

The work is primarily sedentary but may involve periodic or frequent travel by air or surface modes of transportation.

**Factor 9 - Work Environment** **Level 9-1** **5 points**

The work is usually performed in an adequately lit, heated, and ventilated office setting.

**Total Points = 1480**

**GS-7 grade range (1355-1600)**