

**IBC GS-0341 Administrative Officer Cluster  
Final**

Approved by the Competency Model Review Board 06/03/15

Competency	Definition	Proficiency Level			Remarks
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Decision Making	Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations to accomplish organizational goals; causes change.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	

<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>			<b>Remarks</b>
Organizational Awareness	Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Planning and Evaluating	Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Technical Competency- Administration and Management	Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	
Technical Competency- Financial Management	Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.	<u>GS-5-10</u> 3	<u>GS-11-13</u> 4	<u>GS-14-15</u> 5	

### **Proficiency Level Definitions:**

**1 = Awareness:** Applies the competency in the simplest situations; requires close and extensive guidance; demonstrates awareness of concepts and processes.

**2 = Basic:** Applies the competency in somewhat difficult situations; requires frequent guidance; demonstrates familiarity with concepts and processes.

**3 = Intermediate:** Applies the competency in difficult situations; requires occasional guidance; demonstrates understanding of the concepts and processes.

**4 = Advanced:** Applies the competency in considerably difficult situations; generally requires little or no guidance; demonstrates broad understanding of concepts and processes.

**5 = Expert:** Applies the competency in exceptionally difficult situations; serves as a key resource and advises others; demonstrates comprehensive expert understanding of concepts and processes.