



MODULE 2

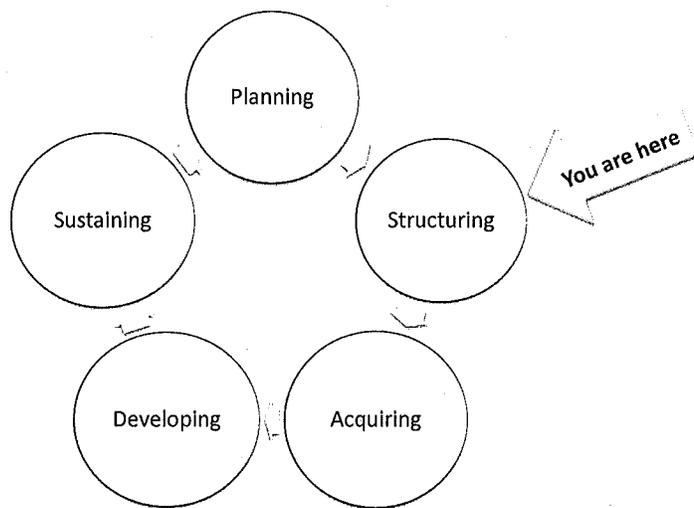
Structuring

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1



CHRM Life Cycle



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2



Objectives

After completion of this lesson, you will be able to:

- Identify your classification responsibilities
- Define the major pay systems
- Describe the key classification concepts
- List 3 formats for position descriptions
- Compare duties to classification criteria
- Describe NSPS classification architecture
- Make a basic Fair Labor Standards Act (FLSA) determination



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3



Your Classification Responsibilities

Job Analysis

- Analyze job duties
- Compare duties to classification standards

Classification Decisions

- Pay plan, title, series, grade
- FLSA designation

New Standards

- Impact on title, series, grade
- PD accuracy, format

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4



Your Job & Organizational Design Responsibilities

Use the lowest grades feasible to accomplish the mission

Provide for career progression whenever possible

Eliminate excessive layers of supervision

Avoid mis-assignments

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5



Responsibilities

What does the CPAC do?



- Provides HR advice
- Verifies PD format/classification accuracy
- Raises issues if necessary
- Provides a classification advisory opinion if significant disagreements arise
- Makes FLSA determination for non-NSPS positions
- Finalizes the action for processing

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6



Classification Authority

Delegation of Classification Authority (DCA)

- Authority cascades down from ACOMs to Commanders/Directors
- Can be further delegated to lowest level
- Requires certified training
- Delegation is issued in writing
- Some of you may be delegated this authority



Completion of this course will meet the DCA training requirement for legacy and NSPS classification systems

For more info on DCA, go to http://www.chra.army.mil/TMD/cpoc_dl.htm

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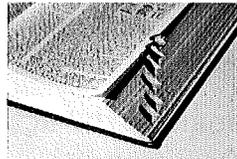
7



Classification

Webster defines classification as:

“A systematic arrangement in groups or categories according to established criteria”



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8



Classification

IMPORTANT REFERENCES

Position Classification Standards

Classifier's Handbook

Introduction to Position Classification Standards

CPOL, PERMISS

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9



Classification

ACTIVITY

Exploring references on the internet

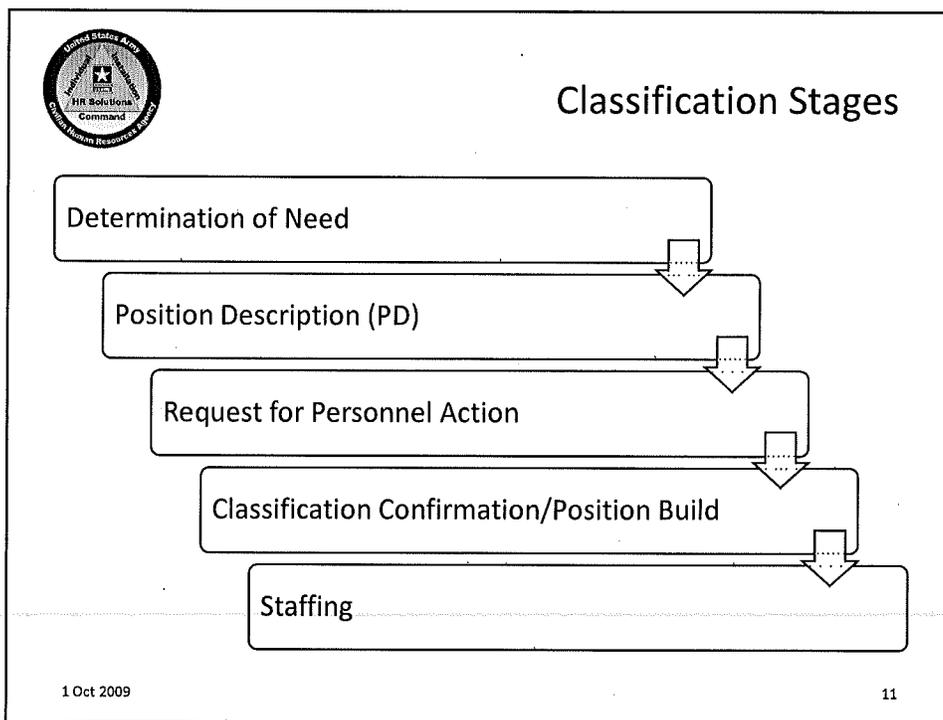
- Position Classification Standards
- Classifier's Handbook
- Introduction to Position Classification Standards
- CPOL, PERMISS



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www.cpol.army.mil

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10




Pay Systems

3 Major Pay Systems

- General Schedule (GS)**
 - ✓ 15 grades
 - ✓ World wide base salary, locality differentials
- Federal Wage System (FWS)**
 - ✓ 3 categories – WG (nonsupervisory), WL (leader), WS (supervisory)
 - ✓ Locality rates are developed by OSD, Wage and Salary Division
- National Security Personnel System**
 - ✓ Broad bands that group GS grades
 - ✓ Pay for performance



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Pay Systems

Personnel Demonstration Projects:

- DoD Civilian Acquisition Workforce (AcqDemo) – Feb 1999
- Army Scientific & Technical Laboratory Demos
 - ✓ Aviation & Missile RDE - Sept 1997
 - ✓ Army Research Lab - Mar 1998
 - ✓ Medical Research & Materiel Cmd - Jun 1998
 - ✓ Engineer R&D Center - Sept 1998
 - ✓ Comm/Electronics Cmd - May 2002



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13



Classification

Two Types of Work

- White collar (General Schedule)
- Blue collar (Federal Wage System)



General Schedule – 5 types

- Professional
- Administrative
- Technical
- Clerical
- Other

PATCO



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14



Job Evaluation

KEY CONCEPTS

Titling

Major Duty

Regular and Recurring

Grade-Controlling

Position vs. Person

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15



Job Evaluation

Titling

- GS and FWS titles are normally specified by OPM
- When no titles are specified, agencies may develop
- Titling guidance found in OPM's Introduction to Position Classification Standards
- NSPS titles are specified in NSPS classification guidance



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16



Job Evaluation

Major Duty

- Represents basic reason for position
 - ✓ In GS at least 25% of employee's time OR
 - ✓ Requires significant knowledge, skill or ability that would affect recruitment



Regular And Recurring

- Not emergency
- Not acting in the absence of
- Typically scheduled (e.g., daily, weekly, monthly)
- This concept is grade controlling for FWS positions, but use caution if % of time is low

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17



Job Evaluation

Grade-controlling

- Work which supports the grade or pay level of the position
- For GS, must be at least 25 % of employee's time
- For FWS must be *regular and recurring*
- For NSPS must be *regular and frequent*

Position Vs. Person

- In staffing, ***employee qualifications*** are considered
- In classification, ***position requirements*** are considered
- Classify the duties of a position***, not the skills/knowledge of the employee

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18



Standards and Guides

Classification Standards

- Published by OPM
- Based on Title 5
- Provide for criteria to determine pay system, title, series, and grade



3 Types

- Narrative Occupational (some GS, FWS, NSPS)
- Factor Evaluation System (FES) – GS only
- Others (usually a point system of some kind)

PDs are written in the format of the grade controlling standard

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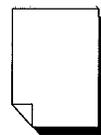
19



Position Descriptions

Writing Position Descriptions

- Don't reinvent the wheel
- Look at current PDs within your organization
- Use FASCLASS to find a PD for a similar organization that describes the duties you need performed
- Don't copy or cite a PD just because it has the grade you desire



DUTIES DRIVE THE GRADE

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20



Position Descriptions



FASCLASS

- FASCLASS is the repository for all PDs within the Army
- By placing the PD in FASCLASS and authorizing an RPA, the manager certifies
 - ✓ The accuracy of the information describing the position and its requirements
- For NSPS positions, indicate the GS-grade equivalent and include on the PD when placing in FASCLASS

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21



PD Formats

Formats

Follow the format of the grade controlling standard

- Narrative GS
 - ✓ Supervisory Controls
 - ✓ Major Duties, followed by:
 - Performs Other Duties as Assigned
- Factor Evaluation System (FES)
 - ✓ Major Duties or Duties, followed by:
 - Performs Other Duties as Assigned
 - ✓ 9 Factors, including the levels and associated points



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22



PD Formats

Formats (continued)

Federal Wage System (FWS)

- ✓ Major Duties
- ✓ Skills and Knowledge
- ✓ Responsibility
- ✓ Physical Effort
- ✓ Working Conditions



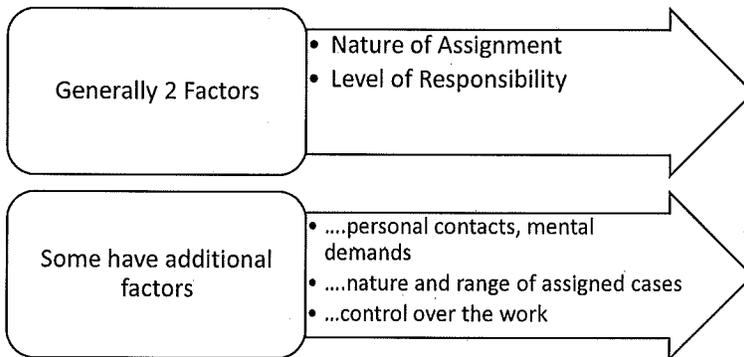
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23



Grading Criteria

Narrative Classification Criteria



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24



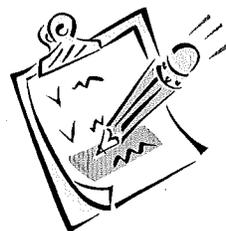
Grading Criteria

FES Classification Criteria

- All factors are the same regardless of occupation
- Each factor contains 2 or more levels
- Each level is assigned points
- Grade determined by a conversion scale

9 Factors

1. Knowledge Required by the position
2. Supervisory Controls
3. Guidelines
4. Complexity
5. Scope and Effect
- 6/7 Personal contacts; Purpose of contacts
- 8/9 Physical Demands; Work Environment



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25



Grading Criteria

FWS Classification Criteria

- Non-supervisory (no points)
- Leader (no points)
- Supervisor (factors, levels, and points)

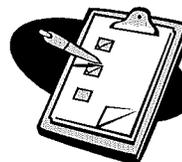
Non-supervisory - 4 Factors

- Skills and Knowledge
- Responsibility
- Physical Effort
- Working Conditions

Leader – Basically, 1 grade higher than work led

Supervisor – 3 Factors

- Nature of Supervisory Responsibility
- Level of Work Supervised
- Scope of Work Operations Supervised



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26



Grading Criteria

- Application of standards requires critical thinking and judgment
- Your job is to compare the duties of the position to the criteria described in the OPM standard
- Positions are compared to established criteria, not other positions



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27



Grading Criteria

Exercise 1

1. Read the duties in the PD
2. Read the factors levels described in the PD
3. Compare to the factor levels in the classification standard and determine which factor level is most appropriate
4. Be prepared to explain your decision



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28



NSPS

Overview

- Title 5, Chapter 51 was waived
- Career Groups, Pay Schedules, and Pay Bands replace current GS architecture
- NSPS simplifies classification
- NSPS has its own classification standards
- FLSA provisions NOT waived
- Classification appeal rights preserved

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29



GS vs. NSPS Classification

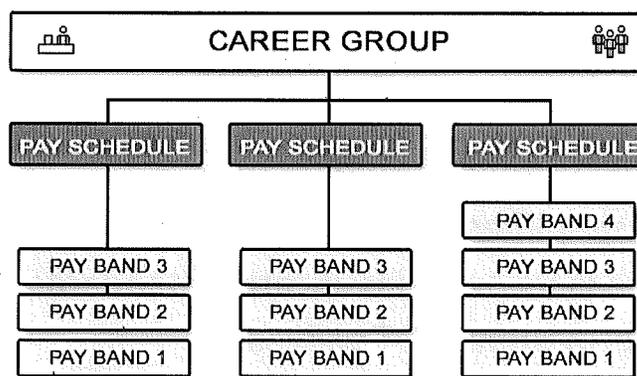
GS	NSPS
Occupational Family	Career Group
Pay Plan	Pay Schedule
Title	Title
Grade	Pay Band
Occupational Series (#)	Occupational Series (#)
Over 400 OPM GS Classification Standards	15 NSPS Classification Standards

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30



Classification Architecture



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31



Career Groups And Pay Schedules

<p>STANDARD</p> <ul style="list-style-type: none"> • Professional/Analytical (YA) • Tech/Support (YB) • Supervisor/Manager (YC) • Student Employment (YP)* <p>71% of DoD workforce</p>	<p>ENGINEERING & SCIENTIFIC</p> <ul style="list-style-type: none"> • Professional (YD) • Tech/Support (YE) • Supervisor/Manager (YF) <p>19% of DoD workforce</p>
<p>MEDICAL</p> <ul style="list-style-type: none"> • Physician/Dentist (YG) • Professional (YH) • Tech/Support (YI) • Supervisor/Manager (YJ) <p>4% of DoD workforce</p>	<p>INVESTIGATIVE & PROTECTIVE SERVICES</p> <ul style="list-style-type: none"> • Investigative (YK) • Fire Protection (YL) • Police/Guard (YM) • Supervisor/Manager (YN) <p>4% of DoD workforce</p>

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32



Pay Bands

Pay Band	Prof/Analytical	Tech/Support	Supervisory
1	Entry & Developmental	Entry & Developmental or Journey	Supervises PB 1
2	Journey	Journey	Supervises PB 2
3	Expert/ Program Mgr	Journey/Expert	Manager
4		Unusual (super) Expert	

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33



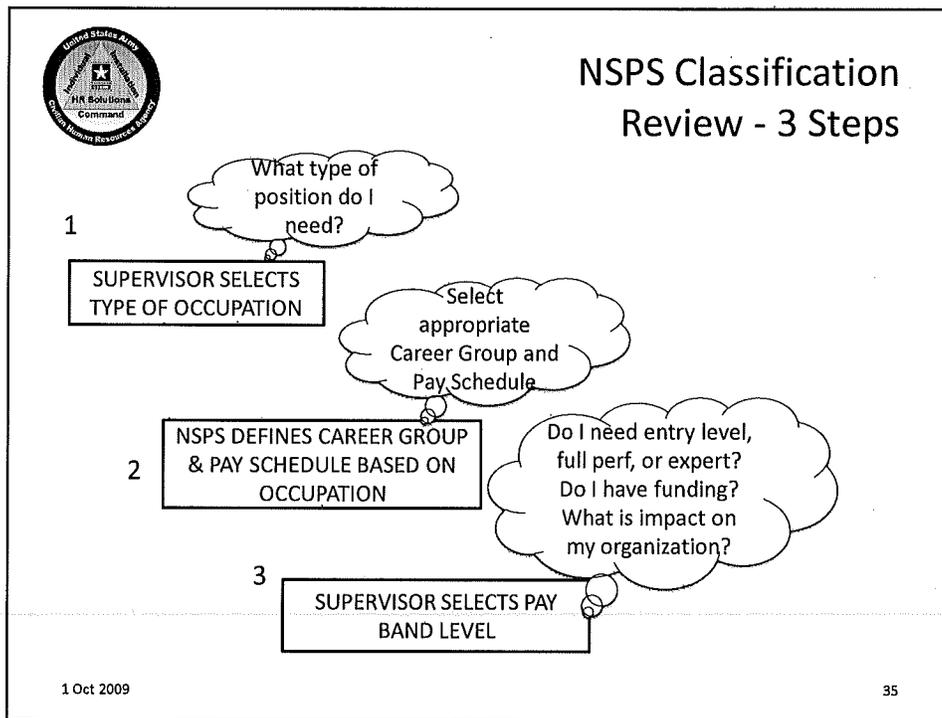
NSPS Classification

Exercise 2: Refer to Chart 32. Find the correct career group (CG) and pay schedule(PS) for the following occupations

OCCUPATION	CG/PS	OCCUPATION	CG/PS
BIOLOGIST		BUDGET TECH	
SUPV CHEMIST		SECRETARY	
ENGINEERING TECH		GUARD	
AUDITOR		NURSE	
SUPV HR SPECIALIST		CRIMINAL INVESTIGATOR	

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34



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35

What Is Fair Labor Standards Act?

- Provides minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which work time must be compensated
- Two categories:
 - ✓ **Exempt**: NOT covered by FLSA overtime and minimum wage provisions
 - ✓ **Nonexempt**: COVERED by FLSA overtime and minimum wage provisions

The United States Army HR Solutions Command logo is in the top left corner. An illustration of a stack of US dollar bills is positioned to the right of the second bullet point. The date '1 Oct 2009' is in the bottom left corner, and the number '36' is in the bottom right corner.

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36



FLSA Provisions

- Exempt means premium pay (e.g. OT) is covered under the rules of 5 CFR Part 550
 - ✓ Special rules exist for NSPS exempt employees
- Nonexempt means premium pay is covered under the rules of 5 CFR Part 551

Employees are presumed to be nonexempt unless proven to meet the exemption criteria

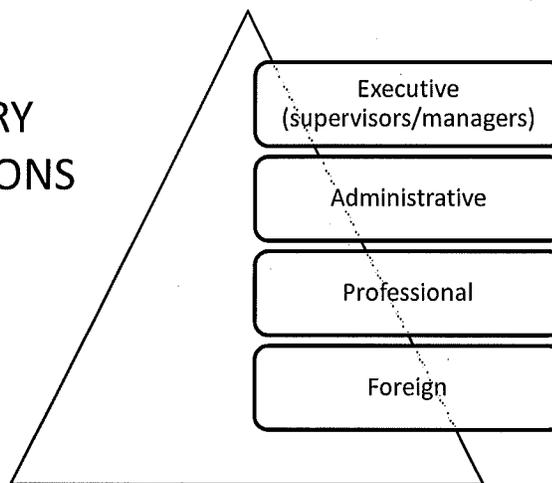
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37



FLSA Provisions

4 PRIMARY EXEMPTIONS



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38



FLSA Provisions

Some Nonexempt Rules:

- Nonexempt employees may request compensatory time, but cannot be ordered to take it
- "Suffer or Permit" provision - Any work a nonexempt employee performs is counted as work:
 - Supervisor need not order or authorize
 - Sufficient that supervisor has reason to believe work was performed
 - Note: Some travel/training time also considered hours of work



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39



FLSA Designations

- Always nonexempt
 - ✓ Nonsupervisory GS-1 through GS-8
 - ✓ NSPS Pay Bands 1 and 2 for Technician/Support positions
 - ✓ Trainees
 - ✓ WGs and WLs
- Other positions require application of FLSA exemption tests found in 5 CFR 551



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40



FLSA Determinations

Activity:



1. List 3-5 positions you supervise
2. Do you know what their FLSA designation is?
3. Share your responses with the class

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41



Classification Appeals

EMPLOYEES MAY APPEAL:		
Pay Plan	Pay Schedule	Grade or pay band
Title	Occupational Series or Code	Supervisory Status
EMPLOYEES MAY NOT APPEAL:		
Classification of a proposed position or one to which the employee is not officially assigned		
Classification of a position to which an employee is detailed or temporarily promoted		
Classification standards		
WHERE TO APPEAL		
GS and NSPS employees can appeal directly to OPM or to Civilian Personnel Management Service (CPMS)		
FWS employees must appeal first to CPMS, then to OPM		

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42



Classification Review



You have learned:

- About 3 major pay systems
- Key job evaluation concepts
- There are 3 types of standards and guides
- There are 3 types of PD formats
- How to compare duties to classification criteria
- NSPS classification architecture
- What exempt and non-exempt means
- Classification appeals

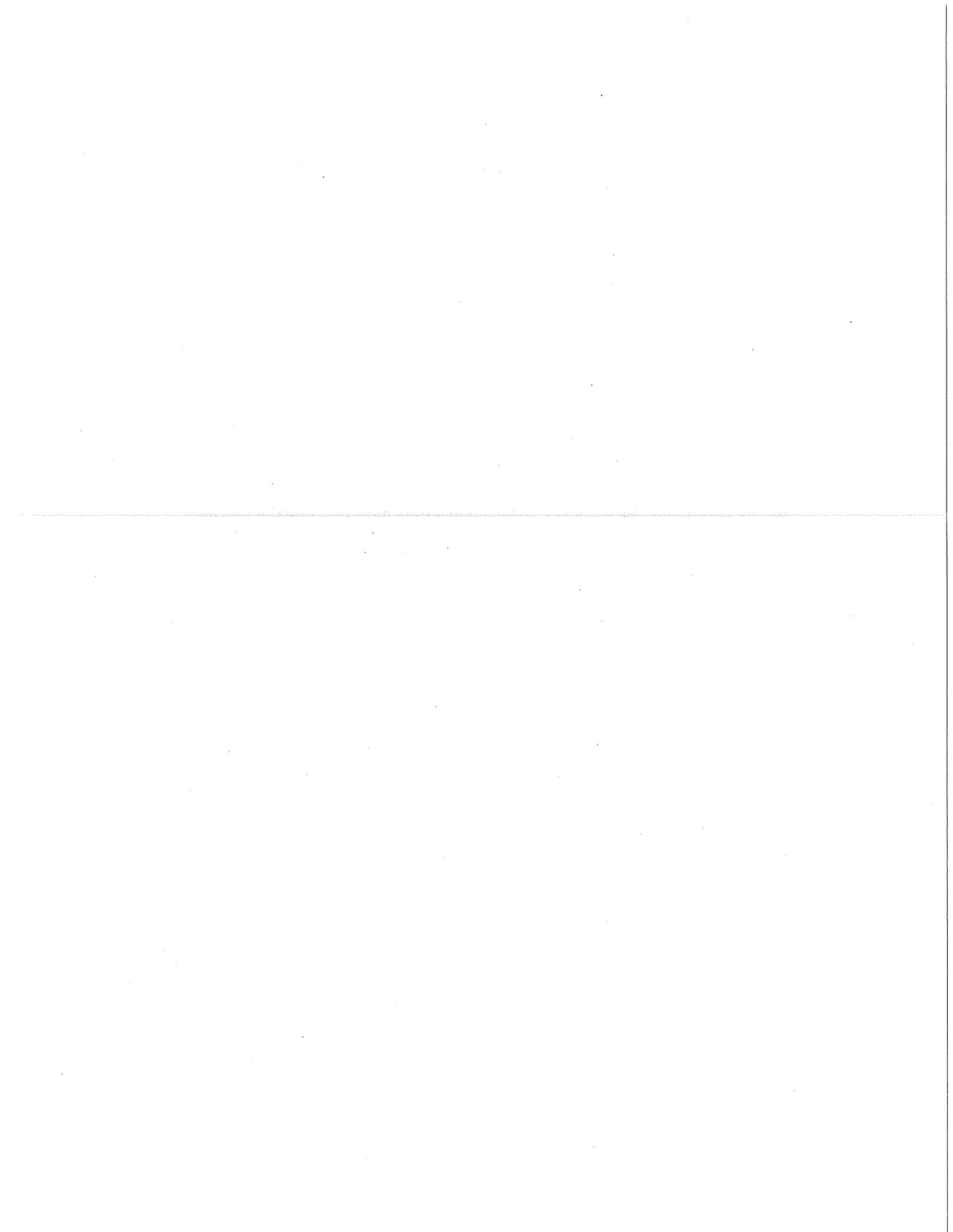
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43

DELEGATION OF CLASSIFICATION AUTHORITY (DCA)

“RULES OF ENGAGEMENT”

1. Classification authority is delegated through MACOMs to installation commanders. Commanders delegate authority through the management chain to the lowest practical level.
2. Managers/supervisors must follow the law, published classification standards, DA guidance, etc., just as Human Resources classification specialists were required to do.
3. Commanders/directors/managers/supervisors must design organizations that use the lowest grades feasible to accomplish the mission, provide for career progression, eliminate excessive layers of supervision, and avoid the assignment of employees to position descriptions that do not match the work assigned and performed.
4. Delegation letters must be in writing and kept in the office where the authority is held for the duration of the authority. Delegation letters must describe the specific classification responsibilities delegated, any limitations, and identify the position authorized to exercise those responsibilities. Delegation of authority is made to a “position” rather than an “individual” and once it is authorized, the delegation remains in effect until rescinded by the proper authority. The individual occupying the DCA position must be trained prior to exercising his/her classification authority.
5. Managers/supervisors may:
 - a. determine/certify the pay system, title, series and grade/pay band in accordance with OPM or NSPS classification standards
 - b. may classify only those positions under their direct control
 - c. delegate classification authority to subordinate managers/supervisors if authorized
 - d. for NSPS positions, make other classification related determinations such as FLSA exemptions in accordance with statutory requirements
6. Managers/supervisors may not:
 - a. classify their own position or any subordinate position that has an impact on the classification of his/her position
 - b. exceed the level of authority delegated to any higher level commander/manager/supervisor within their chain of command
 - c. delegate classification authority to Human Resources practitioners or other staff members who are not commanders, managers, or supervisors



EXERCISE 1

PD#: AC210703
(modified)

SUPPLY TECHNICIAN

Citation 1: OPM PCS SUPPLY CLER & TECH SERIES, GS-2005, MAY 92

DUTIES: Position is located in the supply division of a research and development organization.

1. Maintains property and equipment records. Coordinates with offices for property required to accomplish mission. Edits incoming requests for supplies, ensuring accuracy, (e.g., item descriptions, quantity, unit of issue, item availability). Makes independent determinations when notified by supply sources that item/items are not available, are rejected upon delivery due to poor quality, or do not meet government standards. Reviews inventory on hand, due-in items, and known requirements in order to determine what needs to be done, (e.g., cancels requisition, reorders item, orders alternative/substitute item). Maintains hand receipt files of all nonexpendable items. Prepares issue, turn in, and other transaction documents for nonexpendable property. Reviews item authorization documents and if not authorized, requests approval. Reissues items to using organizations on hand receipt, maintains transaction document register and files in current status, making daily entries into property accountability records. Uses databases or spreadsheet software to enter, revise, sort or calculate and retrieve data for standard reports. 75%

2. Assists Property Book Officer (PBO) in preparing procedures for annual inventories; participates in inventory process; compares inventory results with property records. Reconciles discrepancies by reviewing the property book postings with transaction documents for errors. Prepares inventory adjustment when cause of discrepancy is determined. Initiates reports of survey, as required. 25%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - LEVEL _____

Knowledge of standardized supply regulations, policies, procedures, and instructions applicable to supply requests and the utilization and replacement of equipment authorized on the TDA. Employee uses this knowledge to determine the necessity and justification of replacement equipment; to determine the causes of discrepancies and adjust accordingly; and to resolve recurring requisition problems.

Knowledge of supply terminology and codes necessary to process various transactions, (e.g., input, obligate, closeout, verify) in an automated supply system and the ability to reconcile records and computer generated reports with source documents.

Knowledge of supply requirements to ensure supply support operations for items requiring special handling. Employee maintains contact with customers and vendors on requirements. Reviews requisitions, supporting documents and reference material to determine priority supply action required, status of action, changes in requirements, unexpected requirements, and to expedite delivery of urgently required items through correspondence and telephone calls to vendors.

FACTOR 2 - SUPERVISORY CONTROLS - LEVEL _____

The work is performed under the technical guidance of the Property Book Officer who issues general work assignments, controls the flow of day-to-day work and explains major changes in instructions or procedures. The employee uses initiative in carrying out recurring assignments independently. Deviations, problems or unusual situations not covered by procedures are referred to the supervisor for guidance. Finished work is reviewed to ensure that methods used are technically accurate and in compliance with instructions.

FACTOR 3 - GUIDELINES - LEVEL _____

Procedures for the work have been established and specific guidelines, supply regulations, policies and procedures are readily available. However, some judgment is required in locating and selecting the most appropriate guideline, reference, or procedure, or which of several established alternatives to guidelines use. Deviations or situations to which guidelines cannot be applied are referred to the supervisor

FACTOR 4 - COMPLEXITY - LEVEL _____

The work involves analyzing equipment utilization and maintaining property accountability records. Difficulty is encountered when requests for unusual or difficult to find items are submitted. Employee must take into consideration research needs, potential substitutes, short lead times for experimental testing, and actual experience with supply transactions. Work is complicated by the variations encountered in the items required, the storage conditions for items, and shipping times in order to have items available in the warehouse for researchers. Incumbent reviews inventory on-hand, items due-in, limited warehouse space, and known requirements in order to determine requisition amounts. Work can involve multiple courses of action, and is at times, complicated by conflicting data and tight deadlines," (e.g., changes in troop strength, requisitioned items not available by supply sources delivery of damaged items or do not meet government standards).

FACTOR 5 - SCOPE AND EFFECT - LEVEL _____

The work involves providing supply requisitioning and property accountability services using rules, regulations, or procedures which comprise a complete segment of an assignment. The work affects the accuracy, reliability, or acceptability of further processes or services in meeting supply requirements and enables the activity to accomplish mission support.

FACTORS 6 AND 7 - PERSONAL CONTACTS AND PURPOSE OF CONTACTS - LEVEL _____

Contacts are with researchers within the laboratory; members of the general public such as vendors; customers and employees within the immediate organization; and employees from other operating offices in the immediate installation.

Contacts are to plan, coordinate, or advise on work efforts or to resolve operating problems by clarifying discrepancies in information submitted by serviced organizations; to resolve automated system problems; or to seek cooperation from others to resolve complicated supply actions.

FACTOR 8 - PHYSICAL DEMANDS - LEVEL _____

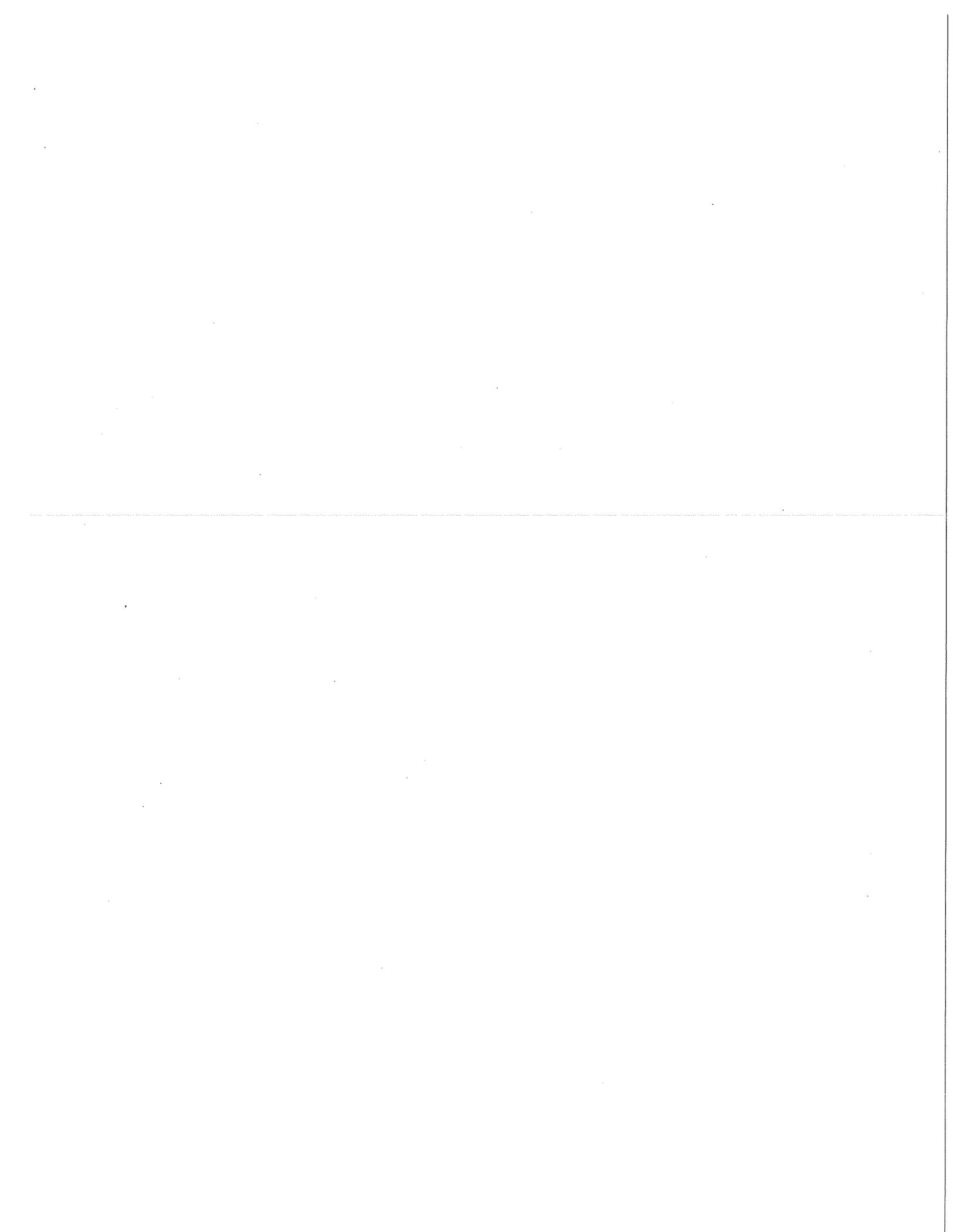
The work is primarily sedentary. There may be some walking, standing, bending, or carrying of light items. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT - LEVEL _____

The employee typically works indoors in an office environment.

TOTAL POINTS -

POINT RANGE -



Position Classification Standard for Supply Clerical and Technician Series, GS-2005

Table of Contents

SERIES DEFINITION.....	2
EXCLUSIONS.....	2
OCCUPATIONAL INFORMATION.....	2
DISTINGUISHING BETWEEN SUPPLY TECHNICIAN AND SUPPLY SPECIALIST POSITIONS.....	4
TITLING.....	5
EVALUATING POSITIONS.....	5
GRADE CONVERSION TABLE.....	6
FACTOR LEVEL DESCRIPTIONS.....	6
FACTOR 1, KNOWLEDGE REQUIRED FOR THE POSITION.....	6
FACTOR 2, SUPERVISORY CONTROLS.....	10
FACTOR 3, GUIDELINES.....	11
FACTOR 4, COMPLEXITY.....	12
FACTOR 5, SCOPE AND EFFECT.....	13
FACTOR 6, PERSONAL CONTACTS AND.....	14
FACTOR 7, PURPOSE OF CONTACTS.....	14
FACTOR 8, PHYSICAL DEMANDS.....	15
FACTOR 9, WORK ENVIRONMENT.....	15

SERIES DEFINITION

This series includes positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.

EXCLUSIONS

1. Classify positions in the appropriate supply management or operations series (General Supply, GS-2001; Supply Program Management, GS-2003; Inventory Management, GS-2010; Distribution and Storage Facilities Management, GS-2030; Packaging, GS-2032; or Cataloging, GS-2050) when they require substantive knowledge of supply management concepts, principles, and techniques, and the ability to make decisions in cases not specifically covered by substantive guides or precedents.
2. Classify positions in an appropriate series when specialized skills such as typing, stenography, or dictating machine transcription are required to perform the clerical work.
3. Classify positions in the clerical support series appropriate for the subject matter when the primary requirement is for knowledge of the subject matter, other than supply, in the area supported.
4. Classify positions in the appropriate series in the Accounting and Budget Group, GS-0500 when the accounting or budget skills are the primary requirements for staffing the positions.
5. Classify positions in the appropriate Federal Wage System series when they are primarily concerned with unskilled, semi-skilled, or skilled manual labor work where the base or paramount requirements relate to the physical handling of stock.

OCCUPATIONAL INFORMATION

Supply clerks and technicians perform work in a wide range of systematized supply operations, such as performing records functions in inventory, storage, cataloging, and receipt and control processes. Employees typically do work associated with one of the supply management or operations processes. Some employees, however, do work at local installations involving elements of several supply programs. Supply clerks and technicians perform one or more of the following kinds of work:

- oversee stock maintenance at or within prescribed levels and establish or adjust stock levels and reorder points using standard formulae and prescribed procedures;

- conduct physical inventories and adjust and/or maintain inventory, stock, plant, or property account records;
- receive and screen lists or other documents specifying supplies or materials needed for planned programs or work operations, and collate and assemble lists of equipment and parts needed for acquisition plans;
- initiate, prepare, edit, and process requisitions to stock, commodity control, or other appropriate supply organizations;
- search catalogs, records, or other data sources to obtain or correct stock numbers or to find authorized substitutes for stock items;
- contact customers, supply organizations, transportation units, and others to obtain material status information, follow up on urgently required items, and/or expedite delivery of material to work sites;
- process documentation for stock item receipts, maintain such items in a supply room or similar storage area, issue material to shop or work center personnel, keep local stock records, reorder when stocks are low or at a specified reorder point, prepare standard reports such as variances between actual and estimated costs, and perform related stock receipt, storage, control, and issue functions for expendable and non-expendable items for a local organization;
- identify requirements and requisition, issue, or distribute office and administrative supplies, forms, publications, or other printed materials;
- maintain an accurate accounting and reporting system for non-expendable property and perform standardized property management control processes; and/or
- operate computer terminals or personal computers to perform records search, data input, and data corrections.

A supply "item" as used in this standard is a generic term. It may refer to supplies, equipment, material, property (except real property), publications, and certain related services.

Scope or size of the organization served does not itself influence the grade level of Supply Clerk or Technician positions. They operate in any kind of organizational entity, at any level. They may be found, for example, in an operating office serving the consumer, in an agency headquarters supply office, in the supply office of a local field establishment, or in a system-wide national inventory control point.

Virtually all supply systems are automated. Supply clerks and technicians must have sufficient knowledge of the automated systems to apply instructions for supply actions such as data entry, reports retrieval, error correction, and searching for specific records. The work is performed through terminal stations and/or personal computers. Employees maintain specified sets of

records in general supply operations or in support of one of the specialized supply functions (i.e., inventory, cataloging, etc.) and are responsible for keeping them both accurate and current.

DISTINGUISHING BETWEEN SUPPLY TECHNICIAN AND SUPPLY SPECIALIST POSITIONS

There are several areas to review in determining whether positions are to be classified to the Supply Clerical and Technician Series, GS-2005, or to a series covering supply specialist functions (GS-2001, 2003, 2010, 2030, 2032, or 2050). Careful consideration must be given to (a) the duties and responsibilities of the position, including the supervision received, (b) the knowledge and abilities required to perform the work, and (c) the recruitment sources, career ladder, and needs of management. For example:

- a. Supply technicians generally follow established methods and procedures which have been developed by supply specialists or management personnel. They are primarily concerned with the application of these guidelines to specific supply problems or situations. Occasionally, they may develop individualized work plans or procedures, but these typically are limited to the individual situations with which they work (such as determining reasons for computer rejections).
- b. Supply technicians perform assignments (1) requiring less extensive knowledge of programs, operations, or organizations serviced (e.g., they relate to functions that are stable or standardized, functions of complex programs, to local needs, or to individual case problems or supply actions); and/or (2) requiring a limited knowledge of item characteristics or technical uses of items of supply or equipment. Decisions are made by applying established methods or techniques; by drawing on a knowledge of appropriate precedents; or by obtaining guidance and instructions from a supply specialist.
- c. Supply technicians may perform some of the same work tasks as the supply specialist, but they do so based on practical experience and familiarity with supply operations, the supply mission of the organization, and supply regulations, policies, procedures, and directives.

Supply specialists such as supply systems analysts, inventory management specialists, supply catalogers, etc., are responsible for planning and developing the supply system, programs, or services; and for developing, adapting, or interpreting operating methods or procedures.

Supply specialists perform assignments requiring a deeper knowledge and understanding of programs and the needs and operations of the organizations serviced. For example, the supply specialists (1) must apply a knowledge of present and proposed programs, program changes, work operations, work sequences and schedules; and/or (2) must have a greater knowledge of the technical characteristics or properties of supply items. This knowledge is required to plan and forecast inventory needs under changing technological or program requirements; efficiently distribute or phase materiel support to accomplish mission requirements; effectively manage and

utilize Government-owned property under changing program requirements; or clearly identify and describe difficult technical items within a cataloging system. Specialists apply judgment in analyzing needs that go beyond the application of guidelines to resolve specific supply problems. They require the ability to apply sound management theories, principles, and techniques.

Supply specialists at grades GS-5/7 may perform work similar to that of a supply technician, but do so in a trainee or developmental capacity -- on the basis of their capacity to analyze a variety of work situations, then interpret and apply instructions and related data in preparation for higher level work assignments.

TITLING

Supply Clerk is the title for all positions GS-1/4.

Supply Technician is the title for all positions GS-5 and above.

Positions that meet the criteria of the appropriate guide for leader or supervisory positions should have "Lead" or "Supervisory" prefixed to the basic title.

Agencies may supplement these prescribed titles by adding appropriate parenthetical titles (e.g., inventory, cataloging) as described in the Introduction to the Position Classification Standards.

EVALUATING POSITIONS

Positions should be classified using the factor level descriptions contained in this standard. The Primary Standard and related classification standards (Grade Evaluation Guide for Clerical and Assistance Positions) are used to evaluate positions when the appropriate factor levels are higher or lower than those described in the standard.

The grades of work leader positions are determined by applying the classification criteria in the General Schedule Leader Grade Evaluation Guide.

The grades of supervisory positions are determined by applying the General Schedule Supervisory Guide.

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
3	455-650
4	655-850
5	855-1100
6	1105-1350
7	1355-1600

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED FOR THE POSITION

Level 1-2 -- 200 Points

The work at this level requires knowledge of basic or commonly applied rules, procedures, or operations typically requiring limited training and experience. Knowledge of computer systems and personal computer or terminal operation is used for basic entry and retrieval operations. This level of knowledge is used to perform standardized supply actions such as:

- filling out, posting, filing, controlling, or coding supply documents or transactions using frequently used terminology, forms, or codes;
- monitoring the paperwork and records associated with receiving, storing, issuing, replenishing, or inventorying commonly used administrative supplies and equipment;
- securing information regarding the status of supply transactions.

Illustrations:

- Employees make entries to various paper and computer files to control receipt, follow-up actions, back-orders, stock record changes, requisition files, and related supply records. They record or post information from requisitions, contracts, and shipping documents. They answer inquiries about requisition status based on information readily available in local files.
- Employees maintain files of description patterns, reference groups, military standards, specifications, cataloging manuals, and other cataloging tools according to Federal supply group, numerical codes, etc. They search for specific information required by

technician and other personnel within the organization. This requires recognizing identification and supply cataloging symbols of the various items of supply.

Level 1-3 -- 350 Points

The work at this level requires knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Most positions require familiarity with one or more automated supply data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Employees use a sound working knowledge of the structure of the local supply organization and the organizations serviced. Employees use this knowledge and ability to perform a range of standard clerical assignments and to resolve recurring problems.

Illustrations:

- Employees perform a combination of tasks concerned with the receipt, storage, issue, and replenishment of a wide variety of supplies, forms, and publications. Items include printed material for use in special programs, as well as technical equipment, office furniture, office machines, and other non-expendable property. They examine items received; note overages, shortages, or any damages incurred in shipping; and prepare detailed reports as required. They inspect storage areas and recommend replenishment of items when quantity appears low, review requisitions and revise quantities ordered based on the number of items on hand, and recommend substitutions when items are not available.
- Employees maintain perpetual inventory records (property book) of non-expendable property for the organization serviced. When property is declared excess in any location, they verify accurate description and quantity available. They circulate notifications of excess property available for other serviced units, prepare transfer documents according to prescribed procedures, or, where no need exists, complete declarations of excess property. They circulate reports of excess property submitted by other offices or agencies to identify those with potential for local use, and, after need for item is approved by a local operating office, prepare requisitions for items to be transferred. When non-expendable property is lost, damaged, or destroyed, employees prepare survey reports.
- Employees answer recurring inquiries regarding the status of requisitions, delivery of material, and other questions received from customers, storage depots, or other organizations. They apply knowledge of requisitioning and stock control procedures and regulations to check appropriate computer listings, item histories, procurement documents, shipment invoices, or other available records or files. They determine the status of supply actions or reasons for delay and answer inquiries orally or in writing.
- Employees investigate and reconcile routine and recurring discrepancies relating to actions such as receipt control, stock control, and inventory adjustments. They search summaries, activity registers, and other readily available reference sources to trace

previous actions. They determine the cause(s) of discrepancies and prepare adjustment forms to correct the records and documents.

- Employees perform recurring duties concerned with preparing, maintaining, and publishing agency stock lists. They assemble designated identifying and descriptive data; group like items together; and arrange in item number or other designated sequence. They obtain data by referring to stock catalogs, master catalog cards, other item identifications, and manufacturers= descriptive data.

Level 1-4 -- 550 Points

The work at this level requires a thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment. Employees use this knowledge to conduct extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts such as special purpose laboratory or test equipment, prototypes of technical equipment, parts and equipment requiring unusual degrees of protection in shipment and storage, or others that are unique to the organization's mission or are seldom handled. This knowledge is also used in positions performing routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management (e.g., cataloging, inventory management, excess property, property utilization, or storage management).

Illustrations:

- Employees use intensive knowledge of local supply requirements to ensure supply support for production, overhaul, repair, or other operations for items requiring special handling. They maintain contacts with customers and other offices on program requirements for urgent, critical shortage, and other special items. They review requisitions, supporting documents, and reference material to determine priority supply action required, the status of action, changes in requirements and unexpected requirements, and to expedite delivery of urgently required items through correspondence and telephone calls to inventory control points, manufacturers, or other organizations. They coordinate actions with transportation, production, and other supply units.
- Employees maintain accurate accounting and reporting systems for non-expendable property and perform routine phases of property management. They --
- Review proposed purchases to ensure they are in accordance with fiscal year property plan, review justifications, and recommend actions for property requests not on the plan;
- Plan for and conduct limited segments of management studies on the utilization of property, and make informal recommendations based on data developed;

- Review records and demand data to determine if property has become obsolete or excess to the needs of the organization and/or excess to the overall requirements of the agency; offer recommendations to operating officials for utilization; and prepare reports and necessary documentation for transfer of property;
- Locate surplus property, determine age and probable condition by checking records, contacting local vendors, physically inspecting records, and arranging for transfer of property that can be used; and
- Work with a supply specialist in preparing procedures for annual inventories, participate in inventory process, conduct investigations to determine causes of inventory discrepancies by checking all property records (e.g., purchase orders, surveys, transfers, and other available sources), compile information necessary for consideration in survey actions relating to loss, damage, or destruction of Government-owned property.

Employees process clearly defined requests from field and overseas activities for the introduction of new items into the agency supply system, and a broad range of inquiries relative to the proper identification of items, accuracy of National Stock Numbers, and other miscellaneous inquiries concerning unit of issue, management codes, and similar information. They obtain technical information from --

- a. a search of various listings, journal cards, supply catalogs, technical bulletins, and manufacturers' catalogs;
- b. personal contacts with personnel in operations, logistics, supply management, and standardization offices; and
- c. correspondence with suppliers and other sources.

They answer inquiries or make various recommendations to higher grade supply specialists, such as whether it would be more feasible to procure requested items locally or centrally, or whether to authorize depot stockage. They prepare requests for cataloging action and prepare code sheets to effect additions, deletions, and changes to items authorized.

- Employees assist catalogers by performing all but the most difficult technical duties concerned with the compilation and maintenance of agency system-wide supply publications. They --
- Review item descriptions to insure compliance with all applicable requirements for publications;

- Determine manner of presentation by grouping like items together in accordance with previous or prescribed formats; and,
- Assign index numbers to provide for future expansion of the commodity area.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-1 -- 25 Points

The work is performed under technical supervision of a supervisor or an employee of higher grade. The employee receives written or oral instruction in sequencing and planning for routine, repetitive tasks where work is controlled by procedures, established practices, or governing regulations. Instructions for unusual or new assignments are given on a task basis.

The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines.

The work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Level 2-2 -- 125 Points

Work is performed under technical guidance of a supply technician, supply specialist, or supervisor who issues general work assignments, controls flow of day-to-day work, and explains major changes in regulations or procedures. The supervisor or higher grade employee provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher grade employee for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Level 2-3 -- 275 Points

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. In some circumstances, the employee works independently from the supervisor or specialist in a remote

location. Contact with the supervisor is infrequent, although usually available by telephone and periodic on-site visits.

Continuing assignments are usually performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. When the employee assists a supply specialist in performing segments of more complex technical operations, the work may be subject to closer technical guidance and control.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

FACTOR 3, GUIDELINES

Level 3-1 -- 25 Points

Specific, detailed guidelines covering all important aspects of the assignment are provided to the employee. They include agency and/or installation manuals and procedures that provide illustrations of commonly occurring transactions.

The employee works in strict adherence to the guidelines, deviations must be authorized by the supervisor. Some choice is required in applying the correct procedures.

Level 3-2 -- 125 Points

Procedures for doing the work have been established and a number of specific guidelines are available in the form of supply regulations, policies, and procedures.

The number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Level 3-3 -- 275 Points

Guidelines are similar to the next lower level, but because of the problem solving or case nature of the assignments, they are not completely applicable or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes the results of applying guidelines and recommends changes.

FACTOR 4, COMPLEXITY

Level 4-1 -- 25 Points

The work includes a variety of detailed tasks that are clear-cut, directly related, and concerned with the procedural processing of supply actions.

The employee has little or no choice in deciding what needs to be done.

Actions taken by the employee or responses made are readily discernible. The work is quickly mastered.

Level 4-2 -- 75 Points

The work consists of duties that involve related steps, processes, or methods, including work such as performing routine aspects of technical supply management functions in support of a specialist.

The employee decides what to do by recognizing the existence of and differences between a few easily recognizable situations and conditions, and choosing a course of action from among options related to the specific assignment.

Actions to be taken by the employee or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

Level 4-3 -- 150 Points

The work involves unusually complicated or difficult technical duties involving one or more aspects of supply management or operations. The work at this level is difficult because it involves--

- a. actions that are not standardized or prescribed;
- b. deviations from established procedures;
- c. new or changing situations; or
- d. matters for which only general provision can be made in regulations or procedures. This typically involves supply transactions which experienced employees at lower grades have

been unable to process or resolve, or which involve special program requirements for urgent, critical shortage items requiring specialized procedures and efforts to obtain.

The employee decides what needs to be done depending on the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Decisions are based largely on the employee's experience, precedent actions, and the priority assigned for resolving the particular problem. The methods and procedures used to resolve each issue vary based on the circumstances of each individual case.

The work involves conditions and elements that the employee must identify and analyze to discern interrelationships with other actions, related supply programs, and alternative approaches.

FACTOR 5, SCOPE AND EFFECT

Level 5-1 -- 25 Points

The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

The work product or supply service is required to facilitate the work of others. However, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

Level 5-2 -- 75 Points

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope, such as when assisting a higher grade employee.

The work or supply service affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in supported organizations and other supply units.

Level 5-3 -- 150 Points

The work involves dealing with a variety of problem situations either independently or as part of a broader problem solving effort under the control of a specialist. Problems encountered require extensive fact finding, review of information to coordinate requirements, and recommendations to resolve conditions or change procedures. The employee performs the work in conformance with prescribed procedures and methods.

The results of the work affect the adequacy of local supply support operations, or they contribute to improved procedures in support of supply programs and operations.

FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS

Match the level of regular and recurring personal contacts with the directly related purpose of the contacts and credit the appropriate point value using the chart below.

Persons Contacted

1. Contacts are with employees within the immediate organizations, office, project, or work unit, and in related or support units.

AND/OR

Contacts are with employees of serviced organizations in highly structured settings such as supply room operations where the contact is over the counter for receipt of requests and issuance of administrative supplies or forms.

2. Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation.

AND/OR

Contacts are with members of the general public as individuals or groups, in a moderately structured setting (i.e., they are usually established on a routine basis at the employee's work place or over the telephone, the exact purpose may be unclear at first, and one or more of the parties may be uninformed concerning the role and authority of other participants). Typical of contacts at this level are employees at approximately the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

3. Contacts are with individuals from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are supply employees in other departments or agencies, inventory item managers, contractors, or manufacturers.

Purpose

- a. The purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

- b. The purpose of the contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by clarifying discrepancies in information submitted by serviced organizations, resolving automated system problems causing erroneous transaction records, or seeking cooperation from others to resolve complicated supply actions.

P U R P O S E

C O N T A C T S		a	b
	1	30	60
	2	45	75
	3	80	110

FACTOR 8, PHYSICAL DEMANDS

Level 8-1 -- 5 Points

The work is primarily sedentary. The employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts. No special physical demands are required to perform the work.

Level 8-2 -- 20 Points

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching; or similar activities. This level of physical demands occurs, for example, when employees are regularly assigned to activities such as tracing misplaced items or conducting physical inventories in warehouses, depots, and other storage areas, or when they are regularly involved in stocking and retrieving items from shelves and cabinets.

FACTOR 9, WORK ENVIRONMENT

Level 9-1 -- 5 Points

The employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observance of normal safety practices with office equipment, avoidance of trips and falls, and observance of fire regulations is required. The area is adequately lighted, heated, and ventilated.

Level 9-2 -- 20 Points

The work environment involves moderate risks or discomforts which require special safety precautions, such as working around moving warehouse equipment, carts, or machines. Employees may be required to use protective clothing or gear such as masks, gowns, safety shoes, goggles, hearing protection, and gloves.



Position Description

PD#: BA136672
Sequence#: VARIES

Replaces PD#:

INFORMATION RECEPTIONIST

GS-0304-04

Servicing CPAC: ARDEC PICATINNY, NJ

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: NORTHEAST

Citation 1: OPM PCS INFOR RECEPTIONIST SERIES, GS-304, JUN 61

PD Library PD: NO

COREDOC PD: NO

Classified By: PETER ROWLAND

Classified Date: 01/16/2003

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position:
NO

Functional Code:

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 04

Competitive Level:
VARIES

Emergency Essential:
[]

Career Ladder PD: NO

Bus Code: VARIES

Personnel Reliability Position:
VARIES

Information Assurance:

PD Status: VERIFIED

Duties:

SUPERVISORY CONTROLS

Supervisor assigns work and outlines scope of objectives and procedures governing the work within the assigned area. Supervisor relies on incumbent to accomplish work assignments on own initiative and with limited supervision. Advice is provided on matters of policy or where major deviations from established guidelines require authoritative decisions from higher level employees. Completed work is reviewed for compliance with established policies, procedures, and regulations by spot-checking.

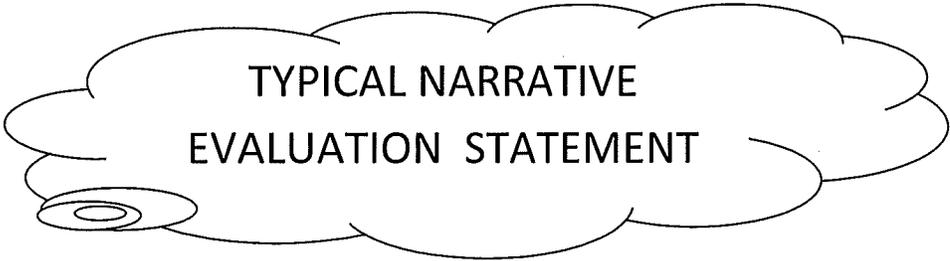
MAJOR DUTIES

Serves as a receptionist for the Command Group and other tenants in the building. The Command Group is characterized by frequent changes in organizational structure and addition/deletion of missions, requiring awareness and adjustments to keep abreast of authorized personnel.

1. Serves as the building receptionist responsible for reviewing credentials of all visitors and personnel for proper identification to allow entrance to the building. Maintains access authorization cards, checks personnel rosters, and arranges for escorts as required. Maintains up-to-date rosters of occupants of the building. Issues identification badges. Maintains daily record of visitors and of personnel assigned to the building who forget or lose their badges. Refers unannounced visitors to proper officials of the organization. Requires good general knowledge of the organization and tenant offices as to location, functions, key personnel and good general knowledge of the installation to offer information as necessary. Deals with the public in a courteous, poised, tactful manner. Provides information in response to inquiries concerning identification, location and general responsibilities of organizations, functions, program activities, operations, installation and offices, etc. Checks for authorization to bring in or carry out government equipment. Receives and releases mail/packages from and to contractors.
50%

2. Security controls are performed in the issuing of identification badges by providing simple instructions on security regulations relating to the necessity for wearing badges, explaining procedure for leaving mail/packages at the receptionist's desk for pickup, arranging for escort service, and in accordance with standard procedures. Responsible for securing designated doors prior to leaving building for the day. Maintains continual surveillance over the area being protected as a result of the competition sensitive nature of the work performed in the building, noting movement of persons, property, etc. Investigates suspicious persons. Scrutinizes the movements and activities of suspicious persons and those who seem unfamiliar in the area.
50%

Performs other duties as assigned.



TYPICAL NARRATIVE
EVALUATION STATEMENT

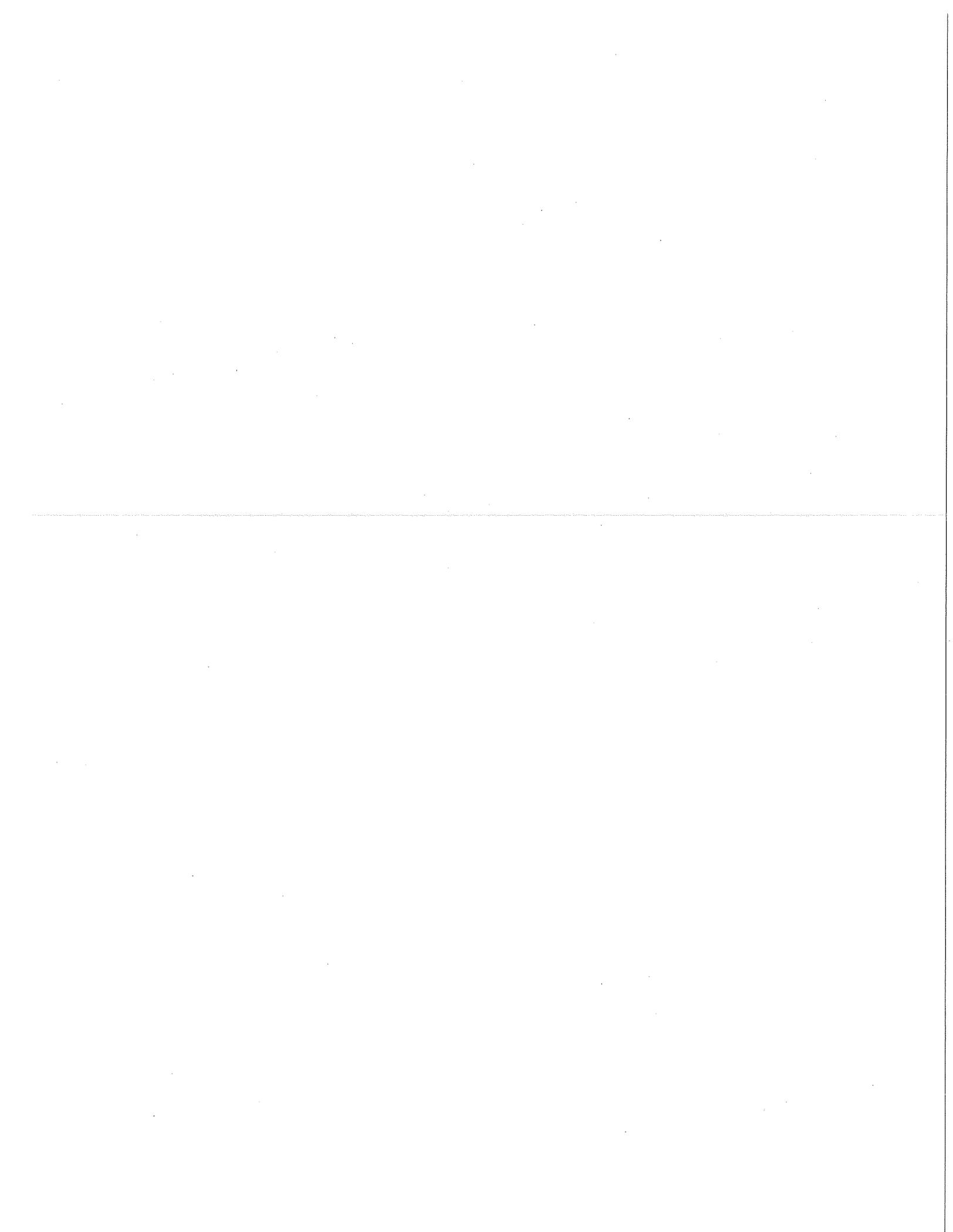
Evaluation:

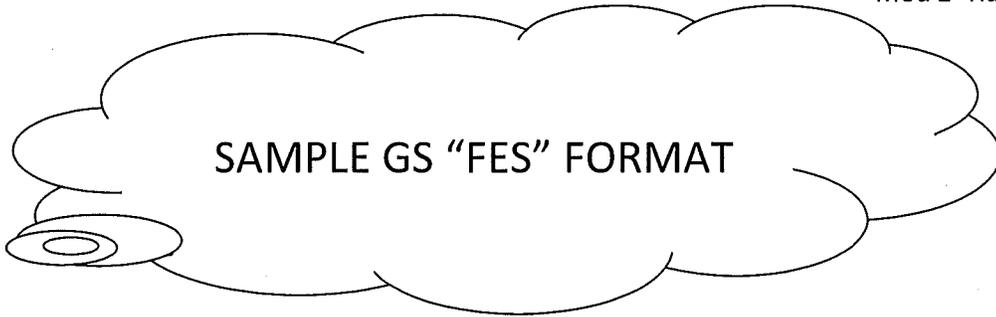
I. REFERENCE: OPM PCS for Information Receptionist Series, GS-304, June 1961.

II. SERIES DETERMINATION: Position receives and directs visitors, reviewing credentials, arranging escorts and performing security controls. Provides information regarding locations, functions, activities, etc. of assigned organizations. As such, it meets the series definition of GS-304 and is so coded.

III. GRADE DETERMINATION: Provides a wide variety of general information for inquiries regarding locations, functions, missions, activities, and personnel, of the Command Group and various tenants. Frequent changes in organization, personnel, etc. require alterations and adjustments to be made to the information provided. Duties also include reviewing credentials, arranging escorts, issuing badges, surveillance of the area for suspicious activity, receiving mail/packages, etc. A good general knowledge of the installation, organization and personnel is required. Skill in dealing with the public in a courteous and tactful manner and using good judgment in public contacts is also required. This equates with the level of difficulty and complexity required at the GS-04 level. At the GS-03 level, the information provided would be of a more routine nature and would not encompass the frequency of change encountered for this position.

IV. FINAL CLASSIFICATION: Information Receptionist, GS-304-04.





SAMPLE GS "FES" FORMAT

Position Description

PD#: EK80928
(modified for sample purposes)
Sequence#: VARIES

Replaces PD#:

SECRETARY (OA)

GS-0318-04

Servicing CPAC: FORT SILL, OK

Agency: VARIES
MACOM: VARIES
Command Code: VARIES

Region: SOUTHWEST

Citation 1: OPM PCS SECRETARY SERIES, GS-318, JAN 79

Citation 2: OPM OFFICE AUTOMATION GEG, NOV 90

PD Library PD: NO

COREDOC PD: NO

Classified By: TROY WELCH
Classified Date: 04/24/1998

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 04

Competitive Level: VARIES

Emergency Essential: []

Career Ladder PD: NO

Bus Code: VARIES

Personnel Reliability Position:

Information

VARIES

Assurance:**PD Status:** VERIFIED**Duties:**

DUTIES NEED PERCENTAGES

MAJOR DUTIES

Serves as management assistant to the Alcohol and Drug Control Officer (ADCO). Based on the detailed working knowledge of the organization, the incumbent manages issues/problems associated with the administrative and clerical requirements. The incumbent must actively manage the office in the absence of the ADCO.

1. Administrative and Clerical Duties in support of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). Receives telephone calls finding out nature of requests for assistance, providing general nontechnical information. Manages routine matters, and on the basis of knowledge of operations and programs, refers other inquiries to appropriate personnel. Reads and interprets higher headquarters SOPs, regulations, and guidance (Army, DOD, MACOM, installations). Performs clerical and technical work in support of budget analysis and administration. Maintains all budget records, oversees new purchases as well as local purchase, and re-ordering supplies, etc. POC for all administrative functions of ADAPCP, i.e., Records Management, prepares monthly/quarterly/annual stats and reports submitted thru ADCO for higher headquarters. Serves as central point for electronically generated information for the ADCO, which involves talking with all ADAPCP personnel, including counseling personnel, as well as commanders, activity directors, and others with questions or requests for information. Coordinates and documents PCs gains of enrolled patients coming to Fort Sill and PCs losses for patients leaving Fort Sill while still enrolled in the ADAPCP. This includes correspondence with other installations worldwide. Coordinate work and traffic flow within the program, and ensure staff members are kept informed and current on routine office procedures. Serves as printing and publications/forms assistant for the division. Serves as alternate Terminal Area Security Officer (TASO) for division. As alternate TASO resolve routine error conditions and perform routine operator maintenance, add/delete/change information in system data base. Coordinates with Army Center for Substance Abuse Program (ACSAP) for requested drug and alcohol background check. Coordinates and retrieves past data information on enrolled patients. Prepares and maintains personnel actions. Compiles, maintains and prepares manpower documentation and reports. Maintains time and attendance cards. Maintains Base and Senior System Civilian Evaluation Report and ensure evaluations submitted by suspense date.

Assists ADCO in DUI/DWI Awards Program. Answers questions and provides guidance to units submitting recommendations for award. Ensures recommendations conform to established local directive, types and formats certificates for signature. Ensures preparation and format of certificates signed and available for presentation. Maintains TDY and budget for the division. Prepares and consolidates the budget to include estimates based on requests and makes recommendations as to accuracy and propriety of these estimates. Maintains status of separate accounts and monitors expenditures of funds to ensure obligations do not exceed allocations. Serve as Records Manager

acting as liaison between the division and Installation Records Management Officer. Advises division personnel on proper use of files and procedures, and policies for disposition. Prepares and screens correspondence and reports for procedural and grammatical accuracy, conforming with general policy and accuracy of references cited. Makes appointments following general guidelines provided by the ADCO. Obtains background material necessary to familiarize supervisor with subjects to be considered before scheduled meetings. As requested, finds out status of projects, correspondence and reports; verifies facts, regulatory sources and dates of scheduled events. Receives requests for statistical information or informative material concerning functions under supervisor's control; obtains information from office files or technical personnel and follows up to assure timely response. Requisitions office supplies, equipment, publications. Advises and helps staff personnel in preparation of Resource and Performance Report (RAPR). Compiles and consolidates the monthly and quarterly RAPR. Ensures compliance according to AR 600-85. Furnishes statistical data for various reports to higher headquarters. 50%

2. Office Automation.

Supports Division staff by using automated equipment to produce charts for briefings, workshop flyers, training, and announcements. Operates automated and computerized systems, e.g., word processors/work stations linked to a computer and associated equipment such as high speed printers. Transmit, receive and acknowledge electronic mail and messages. Uses various software packages to electronically generate standard and special ADAPCP reports. Inputs, updates, and retrieves information within computer database. Instructs and provides user assistance to desk clerks, special duty, and others required to operate automated equipment in admin section. 50%

PERFORMS OTHER DUTIES AS ASSIGNED.

CONDITION OF EMPLOYMENT: Incumbent must sign a DA Form 5019-R (Condition of Employment for Certain Civilian Positions Identified as Critical Under the Drug Abuse Testing Program).

Assignment to duties other than those above for a period exceeding 30 days constitutes a misassignment and must be corrected immediately by appropriate Operating Office submitting a Request for Personnel Action to detail, temporarily promote or to permanently assign employee to the appropriate job.

Factor 1. Knowledge Required by the Position, Level 1-3, 350 Points

Knowledge of the organization's functions and procedures to perform such duties as referring phone calls and visitors, and providing general nontechnical information. Knowledge of requisition procedures. Knowledge to maintain and consolidate budget information. Knowledge of procedures required to maintain time and attendance records and to prepare personnel forms such as SF-52's, performance standards, etc. Knowledge of the office filing system and various references commonly used by the staff in order to classify search for, and dispose of files and records. Skill in operating an electronic typewriter, word processor, personal computer, or computer terminal (using a standardized typewriter style keyboard with additional function keys) and various related equipment such as a printer, modem etc. Knowledge of processing procedures and function keys to perform several basic office automation

functions/tasks such as (1) transmitting, receiving, and acknowledging electronic mail and messages (PROFS); (2) storing and retrieving electronic documents or files; (3) producing letters/ memoranda, reports, etc, much in the same way as they would be typed on a standard typewriter as well as inserting and deleting text, printing standardized paragraphs and activating the printer; (4) entering data into a predefined spreadsheet or database. Knowledge of grammar, spelling, capitalization, and punctuation used to prepare material from handwritten drafts or voice recordings. Knowledge of standard processing procedures, formats, clerical procedures, and common terminology of the office for which the work is performed. Skill of a fully qualified typist.

WORK SITUATION A - Internal procedures are simple and informal, and the supervisor usually coordinates the work through face-to-face discussion with the staff.

Factor 2. Supervisory Controls, Level 2-2, 125 Points

The supervisor provides assignments generally indicating what is to be done, quantity expected, deadlines, and priorities. Additional instructions are provided for new, difficult, or unusual assignments. Incumbent uses initiative to perform independently recurring office work. Work is performed as it arrives, or in accordance with established priorities and instructions. Only problems and unfamiliar situations not covered by instructions are referred to the supervisor, who checks completed work for accuracy and compliance with instructions and established procedures.

Factor 3. Guidelines, Level 3-2, 125 Points

Uses established guidelines for office automation tasks and other clerical procedures which are in the form of manufacturer's manuals, tutorials for users, agency correspondence procedures, style manuals, technical dictionaries, sample work products, etc. Uses judgment in locating, selecting, and applying the most appropriate automation task or function (e.g. copy, delete, search, print, etc.) and other clerical tasks. Situations involving significant deviations from established guidelines or the absence of adequate guidelines are referred to the supervisor or to a higher graded worker.

Factor 4. Complexity, Level 4-2, 75 Points

The clerical duties performed include the full range of procedural duties in support of the office. The automation duties involve using different functions, formats, and software packages depending on the type of document, table, report, etc. Incumbent must recognize differences in existing procedures and applications and make choices from established alternatives such as the most appropriate software package and format to use, the best printer, etc. Also, recognizes discrepancies and corrects errors in spelling, grammar or punctuation and questions originator in such matters as improper format, missing information and content.

Factor 5. Scope and Effect, Level 5-2, 75 Points

The purpose of the work is to carry out specific procedures. The work affects the accuracy and reliability of further processes.

Factor 6. Personal Contacts, Level 6-2, 25 Points

Most contacts are with employees within the immediate organization or installation, and representatives of other Army commands and activities.

Factor 7. Purpose of Contacts, Level 7-2, 50 Points

Contacts are for the purpose of clarifying or exchanging information, making appointments and providing employees with guidance and help on administrative, automation, and clerical procedures.

Factor 8. Physical Demands, Level 8-1, 5 Points

The work places no special physical demand on the employee. The work includes some walking, standing, bending, and carrying of light items such as paper and books.

Factor 9. Work Environment, Level 9-1, 5 Points

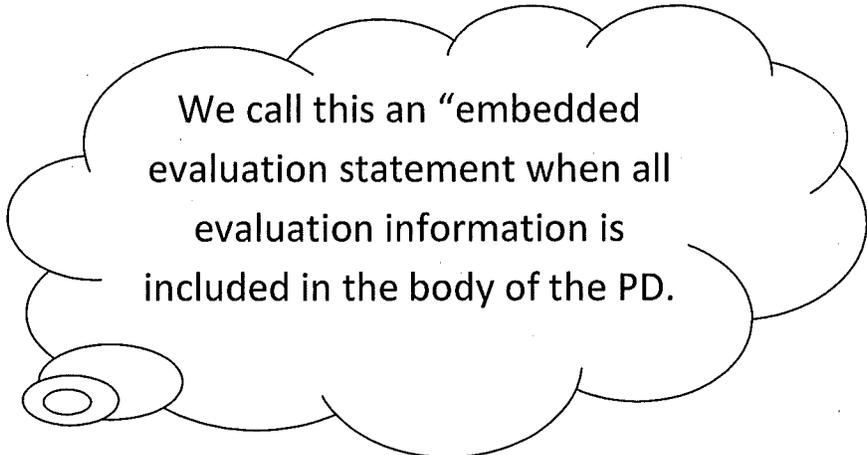
The work environment involves the normal risks and discomforts typical of an office.

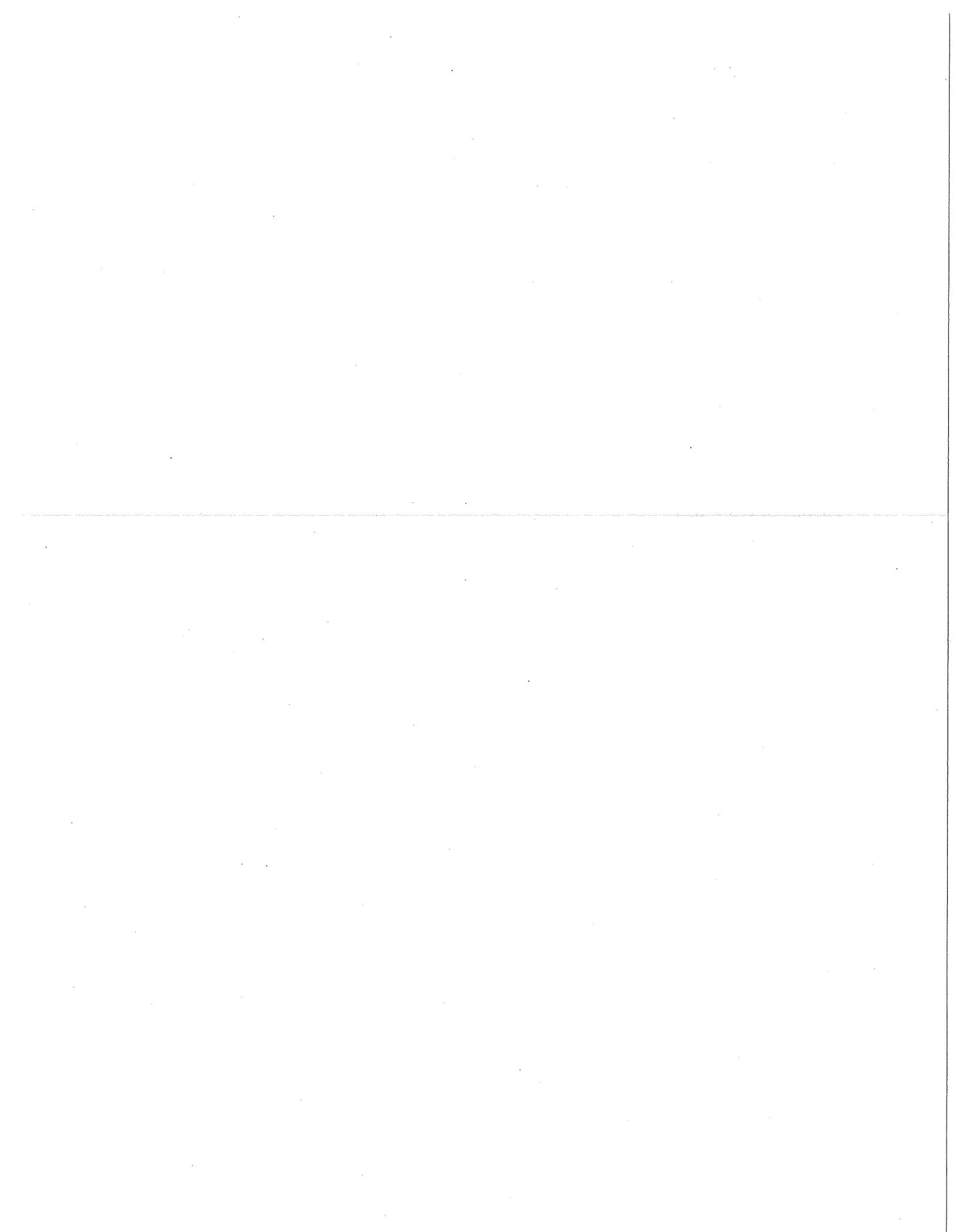
TOTAL POINTS = 835

RANGE = 655-850 = GS-04

Evaluation:

CL: 000A







SAMPLE FWS "NARRATIVE" FORMAT

Position Description

PD#: AG70558
Sequence#: VARIES

Replaces PD#:

MOTOR VEHICLE OPERATOR

WG-5703-05

Servicing CPAC: ABERDEEN PROVING GROUND, MD

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: NORTHEAST

Citation 1: OPM JGS MOTOR VEHICLE OPER, 5703, APR 91

Citation 2: OPM JGS LABORER, 3502, DEC 96

Citation 3: OPM PCS MESSENGER SERIES, DEC 73

Citation 4: OPM PCS MAIL & FILE SERIES, GS-305, JAN 79

PD Library PD: NO

COREDOC PD: NO

Classified By: NECPOC

Classified Date: 05/27/1997

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position:
NO

Functional Code:

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 05

Competitive Level:
VARIES

Emergency Essential:
[]

Career Ladder PD: NO

Bus Code: VARIES

Personnel Reliability Position:

Information

VARIES

Assurance:

PD Status: VERIFIED

Duties:

AG70558 MOTOR VEHICLE OPERATOR, GS-5703-05

Duties:

Serves as a motor vehicle operator in the central mail distribution unit of APG. Work involves processing incoming and outgoing mail to include delivery, sorting, and metering mail received from all APG organizations and from the US Postal Service (USPS). Must be able to obtain secret security clearance.

1. Operates vehicles with gross vehicle weight of up to 10,000 pounds, to transport personnel, articles, and materials throughout the installation and on public roads, for long and short hauls; loads and unloads materials; assures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation; completes trip tickets and preventive maintenance service records; completes driver's accident reports in case of accident. Performs driver's maintenance in accordance with established rules and regulations. May occasionally drive other types and sizes of vehicles for which qualified and licensed when required by workload or in the absence of others.
60%

2. Performs the following messenger duties:

a. Performs pickup and delivery services for such items as mail, bulk quantities of forms and publications which require heavy lifting, such as filled mail bags and boxes of publications and forms.

b. Collects and delivers mail and publications within buildings for organizational elements sharing building occupancy. Collects and delivers classified mail, registered, insured, certified, and express mail. Signs receipts and obtains receipts when picking up and delivering accountable mail.

3. Performs the following mail clerk duties:

a. Sorts incoming mail by organizational designation, room number, name, etc. Receives, controls, and distributes classified mail. For outgoing mail, weighs, marks and meters, sorts by destination, special handling, etc. Screens outgoing materials to assure that they are addressed in accordance with appropriate regulations, returns or contacts originator or appropriate receiving office to resolve errors or discrepancies.

b. Records daily readings on the meter register; verifies the accuracy of changes made to each account; and performs adjustments resulting from incorrect metering or equipment malfunction. Performs resetting of meter as required and locks meter heads when not in use to prevent unauthorized usage.

c. Performs distribution duties involving receiving, reviewing requested distribution (A,

B, E, etc.), to counting documents (flyers, posters, charts, regulations, bulletins, Merit Promotion Announcements, etc.) and distributing to appropriate APG addresses according to distribution schedules cited on document/request.

d. Performs express mail and US Postal Service express mail service. Follows established procedures and processes to ensure packages have the appropriate notations and are accurately documented to facilitate proper delivery.

e. Assists in the records holding area as required.

Performs other duties as assigned.

Skills and Knowledges

Skilled in operating vehicles with a gross vehicle weight up to 10,000 pounds, including pick-up trucks, carryalls, automobiles, jeeps, ambulances and vans. Skilled in handling controls for starting, stopping backing, and driving the vehicle, in judging overhead and side clearances, turning radius, braking distance, and safest distance to be maintained from preceding vehicle. Basic knowledge of the functions and organizational structures of serviced units and a knowledge of mail processing and control procedures to sort mail to major distribution points, most of which have subordinate elements, requiring knowledge of functions performed within the subordinate elements in order to properly sort based on incomplete address. Knowledge of postal equipment to include metering devices and related components (i.e., meter heads, etc.). Ability to maintain and operate such equipment. Knowledge of procedures and regulations for the control and processing of various types of mail (registered, certified, insured, express, classified, etc.), and for preparation and dispatch of various kinds of outgoing materials with differing processing procedures.

Responsibility

Receives instructions from a dispatcher, supervisor, or trip ticket indicating type of vehicle to be operated, destination and purpose of the trip. Responsible for safe conduct of cargo; follows safety regulations; driving carefully to prevent damage to vehicle, assuring proper loading of materials. Work involves performance of several related duties (sorting and metering mail, post-wide distribution, etc.), requiring determination of appropriate procedures or actions for each duty. Purpose of work is to provide fast and efficient pickup, processing, and delivery of a variety of unclassified and classified materials on behalf of a number of organizations with different missions and functions. Contacts are with a variety of different personnel at all levels within the units serviced. Contacts are also made with other postal employees and personnel within administrative units.

Physical Demands

Work requires long periods of standing, walking, bending, recurring lifting and carrying of packages, bags, etc. Capable of lifting and handling objects and tilled mail bags, bulk quantities of forms and publications weighing approximately 70 pounds. Physically able to push a loaded All Purpose Container with a maximum weight capacity of 1200 pounds. Physically able to climb at least three flights of stairs with mail.

Working Conditions

Required to work outside and is occasionally exposed to bad weather conditions while loading and unloading vehicles. Drives in all types of weather and traffic.

Exposed to possibility of serious accident and subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles.

Use of appropriate safety gear is required.

Evaluation Statement:

I. References:

- a. OPM JGS for Motor Vehicle Operator, WG-5703, Apr 91.
- b. OPM JGS for Laborer, WG-3502, 12/96.
- c. OPM PCS for Messenger Series, GS-302, Dec 73 and Aug 59.
- d. OPM PCS for Mail and File Series, GS-305, May 77.
- e. OPM Introduction to the Position Classification Standards, Section IV: Determining Coverage by the GS or FWS

II. Series Determination: Position performs work in the GS and WG occupations. Highest level of work performed is the operation of motor vehicle for the purpose of pickup and delivery of mail throughout the installation. In addition, work involves sorting and metering mail; messenger services; and substantial physical strength (lifting in excess of 70 pounds), which, in addition to MVO work is exempt from the Classification Act, per reference d. Position is therefore placed in the FWS and is allocated to the highest skill occupation which is WG-5703.

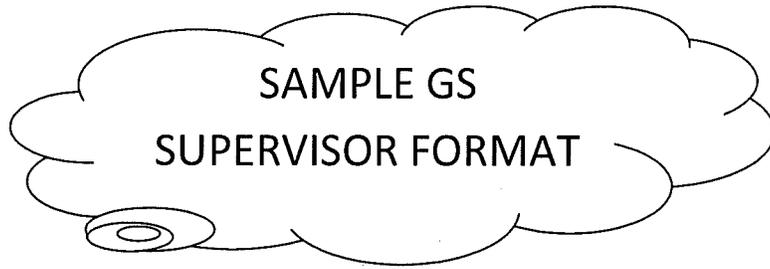
III. Grade Determination: Comparison is made to above references, as follows:

- a. Para 1 is compared to reference 1a and equated to WG-05.
- b. Para 2 is compared to reference 1c and equates to GS-2.
- c. Para 3 is compared to reference 1d and equates to GS-04.
- d. Laborer duties are compared to reference 1b and equate to WG-02.

Conclusion: WG-05 based on the overall highest level of work performed.

IV. Job Classification: Motor Vehicle Operator, WG-5703-05.

V. FLSA Determination: Nonexempt, per 5 CFR. 551.103 (does not meet any of the exemption criteria included in 5CFR 55 1 Subpart B).



SUPERVISORY GENERAL ENGINEER

GS-0801-13

Servicing CPAC: ANNISTON DEPOT, AL

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: SOUTH CENTRAL

Citation 1: OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98

Citation 2: GEN GR-EVAL GUIDE FOR NONSUPV PROF ENG JUN 71

PD Library PD: NO

COREDOC PD: NO

Classified By: GREGORY F. POTTS

Classified Date: 05/28/1999

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 16

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 91

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 13

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

PD Status: VERIFIED

Duties:

SUPERVISORY CONTROLS

Director provides general guidance in the form of broad policies and overall program

objectives. Within this general guidance, incumbent is expected to achieve functional assignment and to make substantial recommendations and decisions that significantly contribute to the effective realization of the engineering mission for the depot. Recommendations and decisions are normally accepted as technically sound even though actions may require final approval. Review is primarily through formal briefings and informal discussions with Director and evaluation of projects and services.

MAJOR DUTIES

Serves as Chief of the Project Management Division with responsibility for providing and coordinating mechanical, civil, structural, and electrical services for depot construction projects and mission work. The depot is a large Class II installation with a work force of approximately 2700 personnel engaged in diverse and complex operations such as repair, rebuild, modification, and overhaul of combat and tactical vehicles, artillery, small arms repair, electronic test equipment, fire control equipment, and supporting administrative and service operations. Work force includes approximately 18 employees including Mechanical Engineers, GS-830-12; Civil Engineers, GS-810-12; Electrical Engineers, GS-850-12; and support personnel.

1. Plans, organizes and directs the operation and accomplishment of assigned activities. Studies and interprets general directives and regulations from higher echelon relating to the management of assigned functions; develops and devises new methods, systems, and procedures to improve the accomplishments of required functions. Determines functional responsibilities and organizational structure of the division to provide necessary specialization, direction, and definition of purpose. Determines priorities and resources required to accomplish the assigned activities. Provides leadership and guidance in determining personnel requirements and developing such personnel to maximum potential. Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed. 20%
2. Directs the accomplishment of the assigned functions such as the management of the depot's major construction programs to include the Facilities Engineering Project Program, Military Construction Army construction, Job Order Contract, facility work orders, and engineering services for the depot encompassing the maintenance, repair, modification, and construction of real estate, real property, utility systems, and supervision, inspection, and administration of project contracts, and the coordination of major construction. Conducts conferences with staff to advise them of new or changed policies and procedures and impact upon their activities. Discusses problem areas with concerned personnel and provides technical assistance. Exercises technical direction over the segments and reviews progress and efficiency by review of reports, conferences, and observations or results obtained. 20%
3. Administers the personnel management program for all assigned activities. Reviews, resolves and/or refers employee problems arising from the decisions of subordinates on actions pertaining to such matters as assignments, working conditions, classification, and performance appraisals. Promotes and administers a variety of management programs for the organization supervised, such as safety, cost reduction, incentive awards, and quality assurance within policies and procedures established by higher authority. Assures that subordinates effectively carry out policies to achieve management objectives in such areas as labor-management relations and equal

employment opportunity. Serves as a management representative at hearings, meetings, and negotiations, involving labor-management relations. Periodically reviews job descriptions of subordinates for currency and accuracy; reports detailing of employees to jobs other than their own; initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining. 25%

4. Coordinates division activities with those of other depot activities such as with Procurement on purchases or contracts for projects and related specifications prepared by the division; District Engineer's Office, US Army Tank-Automotive and Armament Command (TACOM) on construction activities; the local repairs and utilities personnel on work performed by that organization; depot operating components during engineering studies and the solving of engineering problems by designing and/or modifying facilities, structures, and equipment. 20%

5. Serves as staff advisor and consultant on engineering problems through the Director to the Depot Commander and other depot activities, providing recommendations for solution of engineering problems and professional engineering decisions. 15%

Work assignments involve a thorough knowledge of hazardous materiel handling and related activities. Incumbent is required to successfully complete a variety of hazardous material classes. There is a possibility of exposure to hazardous chemicals and fumes from spills and/or leaks and incumbents may be required to wear protective clothing (e.g., rubber boots, coveralls, goggles, aprons, gloves, respirator, etc.)

Performs other duties as assigned.

Evaluation Statement

Factor 1, Program Scope and Effect Level 1-2 350 Points

The Chief, Project Management Division directs a program segment that provides complex technical and professional services, i.e., installation facilities support directly affecting the depot. The work significantly affects the effectiveness of the depot construction program and mission support work.

Factor 2, Organizational Setting Level 2-1 100 Points

The position is accountable to the Director who is two or more levels below the SES or General Officer level in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised Level 3-2c 450 Points

Position is a supervisor over 18 subordinates ranging in grade from a GS-12 To a GS-07. The position meets the criteria for first-line supervisory authorities described at Level 3-2c.

Factor 4, Personal Contacts Nature of Contacts Level 4A-3 75 Points

Recurring contacts include depot directors, managers, supervisors, technical and legal experts within the depot and Command, technical staff at other installations/commands, representatives from businesses and industrial firms, and officials from large and small industrial contractors. Contacts are made in scheduled as well as unscheduled meetings, briefings, conferences, and via telephone.

Purpose of Contacts Level 4B-2 75 Points

Purpose of contacts is to obtain information, to plan, and to coordinate work requirements. In addition, the position requires frequent communication with people outside the installation to justify, defend, and negotiate projects that are controversial, costly, or critical to the depot. This position requires active participation in conferences, meetings, and presentations involving problems or consequential issues.

Factor 5, Difficulty of Typical Work Directed Level 5-7 930 Points

The GS-12 nonsupervisory grade level best characterizes the basic mission of this organization and constitutes in excess of 25% of the workload.

Factor 6, Other Conditions Level 6-4a 1120 Points

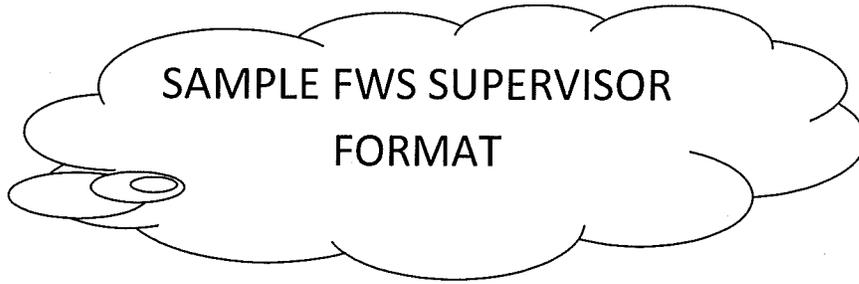
This position has responsibility for overall management of the depot's major construction programs. The incumbent manages and plans all current installation facilities engineering projects and Major Military Construction projects, its execution, monitors progress, coordination, integration, and takes corrective action when problems are encountered. The work requires substantial coordination, and integration of a number of major work projects.

The total points allocated equal 3100, which equates to GS12 (2755-3150). However, the grade is adjusted to GS-13 by application of the following provision from the General Schedule Supervisory Guide:

If the grade which results from applying the conversion chart is not higher than the base grade of work supervised, as determined under Factor 5 of this guide, the final grade for the supervisory work evaluated will be one grade above the base grade of work directed, provided:

- a. the base level of work directed is determined under Factor 5 of this guide, and involves 25 percent or more of the workload directed, as estimated under Factor 5; and
- b. the delegated supervisory and managerial authorities as responsibility in Factor Level 3-1.

Final Classification: Supervisory General Engineer, GS-801-13



**SAMPLE FWS SUPERVISOR
FORMAT**

PAINTER SUPERVISOR

WS-4102-09

Servicing CPAC: CORPUS CHRISTI, TX

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: WEST

Citation 1: OPM JGS / SUPERVISORS, TS-66, DEC 92

Citation 2: OPM JGS PAINTER, 4102, APR 94

PD Library PD: NO

COREDOC PD: NO

Classified By: CCAD

Classified Date: 12/23/1992

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position:
NO

Functional Code:

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 09

Competitive Level:
VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

PD Status: VERIFIED

Duties:

TESTING DESIGNATED POSITION

SUPERVISORY CONTROLS

Supervisor provides general instructions, standard procedures, overall priorities and policies, and relies on the employee to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.

MAJOR DUTIES

Serves as Supervisor over an Aircraft Paint shop and is responsible in planning and directing work operations and exercising administrative authorities as described below. The occupation and grade level that best reflect the nature of the overall work operation are Painter, WG-4102-09. Supervisory duties are performed 100% of the time.

PLANNING. Plans use of subordinate workers' equipment, facilities, and materials on a week-to-week or month-to-month basis; establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by higher level supervisor(s); as required, coordinates work with supporting or related work functions controlled by other supervisors; determines the number and types of workers needed to accomplish specific projects; determines how many assignments can be done concurrently, which ones can be delayed and the number and types of employees needed, considering skills, personnel, materials, and equipment available and required; redirects individual workers and resources to accomplish unanticipated work; informs higher level supervisors of the need to revise work schedules and re-estimates labor and other resources; and, participates with superiors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work.

WORK DIRECTION. Assigns work to employees and provides technical direction and/or assistance in accomplishing the work. Observes work in progress, investigates work-related problems such as excessive costs or low productivity, and determines causes; implements corrective actions within their authority to resolve work problems; and, recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors.

ADMINISTRATION. Plans and establishes overall leave schedules; determines training needs of subordinates and arranges for its accomplishment; counsels employees on performance; sets performance standards, and makes formal appraisals of subordinates' work performance; interviews candidates for vacancies and recommends employee(s) for promotion or reassignment; reviews job descriptions for currency and accuracy and makes necessary changes; reports detailing of employees to jobs other than their own; counsels employees on problems and adjusts informal complaints through discussions with employee(s) and union representatives. Initiates proposals for formal disciplinary action as needed Promotes the participation of employees in such programs as the suggestion program cost reduction. Maintains production reports and records. Assures that equal employment opportunity programs are implemented and operational to accomplish equal employment opportunity goals in accordance with DA and local policies. Controls all property for the unit supervised, serving as the hand receipt holder; takes necessary action to assure the proper care, custody and use of property and the maintenance of appropriate property records. Assures that safety and housekeeping practices are observed.

Performs other duties as assigned

NOTE: This position is covered by the Civilian Drug Testing Program. Incumbent is required to sign a DA Form 5019-R, Condition of Employment for certain civilian positions identified as critical under the Drug Abuse Testing Program.

Evaluation:

REGION: SOUTHWEST
COMP AREA CODE: AA
COMP LEVEL CODE: B000
BUS CODE: 8888
JGP=2 DRUG SCREENING REQUIRED

EVALUATION STATEMENT

WAGE SUPERVISORY POSITIONS Job Number -AA08988 (RPL Z3061)

REFERENCES:

- A. USOPM JGS for Federal Wage System Supervisors, Dec 92
- B. USOPM JGS for Painter, WG-4102, TS-9, dtd Nov 1969.

BACKGROUND INFORMATION: New wage supervisor standard applied.
DETERMINATION OF TITLE AND SERIES: Primary purpose of the organization performs preparation, priming, and painting of airframes. Reference I.A. covers the work of a supervisor as described above; therefore, the pay category for this job is WS. Reference I.B. was used to classify the primary occupation supervised. Determination is Painter Supervisor, WS-4102.

DETERMINATION OF GRADE:

FACTOR I. NATURE OF SUPERVISORY RESPONSIBILITY

Situation 2

RATIONALE: Meets situation 2 in planning, work direction, and administration of supervisory responsibilities.

FACTOR II. LEVEL OF WORK SUPERVISED

List of subordinate positions:

First Title, Series & Grades WG-4102-09 Painter

Level of work supervised and rationale: The highest level of non-supervisory work accomplished by subordinates who perform the work is WG-4102-09 Painter.

FACTOR III. SCOPE OF WORK OPERATIONS SUPERVISED

SUBFACTOR A

LEVEL A-1 (30 points)

SUBFACTOR B

LEVEL B-3 (50 points)

SUBFACTOR C
NO POINTS CREDITED

TOTAL POINTS = 80 CONVERSION LEVEL = B

GRADE FROM GRADING TABLE 09 GRADE LEVEL ADJUSTMENTS & RATIONALE:
No adjustments, job does not substantially exceed situation 2 in Factor I; and highest level of work is credited in Factor II.

CONCLUSION: Painter Supervisor, WS-4102-09

FLSA: Exempt

SUPV CODE: 01

CLC: 002

SKILLS CODES: 2TS 100%