Department of the Army
Pamphlet 690-41

Civilian Personnel

Standardized Job Descriptions

Headquarters
Department of the Army
Washington, DC
22 March 1990

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Summary. This pamphlet provides copies of Department of the Army approved standardized job descriptions. It includes the renumbering of all jobs published in the previous edition of this pamphlet (SD-1 through SD-58), the rescission of jobs SD-19 and SD-53 (which are replaced by jobs A148, A149 and A128, A129, respectively), the revision of jobs A001 and A025, and the addition of jobs A059 through A158.

Applicability. This pamphlet applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this pamphlet is the U.S. Total Army Personnel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-CPF-P, Alexandria, VA 22332-0300.

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Appendix

A. Department of the Army Standard Job Descriptions A-1

1. Purpose

This pamphlet provides Department of the Army approved standardized job descriptions for use by supervisors and civilian personnel offices as an aid in establishing or changing positions.

2. References

a. Required publication. AR 690-500, chapter 511, Classification Under the General Schedule. (Cited in para 3.)

b. Related publication. A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet. AR 690-300, chapter 312, Position Management.

3. Use and modification of standardized job descriptions

a. The jobs contained in this pamphlet are intended to facilitate the classification process (AR 690-500) by providing descriptions of commonly occurring positions, thereby reducing the requirement for local development of job descriptions for such positions. These standardized jobs should be used in cases

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where the grade-controlling duties of the job adequately describe those of the local position. As necessary, the standardized job description can be modified (see *c*) to fit the specific situation. Individually prepared descriptions should not be used if there is a standardized job that is adequate or that would suffice with appropriate modifications.

b. When establishing a new position of changing an existing position, supervisors should refer to this pamphlet to determine whether a standardized job can be used; as necessary, they can draw upon the civilian personnel office for advice and assistance in the job selection process.

c. Modifications to standardized job descriptions should be made only when they involve significant changes to the job.

(1) Revisions (either additions or deletions) to a major duty contained in a standardized job should change the significant character of the duty. Modifications should not be made merely to embellish or amplify the description.

(2) Any duty added to a standardized job should meet the criteria for a major duty (for example, duties that occupy an insignificant amount of time should not be added).

(3) In some instances, standardized job descriptions with appropriate modifications can be used to describe positions involving work in more than one occupation. For example, job number A020, Plumber WG-4206-9, might be used to describe a mixed position involving a combination of WG-9 level plumbing work and WG-7 level carpentry work. This would require adding a major duty describing the carpentry work, along with necessary modifications to the factors of Skill and Knowledge, Responsibility, etc.

d. When modifications of any kind are made to the content of the standardized description, the evaluation statement should be correspondingly modified to show the effect of the changes in job content. If the evaluation statement is of the formula type that requires the insertion of supplemental information, the evaluation process will relate to the content of the job description as modified.

4. Numbering of standardized job descriptions

Standardized job descriptions will be numbered by HQDA as they are issued. Civilian personnel offices should use these numbers for record and reference purposes in lieu of locally assigned numbers. When a standardized description is used or modified locally, a suffix should be added to the number as discussed in paragraphs *a* through *c* below. Paragraphs *a* and *b* address the general procedure for adding a suffix, while paragraph *c* discusses an alternate procedure involving Federal Wage System (FWS) supervisory and leader jobs.

a. If the job is used without modification, the suffix "0" should be added to the job number. For example, if job number A004 is used without modification, the complete number would be A0040.

b. Modifications should be identified by use of a letter of the alphabet, beginning with "A" for the first modification, "B" for the second, and so on. For example, the standardized description for Clerk-Typist, GS-322-3, would be numbered as "A004A" for the first modification, "A004B" for the second, and so on.

(1) If a modification results in addition of a parenthetical title to the basic title of the standardized job (for example, addition of "Typing" to a title), the standardized job number may be used, with an appropriate letter suffix to identify the modification.

(2) In cases where the modification results in a different basic title, series, or grade, a local job number will be assigned in lieu of using the standardized job number.

c. The number of a standardized description for an FWS supervisor or leader should be assigned a three-digit numeric suffix (beginning with 001) to identify local modifications. For example, the first modification to job Z3 would be numbered Z3001, the second Z3002, and so on.

5. Organization of this pamphlet

a. The standardized job descriptions in Appendix A are separated into two broad categories, for General Schedule and Federal Wage System positions. Within each category, the job descriptions are sequenced by occupational series; for example, GS-081, GS-189, GS-201, and so on.

b. Indexes to the standardized job descriptions in Appendix A are contained in Tables 1, 2, and 3. Table 1 is a list of the jobs by series, Table 2 is a list by title, and Table 3 is a list by job number.

Table 1.—Standard Job Descriptions—Sequenced by Occupational Series

Title	Series number	Job number	Page number
General Schedule Occupations:			
Firefighter	GS-081-4	A001	A-3
Firefighter	GS-081-3	A133	A-7

Table 1.—Standard Job Descriptions—Sequenced by Occupational Series—Continued

Title	Series number	Job number	Page number
Fire Protection Inspector	GS-081-4	A134	A-11
Firefighter	GS-081-5	A135	A-15
Firefighter	GS-081-5	A136	A-19
Fire Protection Inspector	GS-081-5	A137	A-25
Lead Firefighter	GS-081-6	A138	A-29
Fire Protection Inspector	GS-081-6	A139	A-33
Outreach Program Coordinator	GS-101-9	A074	A-37
Army Community Services Officer	GS-101-12	A075	A-59
Army Community Services Officer	GS-101-11	A076	A-51
Exceptional Family Member Prog Coord	GS-101-9	A077	A-45
Family Support Officer	GM-101-13	A166	A-69
Family Support Officer	GS-101-12	A167	A-65
Supervisory Psychologist/Social Worker	GS-180-12	A058	A-75
Social Worker	GS-185-11	A073	A-85
Social Worker/Psychologist/local title	GS-185-9	A084	A-91
Social Service Assistant	GS-186-7	A060	A-99
Social Services Assistant	GS-186-6	A070	A-107
Social Services Assistant	GS-186-7	A085	A-117
Social Service Representative	GS-187-7	A071	A-127
Social Service Representative	GS-187-8	A072	A-135
Social Service Representative	GS-187-8	A078	A-143
Social Service Representative	GS-187-8	A079	A-151
Recreation Aid	GS-189-3	A033	A-159
Personnel Management Specialist	GS-201-9	A057	A-163
Military Personnel Clerk	GS-204-4	A002	A-169
Military Personnel Clerk (Typing)	GS-204-6	A059	A-173
Position Classification Specialist	GS-221-9	A124	A-181
Position Classification Specialist	GS-221-11	A125	A-185
Position Classification Specialist	GS-221-12	A126	A-189
EE Manager	GS-260-12	A127	A-193
Community Recreation Officer	GM-301-13	A164	A-209
Community Recreation Officer	GS-301-12	A165	A-201
Messenger (Motor Vehicle Operator)	GS-302-2	A003	A-217
Mortuary Affairs Technician	GS-303-6	A080	A-221
File Clerk	GS-305-2	A034	A-231
Mail Clerk	GS-305-3	A035	A-235
Mail and File Clerk	GS-305-4	A036	A-241
Clerk-Stenographer	GS-312-4	A037	A-247
Secretary (Typing)	GS-318-5	A038	A-257
Secretary (Stenography)	GS-318-5	A039	A-267
Clerk-Typist	GS-322-3	A004	A-283
Clerk-Typist	GS-322-2	A123	A-277
Clerk-Typist	GS-322-4	A128	A-291
Clerk-Typist	GS-322-4	A129	A-295
Computer Programer	GS-334-9	A040	A-299
Computer Systems Programer	GS-334-11	A041	A-303
Computer Clerk	GS-335-4	A005	A-309
Community and Family Act Prog Mgr	GM-340-14	A159	A-321
Community and Family Act Prog Mgr	GM-340-13	A160	A-313
Community and Family Act Prog Mgr	GM-340-13	A161	A-317
Support Services Supervisor	GS-342-11	A170	A-327
Management Analyst	GS-343-9	A006	A-333
Supervisory Program Analyst	GS-345-12	A168	A-347
Supervisory Program Analyst	GS-345-11	A169	A-337
Duplicating Equipment Operator	GS-350-4	A007	A-357
Data Transcriber	GS-356-3	A008	A-367
Data Transcriber	GS-356-2	A130	A-363
Data Transcriber	GS-356-4	A131	A-371
Telephone Operator	GS-382-3	A009	A-375
Telephone Operator	GS-382-4	A132	A-379
Interdisciplinary (FTDTL)	GS-415-12	A065	A-389

Table 1.—Standard Job Descriptions—Sequenced by Occupational Series—Continued

Title	Series number	Job number	Page number
Interdisciplinary (FTDTL)	GS-415-12	A067	A-391
Interdisciplinary (FTDTL)	GM-415-13	A069	A-397
Quality Review Analyst	GS-501-7	A061	A-403
Quality Review Analyst	GS-501-9	A062	A-407
Staff Accountant	GS-510-9	A063	A-411
Staff Accountant	GS-510-11	A064	A-415
Auditor	GS-511-9	A081	A-419
Auditor	GS-511-11	A082	A-425
Auditor	GS-511-12	A083	A-431
Interdisciplinary (FTDTL)	GS-644-11	A066	A-437
Construction Inspector	GS-809-7	A010	A-443
Engineering Draftsman	GS-818-5	A011	A-447
Contact Representative	GS-962-9	A054	A-451
Illustrator	GS-1020-7	A012	A-455
Annex Manager	GS-1101-9	A044	A-461
Branch Manager	GS-1101-11	A045	A-471
Installation Club Manager	GS-1101-12	A046	A-481
Community Operations Officer	GM-1101-13	A162	A-501
Community Operations Officer	GS-1101-12	A163	A-493
Contract Specialist	GS-1102-9	A140	A-511
Contract Specialist	GS-1102-11	A141	A-517
Contract Specialist	GS-1102-12	A142	A-533
Contract Administrator	GS-1102-11	A143	A-525
Contract Administrator	GS-1102-12	A144	A-541
Supervisory Contract Specialist	GM-1102	A145	A-549
Supervisory Contract Specialist	GM-1102	A146	A-553
Purchasing Agent	GS-1105-5	A013	A-557
Chemist	GS-1320-11	A068	A-561
Child Development Svcs Coordinator	GS-1701-12	A047	A-631
Child Development Svcs Coordinator	GS-1701-11	A048	A-619
Child Development Svcs Coordinator	GS-1701-9	A049	A-599
Child Dev Svcs Coordinator/Director	GS-1701-9	A050	A-609
Child Development Svcs Director	GS-1701-8	A051	A-581
Child Development Svcs Director	GS-1701-7	A052	A-567
Family Child Care Director	GS-1701-8	A055	A-591
Family Child Care Outreach Worker	GS-1701-7	A056	A-575
Supply Clerk	GS-2005-4	A014	A-641
Supply Clerk	GS-2005-5	A015	A-645
Travel Clerk (Typing)	GS-2132-3	A086	A-649
Travel Clerk (Typing)	GS-2132-4	A087	A-653
Travel Clerk (Typing)	GS-2132-4	A088	A-659
Travel Clerk	GS-2132-5	A089	A-663
Travel Clerk (Typing)	GS-2132-5	A090	A-667
Travel Clerk	GS-2132-6	A091	A-673
Travel Clerk (Typing)	GS-2132-6	A092	A-677
Travel Assistant (Typing)	GS-2132-7	A093	A-681
Shipment Clerk	GS-2134-5	A016	A-713
Shipment Clerk (Typing)	GS-2134-3	A094	A-687
Shipment Clerk (Typing)	GS-2134-4	A095	A-693
Shipment Clerk	GS-2134-4	A096	A-701
Shipment Clerk	GS-2134-4	A097	A-707
Shipment Clerk (Typing)	GS-2134-5	A098	A-719
Shipment Clerk	GS-2134-5	A099	A-727
Shipment Assistant	GS-2134-6	A100	A-733
Shipment Assistant	GS-2134-6	A101	A-739
Federal Wage System Occupations:			
General Foreman	WS	Z1	A-745
General Foreman	WS	Z2	A-749
Foreman	WS	Z3	A-753
Foreman	WS	Z4	A-757

Table 1.—Standard Job Descriptions—Sequenced by Occupational Series—Continued

Title	Series number	Job number	Page number
Foreman	WS	Z5	A-761
Leader	WL	Z6	A-765
Electrician	WG-2805-10	A017	A-769
Machinist	WG-3414-8	A102	A-773
Machinist	WG-3414-10	A103	A-777
Machinist	WG-3414-11	A104	A-781
Laborer	WG-3502-2	A018	A-791
Laborer	WG-3502-1	A157	A-787
Laborer	WG-3502-3	A158	A-795
Welding Worker	WG-3703-8	A147	A-799
Welder	WG-3703-10	A148	A-803
Welder	WG-3703-10	A149	A-807
Welder	WG-3703-11	A150	A-811
Painter	WG-4102-9	A042	A-823
Painting Worker	WG-4102-7	A105	A-815
Painting Worker	WG-4102-8	A106	A-819
Painter	WG-4102-9	A107	A-827
Painter	WG-4102-9	A108	A-831
Plumber	WG-4206-9	A020	A-835
Carpenter	WG-4607-9	A043	A-843
Carpentry Worker	WG-4607-7	A109	A-839
Carpenter	WG-4607-9	A110	A-849
Carpenter	WG-4607-9	A111	A-853
Motor Vehicle Operator	WG-5703-5	A021	A-859
Motor Vehicle Operator	WG-5703-6	A112	A-863
Motor Vehicle Operator	WG-5703-6	A113	A-867
Motor Vehicle Operator	WG-5703-7	A114	A-871
Motor Vehicle Operator	WG-5703-7	A115	A-875
Motor Vehicle Operator	WG-5703-8	A116	A-879
Fork Lift Operator	WG-5704-5	A022	A-883
Automotive Mechanic	WG-5823-10	A023	A-895
Automotive Worker	WG-5823-8	A153	A-887
Automotive Worker	WG-5823-9	A154	A-891
Automotive Mechanic	WG-5823-10	A155	A-899
Tools and Parts Attendant	WG-6904-5	A024	A-903
Tools and Parts Attendant	WG-6904-6	A156	A-907
Warehouse Worker	WG-6907-5	A025	A-915
Warehouse Worker	WG-6907-4	A117	A-911
Warehouse Worker (Fork Lift Operator)	WG-6907-5	A118	A-921
Warehouse Worker	WG-6907-6	A119	A-927
Warehouse Worker (Fork Lift Operator)	WG-6907-6	A120	A-931
Packer	WG-7002-4	A026	A-937
Packer	WG-7002-6	A151	A-941
Packer	WG-7002-6	A152	A-945
Cook	WG-7404-5	A121	A-949
Cook	WG-7404-8	A122	A-953

Table 2.—Standard Job Descriptions—Sequenced by Title

Title	Series number	Job number	Page number
Annex Manager	GS-1101-9	A044	A-461
Army Community Services Officer	GS-101-12	A075	A-59
Army Community Services Officer	GS-101-11	A076	A-51
Auditor	GS-511-9	A081	A-419
Auditor	GS-511-11	A082	A-425
Auditor	GS-511-12	A083	A-431
Automotive Mechanic	WG-5823-10	A023	A-895
Automotive Mechanic	WG-5823-10	A155	A-899
Automotive Worker	WG-5823-8	A153	A-887
Automotive Worker	WG-5823-9	A154	A-891
Branch Manager	GS-1101-11	A045	A-471
Carpenter	WG-4607-9	A043	A-843
Carpenter	WG-4607-9	A110	A-849
Carpenter	WG-4607-9	A111	A-853
Carpentry Worker	WG-4607-7	A109	A-839
Chemist	GS-1320-11	A068	A-561
Child Dev Svcs Coordinator/Director	GS-1701-9	A050	A-609
Child Development Svcs Coordinator	GS-1701-12	A047	A-631
Child Development Svcs Coordinator	GS-1701-11	A048	A-619
Child Development Svcs Coordinator	GS-1701-9	A049	A-599
Child Development Svcs Director	GS-1701-8	A051	A-581
Child Development Svcs Director	GS-1701-7	A052	A-567
Clerk-Stenographer	GS-312-4	A037	A-247
Clerk-Typist	GS-322-3	A004	A-283
Clerk-Typist	GS-322-2	A123	A-277
Clerk Typist	GS-322-4	A128	A-291
Clerk Typist	GS-322-4	A129	A-295
Community and Family Act Prog Mgr	GM-340-14	A159	A-321
Community and Family Act Prog Mgr	GM-340-13	A160	A-313
Community and Family Act Prog Mgr	GM-340-13	A161	A-317
Community Operations Officer	GM-1101-13	A162	A-501
Community Operations Officer	GS-1101-12	A163	A-493
Community Recreation Officer	GM-301-13	A164	A-209
Community Recreation Officer	GS-301-12	A165	A-201
Computer Clerk	GS-335-4	A005	A-309
Computer Programer	GS-334-9	A040	A-299
Computer Systems Programer	GS-334-11	A041	A-303
Construction Inspector	GS-809-7	A010	A-443
Contact Representative	GS-962-9	A054	A-451
Contract Administrator	GS-1102-11	A143	A-525
Contract Administrator	GS-1102-12	A144	A-541
Contract Specialist	GS-1102-9	A140	A-511
Contract Specialist	GS-1102-11	A141	A-517
Contract Specialist	GS-1102-12	A142	A-533
Cook	WG-7404-5	A121	A-949
Cook	WG-7404-8	A122	A-953
Data Transcriber	GS-356-3	A008	A-367
Data Transcriber	GS-356-2	A130	A-363
Data Transcriber	GS-356-4	A131	A-371
Duplicating Equipment Operator	GS-350-4	A007	A-357
EE Manager	GS-260-12	A127	A-193
Electrician	WG-2805-10	A017	A-769
Engineering Draftsman	GS-818-5	A011	A-447
Exceptional Family Member Prog Coord	GS-101-9	A077	A-45
Family Child Care Director	GS-1701-8	A055	A-591
Family Child Care Outreach Worker	GS-1701-7	A056	A-575
Family Support Officer	GM-101-13	A166	A-69
Family Support Officer	GS-101-12	A167	A-65
File Clerk	GS-305-2	A034	A-231
Fire Protection Inspector	GS-081-4	A134	A-11

Table 2.—Standard Job Descriptions—Sequenced by Title—Continued

Title	Series number	Job number	Page number
Fire Protection Inspector	GS-081-5	A137	A-25
Fire Protection Inspector	GS-081-6	A139	A-33
Firefighter	GS-081-4	A001	A-3
Firefighter	GS-081-3	A133	A-7
Firefighter	GS-081-5	A135	A-15
Firefighter	GS-081-5	A136	A-19
Foreman	WS	Z3	A-753
Foreman	WS	Z4	A-757
Foreman	WS	Z5	A-761
Fork Lift Operator	WG-5704-5	A022	A-883
General Foreman	WS	Z1	A-745
General Foreman	WS	Z2	A-749
Illustrator	GS-1020-7	A012	A-445
Installation Club Manager	GS-1101-12	A046	A-481
Interdisciplinary (FTDTL)	GS-415-12	A065	A-383
Interdisciplinary (FTDTL)	GS-644-11	A066	A-437
Interdisciplinary (FTDTL)	GS-415-12	A067	A-391
Interdisciplinary (FTDTL)	GM-415-13	A069	A-397
Laborer	WG-3502-2	A018	A-791
Laborer	WG-3502-1	A157	A-787
Laborer	WG-3502-3	A158	A-795
Lead Firefighter	GS-081-6	A138	A-29
Leader	WL	Z6	A-765
Machinist	WG-3414-8	A102	A-773
Machinist	WG-3414-10	A103	A-777
Machinist	WG-3414-11	A104	A-781
Mail Clerk	GS-305-3	A035	A-235
Mail and File Clerk	GS-305-4	A036	A-241
Management Analyst	GS-343-9	A006	A-333
Messenger (Motor Vehicle Operator)	GS-302-2	A003	A-217
Military Personnel Clerk	GS-204-4	A002	A-169
Military Personnel Clerk (Typing)	GS-204-6	A059	A-173
Mortuary Affairs Technician	GS-303-6	A080	A-221
Motor Vehicle Operator	WG-5703-5	A021	A-859
Motor Vehicle Operator	WG-5703-6	A112	A-863
Motor Vehicle Operator	WG-5703-6	A113	A-867
Motor Vehicle Operator	WG-5703-7	A114	A-871
Motor Vehicle Operator	WG-5703-7	A115	A-875
Motor Vehicle Operator	WG-5703-8	A116	A-879
Outreach Program Coordinator	GS-101-9	A074	A-37
Packer	WG-7002-4	A026	A-937
Packer	WG-7002-6	A151	A-941
Packer	WG-7002-6	A152	A-945
Painter	WG-4102-9	A042	A-823
Painter	WG-4102-9	A107	A-827
Painter	WG-4102-9	A108	A-831
Painting Worker	WG-4102-7	A105	A-815
Painting Worker	WG-4102-8	A106	A-819
Personnel Management Specialist	GS-201-9	A057	A-163
Plumber	WG-4206-9	A020	A-835
Position Classification Specialist	GS-221-9	A124	A-181
Position Classification Specialist	GS-221-11	A125	A-185
Position Classification Specialist	GS-221-12	A126	A-189
Purchasing Agent	GS-1105-5	A013	A-557
Quality Review Analyst	GS-501-7	A061	A-403
Quality Review Analyst	GS-501-9	A062	A-407
Recreation Aid	GS-189-3	A033	159
Secretary (Stenography)	GS-318-5	A039	A-267
Secretary (Typing)	GS-318-5	A038	A-257
Shipment Assistant	GS-2134-6	A100	A-733

Table 2.—Standard Job Descriptions—Sequenced by Title—Continued

Title	Series number	Job number	Page number
Shipment Assistant	GS-2134-6	A101	A-739
Shipment Clerk	GS-2134-5	A016	A-713
Shipment Clerk	GS-2134-4	A096	A-701
Shipment Clerk	GS-2134-4	A097	A-707
Shipment Clerk	GS-2134-5	A099	A-727
Shipment Clerk (Typing)	GS-2134-3	A094	A-687
Shipment Clerk (Typing)	GS-2134-4	A095	A-693
Shipment Clerk (Typing)	GS-2134-5	A098	A-719
Social Service Assistant	GS-186-7	A060	A-99
Social Service Representative	GS-187-7	A071	A-127
Social Service Representative	GS-187-8	A072	A-135
Social Service Representative	GS-187-8	A078	A-143
Social Service Representative	GS-187-8	A079	A-151
Social Services Assistant	GS-186-6	A070	A-107
Social Services Assistant	GS-186-7	A085	A-117
Social Worker	GS-185-11	A073	A-85
Social Worker/Psychologist/local title	GS-185-9	A084	A-91
Staff Accountant	GS-510-9	A063	A-411
Staff Accountant	GS-510-11	A064	A-415
Supervisory Contract Specialist	GM-1102	A145	A-549
Supervisory Contract Specialist	GM-1102	A146	A-553
Supervisory Program Analyst	GS-345-12	A168	A-347
Supervisory Program Analyst	GS-345-11	A169	A-337
Supervisory Psychologist/Social Worker	GS-180-12	A058	A-75
Supply Clerk	GS-2005-4	A014	A-641
Supply Clerk	GS-2005-5	A015	A-645
Support Services Supervisor	GS-342-11	A170	A-327
Telephone Operator	GS-382-3	A009	A-375
Telephone Operator	GS-382-4	A132	A-379
Tools and Parts Attendant	WG-6904-5	A024	A-903
Tools and Parts Attendant	WG-6904-6	A156	A-907
Travel Assistant (Typing)	GS-2132-7	A093	A-681
Travel Clerk	GS-2132-5	A089	A-663
Travel Clerk	GS-2132-6	A091	A-673
Travel Clerk (Typing)	GS-2132-3	A086	A-649
Travel Clerk (Typing)	GS-2132-4	A087	A-653
Travel Clerk (Typing)	GS-2132-4	A088	A-659
Travel Clerk (Typing)	GS-2132-5	A090	A-667
Travel Clerk (Typing)	GS-2132-6	A092	A-677
Warehouse Worker	WG-6907-5	A025	A-915
Warehouse Worker	WG-6907-4	A117	A-911
Warehouse Worker	WG-6907-6	A119	A-927
Warehouse Worker (Fork Lift Operator)	WG-6907-5	A118	A-921
Warehouse Worker (Fork Lift Operator)	WG-6907-6	A120	A-931
Welder	WG-3703-10	A148	A-803
Welder	WG-3703-10	A149	A-807
Welder	WG-3703-11	A150	A-811
Welding Worker	WG-3703-8	A147	A-799

Table 3.—Standard Job Descriptions—Sequenced by Job Number

Title	Series number	Job number	Page number
Firefighter	GS-081-4	A001	A-3
Military Personnel Clerk	GS-204-4	A002	A-169
Messenger (Motor Vehicle Operator)	GS-302-2	A003	A-217
Clerk-Typist	GS-322-3	A004	A-283
Computer Clerk	GS-335-4	A005	A-309
Management Analyst	GS-343-9	A006	A-333
Duplicating Equipment Operator	GS-350-4	A007	A-357
Data Transcriber	GS-356-3	A008	A-367
Telephone Operator	GS-382-3	A009	A-375
Construction Inspector	GS-809-7	A010	A-443
Engineering Draftsman	GS-818-5	A011	A-447
Illustrator	GS-1020-7	A012	A-455
Purchasing Agent	GS-1105-5	A013	A-557
Supply Clerk	GS-2005-4	A014	A-641
Supply Clerk	GS-2005-5	A015	A-645
Shipment Clerk	GS-2134-5	A016	A-713
Electrician	WG-2805-10	A017	A-769
Laborer	WG-3502-2	A018	A-791
Plumber	WG-4206-9	A020	A-835
Motor Vehicle Operator	WG-5703-5	A021	A-859
Fork Lift Operator	WG-5704-5	A022	A-883
Automotive Mechanic	WG-5823-10	A023	A-895
Tools and Parts Attendant	WG-6904-5	A024	A-903
Warehouse Worker	WG-6907-5	A025	A-915
Packer	WG-7002-4	A026	A-937
Recreation Aid	GS-189-3	A033	A-159
File Clerk	GS-305-2	A034	A-231
Mail Clerk	GS-305-3	A035	A-235
Mail and File Clerk	GS-305-4	A036	A-241
Clerk-Stenographer	GS-312-4	A037	A-247
Secretary (Typing)	GS-318-5	A038	A-257
Secretary (Stenography)	GS-318-5	A039	A-267
Computer Programer	GS-334-9	A040	A-299
Computer Systems Programer	GS-334-11	A041	A-303
Painter	WG-4102-9	A042	A-823
Carpenter	WG-4607-9	A043	A-843
Annex Manager	GS-1101-9	A044	A-461
Branch Manager	GS-1101-11	A045	A-471
Installation Club Manager	GS-1101-12	A046	A-481
Child Development Svcs Coordinator	GS-1701-12	A047	A-631
Child Development Svcs Coordinator	GS-1701-11	A048	A-619
Child Development Svcs Coordinator	GS-1701-9	A049	A-599
Child Dev Svcs Coordinator/Director	GS-1701-9	A050	A-609
Child Development Svcs Director	GS-1701-8	A051	A-581
Child Development Svcs Director	GS-1701-7	A052	A-567
Contact Representative	GS-962-9	A054	A-451
Family Child Care Director	GS-1701-8	A055	A-591
Family Child Care Outreach Worker	GS-1701-7	A056	A-575
Personnel Management Specialist	GS-201-9	A057	A-163
Supervisory Psychologist/Social Worker	GS-180-12	A058	A-75
Military Personnel Clerk (Typing)	GS-204-6	A059	A-173
Social Service Assistant	GS-186-7	A060	A-99
Quality Review Analyst	GS-501-7	A061	A-403
Quality Review Analyst	GS-501-9	A062	A-407
Staff Accountant	GS-510-9	A063	A-411
Staff Accountant	GS-510-11	A064	A-415
Interdisciplinary (FTDTL)	GS-415-12	A065	A-383
Interdisciplinary (FTDTL)	GS-644-11	A066	A-437
Interdisciplinary (FTDTL)	GS-415-12	A067	A-391
Chemist	GS-1320-11	A068	A-561
Interdisciplinary (FTDTL)	GM-415-13	A069	A-397

Table 3.—Standard Job Descriptions—Sequenced by Job Number—Continued

Title	Series number	Job number	Page number
Social Services Assistant	GS-186-6	A070	A-107
Social Service Representative	GS-187-7	A071	A-127
Social Service Representative	GS-187-8	A072	A-135
Social Worker	GS-185-11	A073	A-85
Outreach Program Coordinator	GS-101-9	A074	A-37
Army Community Services Officer	GS-101-12	A075	A-59
Army Community Services Officer	GS-101-11	A076	A-51
Exceptional Family Member Prog Coord	GS-101-9	A077	A-45
Social Service Representative	GS-187-8	A078	A-143
Social Service Representative	GS-187-8	A079	A-151
Mortuary Affairs Technician	GS-303-6	A080	A-221
Auditor	GS-511-9	A081	A-419
Auditor	GS-511-11	A082	A-425
Auditor	GS-511-12	A083	A-431
Social Worker/Psychologist/local title	GS-185-9	A084	A-91
Social Services Assistant	GS-186-7	A085	A-117
Travel Clerk (Typing)	GS-2132-3	A086	A-649
Travel Clerk (Typing)	GS-2132-4	A087	A-653
Travel Clerk (Typing)	GS-2132-4	A088	A-659
Travel Clerk	GS-2132-5	A089	A-663
Travel Clerk (Typing)	GS-2132-5	A090	A-667
Travel Clerk	GS-2132-6	A091	A-673
Travel Clerk (Typing)	GS-2132-6	A092	A-677
Travel Assistant (Typing)	GS-2132-7	A093	A-681
Shipment Clerk (Typing)	GS-2134-3	A094	A-687
Shipment Clerk (Typing)	GS-2134-4	A095	A-693
Shipment Clerk	GS-2134-4	A096	A-701
Shipment Clerk	GS-2134-4	A097	A-707
Shipment Clerk (Typing)	GS-2134-5	A098	A-719
Shipment Clerk	GS-2134-5	A099	A-727
Shipment Assistant	GS-2134-6	A100	A-733
Shipment Assistant	GS-2134-6	A101	A-739
Machinist	WG-3414-8	A102	A-773
Machinist	WG-3414-10	A103	A-777
Machinist	WG-3414-11	A104	A-781
Painting Worker	WG-4102-7	A105	A-815
Painting Worker	WG-4102-8	A106	A-819
Painter	WG-4102-9	A107	A-827
Painter	WG-4102-9	A108	A-831
Carpentry Worker	WG-4607-7	A109	A-839
Carpenter	WG-4607-9	A110	A-849
Carpenter	WG-4607-9	A111	A-853
Motor Vehicle Operator	WG-5703-6	A112	A-863
Motor Vehicle Operator	WG-5703-6	A113	A-867
Motor Vehicle Operator	WG-5703-7	A114	A-871
Motor Vehicle Operator	WG-5703-7	A115	A-875
Motor Vehicle Operator	WG-5703-8	A116	A-879
Warehouse Worker	WG-6907-4	A117	A-911
Warehouse Worker (Fork Lift Operator)	WG-6907-5	A118	A-921
Warehouse Worker	WG-6907-6	A119	A-927
Warehouse Worker (Fork Lift Operator)	WG-6907-6	A120	A-931
Cook	WG-7404-5	A121	A-949
Cook	WG-7404-8	A122	A-953
Clerk-Typist	GS-322-2	A123	A-277
Position Classification Specialist	GS-221-9	A124	A-181
Position Classification Specialist	GS-221-11	A125	A-185
Position Classification Specialist	GS-221-12	A126	A-189
EE Manager	GS-260-12	A127	A-193
Clerk-Typist	GS-322-4	A128	A-291
Clerk-Typist	GS-322-4	A129	A-295
Data Transcriber	GS-356-2	A130	A-363

Table 3.—Standard Job Descriptions—Sequenced by Job Number—Continued

Title	Series number	Job number	Page number
Data Transcriber	GS-356-4	A131	A-371
Telephone Operator	GS-382-4	A132	A-379
Firefighter	GS-081-3	A133	A-7
Fire Protection Inspector	GS-081-4	A134	A-11
Firefighter	GS-081-5	A135	A-15
Firefighter	GS-081-5	A136	A-19
Fire Protection Inspector	GS-081-5	A137	A-25
Lead Firefighter	GS-081-6	A138	A-29
Fire Protection Inspector	GS-081-6	A139	A-33
Contract Specialist	GS-1102-9	A140	A-511
Contract Specialist	GS-1102-11	A141	A-517
Contract Specialist	GS-1102-12	A142	A-533
Contract Administrator	GS-1102-11	A143	A-525
Contract Administrator	GS-1102-12	A144	A-541
Supervisory Contract Specialist	GM-1102	A145	A-549
Supervisory Contract Specialist	GM-1102	A146	A-553
Welding Worker	WG-3703-8	A147	A-799
Welder	WG-3703-10	A148	A-803
Welder	WG-3703-10	A149	A-807
Welder	WG-3703-11	A150	A-811
Packer	WG-7002-6	A151	A-941
Packer	WG-7002-6	A152	A-945
Automotive Worker	WG-5823-8	A153	A-887
Automotive Worker	WG-5823-9	A154	A-891
Automotive Mechanic	WG-5823-10	A155	A-899
Tools and Parts Attendant	WG-6904-6	A156	A-907
Laborer	WG-3502-1	A157	A-787
Laborer	WG-3502-3	A158	A-795
Community and Family Act Prog Mgr	GM-340-14	A159	A-321
Community and Family Act Prog Mgr	GM-340-13	A160	A-313
Community and Family Act Prog Mgr	GM-340-13	A161	A-317
Community Operations Officer	GM-1101-13	A162	A-501
Community Operations Officer	GS-1101-12	A163	A-493
Community Recreation Officer	GM-301-13	A164	A-209
Community Recreation Officer	GS-301-12	A165	A-201
Family Support Officer	GM-101-13	A166	A-69
Family Support Officer	GS-101-12	A167	A-65
Supervisory Program Analyst	GS-345-12	A168	A-347
Supervisory Program Analyst	GS-345-11	A169	A-337
Support Services Supervisor	GS-342-11	A170	A-327
General Foreman	WS	Z1	A-745
General Foreman	WS	Z2	A-749
Foreman	WS	Z3	A-753
Foreman	WS	Z4	A-757
Foreman	WS	Z5	A-761
Leader	WL	Z6	A-765

Appendix A

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form see CPR 501 the proponent agency is DCSPER

1. JOB NUMBER: A001__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Firefighter

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general supervision of the supervisory firefighter who provides complete and definitive guidelines. Procedures and policies are well established to enable firefighters to cope effectively with emergency and hazardous situations. Refers difficult problems to supervisor or employee of higher grade for appropriate action. Work is reviewed for general adequacy and responsiveness to emergency situations.

MAJOR DUTIES

Performs a variety of firefighting, fire prevention, and related aid and rescue work associated with buildings, shops, warehouses, fuel storage areas, and light aircraft.

1. Serves as a crew member protecting life and property. Responds to alarms and fights fire requiring the full performance of firefighting tasks of moderate difficulty involving - structures, equipment, and facilities; crashed and

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burning aircraft; and fuel, chemical, and brush fires. Aircraft are small (i.e., 10 passengers), involve small amounts of fuel, and have standard design features. Alternates in hose, ladder, hydrant, rescue, salvage, or hand line operations. Unreels and connects hose, lays hoselines, operates charged lines; places and raises ladders; operates portable and stationary firefighting apparatus. Ventilates buildings or aircraft; evacuates or rescues occupants; removes supplies and equipment; and administers first-aid and artificial respiration. Uses chemicals, firefighting appliances, self-contained breathing apparatus, and other firefighting equipment to extinguish fires and protect life and property.

_____%

2. Performs fire protection inspections in areas where no unusual fire hazards are expected and the potential severity is low. Inspects quarters, office buildings, barracks, hospitals, warehouses, etc., for fire hazards such as overloaded fuses, trash and rubbish accumulation, combustible material storage, impeded stairways and exits. Makes visual checks of fire alarm systems to insure operability. Prepares report of unsafe conditions and conducts followup inspections to assure satisfactory corrections. _____%

3. Performs maintenance, operational, housekeeping, emergency, and standby duties. Operates alarm room equipment including radio and fire reporting facilities. Performs maintenance tasks on firefighting apparatus, equipment and facilities. Serves as member of standby crew during potentially hazardous production, maintenance, storage, and aircraft landings and takeoff.

_____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-081, Fire Protection and Prevention Series, Part II, Apr 78.

2. Title and series determination. The primary purpose of this position is to perform a variety of firefighting, fire prevention, and related aid and rescue work. These duties are a substantial match to the series definition of above reference and, therefore, properly allocated to the GS-081, Fire Protection and Prevention Series. The authorized title for positions that include work in both structural and airfield specializations is "Firefighter" with no modifier.

3. Grade level determination. The GS-081 Series, Part II, describes grade level criteria in two factors - nature of assignments and knowledges and abilities required.

a. Nature of assignments. Duties involve the full performance of structural and airfield firefighting tasks where the structures and operations present problems of moderate difficulty based on the variety of hazardous conditions encountered. These duties are performed under general supervision. Duties exceed the GS-03 level (a trainee) of the standard. Duties do not attain the GS-05 level. GS-05 level involves firefighting tasks in an environment of unusual and difficult problems such as those found at large shipyards or a research activity engaged in producing and testing experimental fuels, explosives, gases, chemicals, etc. The duties are a substantial match to those described at the GS-04 level; thus, GS-04 is appropriate for this factor.

b. Knowledge and abilities required. The knowledge and abilities described at each grade level correspond directly to the duties and responsibilities described at that level. Therefore, the knowledge and abilities described at the GS-4 level of the standard apply to subject position.

4. Classification. Firefighter, GS-081-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A133_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Firefighter

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Initially receives immediate supervision from a higher grade firefighter who provides instructions on specific duties to be performed. As training progresses, supervision becomes more general. Procedures and policies are well established to enable firefighters to cope effectively with emergency and hazardous situations. Work is reviewed for adequacy of skills learned during training and compliance with instructions.

MAJOR DUTIES

This is a trainee firefighter position performing work and attending training designed to develop skills and knowledges needed to perform more difficult assignments.

1. Receives on-the-job and classroom training in the fundamental principles of firefighting and fire prevention. Training includes practice drills and standard firefighting and rescue procedures, first aid and fire prevention. Assists higher grade firefighters in

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fighting fires. Accompanies fire protection inspectors on fire protection inspections. Learns the location of hydrants, fire alarm systems operation, location of alarms, hazardous materials, and how to use protective gear. _____%

2. Performs maintenance tasks, such as painting fire hydrants, checking hoses, assisting with maintenance on firefighting apparatus, equipment, and facilities. Learns to prepare reports. Serves as a member of a standby crew. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standard, GS-081, Fire Protection and Prevention Series, Part II, (TS-30), April 1978.

2. Title and series determination. The primary purpose of this position is to develop firefighting skills and knowledges in preparation for performance of higher level assignments. These duties are a substantial match to the series definition in reference 1. above. The authorized title for positions in the GS-081 series that work in both structural and airfield specializations is "Firefighter". If this position is to work predominantly in a specialization, then an appropriate parenthetical title as described on page 4 of the standard will be used.

3. Grade determination. This series, GS-081, Part II, describes two factors for determining the grade -- nature of assignments and knowledges and abilities required.

a. Nature of assignments. Duties include formal classroom and on-the-job training, practice drills, and demonstrations concerning standard firefighting procedures. These duties are a substantial match to the GS-3.

b. Knowledge and abilities required. The knowledge and abilities described at each grade level correspond directly to the duties and responsibilities described at that level. Therefore, the knowledge and abilities described at the GS-3 level of the standard apply to this position.

4. Classification. Firefighter, GS-081-03.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A134_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Fire Protection Inspector

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general supervision of the supervisory firefighter who provides complete and definitive guidelines. Procedures and policies are well established to enable firefighters to cope effectively with hazardous situations. Works with higher grade inspector, under close guidance, when inspecting sites with a moderate degree of fire hazard and severity. Where fire hazard potential is low, work performance is spot checked for adequacy and compliance with established procedures and policies.

MAJOR DUTIES

Inspects primarily administrative and residential areas of the installation. Assists higher grade inspector with inspections of such areas as fuel storage, ammunition storage, gasoline and petroleum storage, dining facilities, paint shops, and other shops containing combustible material, vehicle maintenance shops and airfields.

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1. Performs fire protection inspections where no unusual fire hazards are expected and the potential severity is low. Inspects such buildings as quarters, schools, offices, barracks, hospitals, warehouses, etc., for fire hazards such as overloaded fuses, trash and rubbish accumulation, combustible material storage, blocked exits and stairways. Makes visual checks of fire alarm systems and extinguishers to insure operability. Prepares reports of unsafe conditions, instructs building occupants of conditions and conducts followup inspections as necessary. _____%

2. Assists higher grade inspector during inspections of fuels storage areas, gasoline stations, petroleum products storage, ammunition storage areas, dining facilities, airfield fuel storage sites, and similar hazardous areas. Observes inspection methods, writes reports, may assist in preliminary investigations of the cause of a fire, and performs tests and minor maintenance on fixed fire prevention equipment such as sprinklers or fire hoses in a building. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standard, GS-081, Fire Protection and Prevention Series, Part II, Apr 78.

2. Title and series determination. The primary purpose of this position is to conduct fire prevention inspections of facilities to identify potential fire hazards and to reduce or eliminate the hazard. These duties match the definition of the referenced standard. The authorized title is Fire Protection Inspector.

3. Grade level determination. The GS-081 series, Part II, contains two grade level criteria--nature of assignments and knowledges and abilities required.

a. Nature of assignments. The duties involve the performance of fire protection inspections primarily in administrative and residential areas of an installation. The work is a substantial match to the GS-04 level described on p. 34 of the standard. Major duty number 2 has characteristics of the GS-5 level except that this work is performed under close supervision, as an assistant to a higher grade inspector. This duty, performed under close guidance also equates to the GS-4 level.

b. Knowledge and abilities required. The knowledge and abilities described at each grade level in this standard correspond directly to the duties and responsibilities described at that level. Therefore, the knowledge and abilities at the GS-4 level of the standard apply to this position.

4. Classification. Fire Protection Inspector, GS-081-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A135_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Firefighter

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general supervision of the supervisory firefighter who provides overall objectives and the scope of assignments. The firefighter independently performs primary duties according to preplanned procedures. Supervisor reviews work for general adequacy and responsiveness to emergency situations.

MAJOR DUTIES

1. Drives firefighting equipment of one or more types of firefighting vehicles such as aerial ladder trucks, pumpers and crash-rescue vehicles. Uses predetermined or alternate routes to scene of fire. Positions and maneuvers vehicles considering all factors from optimum operational efficiency and purpose of equipment and safety involved in firefighting and extinguishment. _____%

2. Operates pumps, foam generators, nozzles and other similar firefighting equipment mounted on vehicles. Assures that self-contained tanks are operating properly and delivering water

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and/or chemicals to lines or mounted equipment, that pressure is maintained and that firefighting crews are alerted when water and other extinguishments are being exhausted. Operates aerial ladders mounted on vehicles once vehicle has been properly positioned.

_____%

3. Performs daily preventive maintenance inspection of vehicles and equipment, minor maintenance such as oil changes, replacing packings in pumps, draining and flushing tanks. Ensures that vehicles are in usable condition and notifies supervisors when vehicles must be overhauled or given major servicing and/or equipment requires repair or major servicing. _____%

4. Performs fire prevention inspections of buildings, structures, storage areas, equipment and other installation facilities to eliminate fire hazards and to institute fire prevention measures. Installation facilities and operations are such that fires could occur with moderate frequency and could be of moderate potential severity. Hazards are relatively constant and standard protective and preventive measures are suitable for handling most conditions. Checks for compliance with local and higher echelon fire regulations, National fire protection codes, standards, and requirements of existing technical manuals and publications. Inspects new construction, modified or altered buildings to see that necessary fire precautions have been taken. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, combustible material storage. Prepares comprehensive reports of conditions found, to include recommendations for necessary action to be taken for correction. Conducts group and on-the-job training of personnel in the proper use of fire fighting equipment, evacuation and other procedures to be followed in case of fire or other emergency hazardous to personnel and property. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-081, Fire Protection and Prevention Series, Part II, Apr 78.

2. Title and series determination. The primary purpose of this position is to perform a variety of firefighting, fire prevention, and related aid and rescue work. These duties are a substantial match to the series definition of above reference and, therefore, are properly allocated to the GS-081 Fire Protection and Prevention Series. The authorized title for positions that include work in both structural and airfield specializations is "Firefighter" with no modifier.

3. Grade level determination. The GS-081 Series, Part II, describes grade level criteria in two factors -- nature of assignments and knowledges and abilities required.

a. Nature of assignments. This position performs two types of assignments -- driving and operating various types of firefighting equipment and fire protection inspection duties.

(1) The driver/operator duties are first described at the GS-05 level. The firefighter drives to the scene of the fire, positions vehicle for optimum operation, operates equipment noting water levels, remaining alert to safety of the crew, and maintains the vehicle and equipment. This is a substantial match to the GS-05 level, type b. assignments found on pages 38-39 of referenced standard.

(2) Fire protection inspection duties exceed the GS-4 level where inspections are done in low risk areas or as the junior partner of another fire protection inspector. This position requires the incumbent to inspect most or all installation facilities to eliminate fire hazards and to teach fire prevention. The firefighter works alone or with a lower grade firefighter conducting inspections of facilities with a moderate degree of potential fire hazard or risk. This work meets the GS-05 level of the standard.

b. Knowledge and abilities. The assignments require ability to drive a variety of firefighting vehicles, know the range and characteristics of extinguishing agents, and operation of the firefighting equipment. As a fire inspector, the incumbent must know State and Federal fire prevention ordinances and codes, know how to check alarms, extinguishers, etc., and be familiar with the location and content of buildings, storage areas, fuel dumps, etc. This knowledge and skill matches the GS-05 level described on pages 39 and 40 of the standard.

4. Classification. Firefighter, GS-081-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A136_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Firefighter

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Firefighter work is performed under the general supervision of the supervisor or crew chief who provides overall objectives and the scope of assignments. The firefighter independently performs primary duties according to preplanned procedures. Work is reviewed for general adequacy and responsiveness to emergency situations.

MAJOR DUTIES

1. Drives firefighting equipment of one or more types of firefighting vehicles such as aerial ladder trucks, pumpers and crash-rescue vehicles. Uses predetermined or alternate routes to scene of fire. Positions and maneuvers vehicles considering all factors from optimum operational efficiency and purpose of equipment to the safety involved in firefighting. _____%

2. Operates pumps, foam generators, nozzles and other similar firefighting equipment mounted on vehicles. Assures that self-contained tanks are operating properly and delivering water

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and/or chemicals to lines or mounted equipment, that pressure is maintained and that firefighting crews are alerted when water and other extinguishments are being exhausted. Operates aerial ladders mounted on vehicles once vehicle has been properly positioned.

_____%

3. Performs daily preventive maintenance inspection of vehicles and equipment, minor maintenance such as oil changes, replacing packings in pumps, draining and flushing tanks. Ensures that vehicles are in usable condition and notifies supervisors when vehicles must be overhauled or given major servicing and/or equipment requires repair or major servicing. _____%

4. Administers emergency medical care and operates an emergency rescue vehicle. An emergency medical technician certificate is required. At the scene of an accident or illness, determines the nature and extent of the injury or illness and provides emergency medical care. For example, observes and records vital signs while searching for medical identification emblem, may open and maintain airway, control hemorrhage, treat for shock, initiate poison care, treat burns, or administer drugs as directed by a physician. Administers cardiopulmonary resuscitation if required. Assists with loading of patients and accompanies patient enroute to provide care. Maintains rescue vehicle and equipment in good operating condition and replenishes medical supplies after each response. _____%

Performs other duties as assigned.

2

EVALUATION STATEMENT

1. Reference.

a. OPM Position Classification Standards, GS-081, Fire Protection and Prevention Series, Part II, Apr 78.

b. OPM Position Classification Standards, GS-621, Nursing Assistant Series, Aug 81.

c. PECC-FSP letter, subject: Position Classification Guidance (No. 13), Encl. 2, 6 Mar 81.

d. OPM Position Classification Standards, GS-699, Health Aid and Technician Series, GS-699, Aug 68.

2. Title and series determination. The primary purpose of this position is to perform a variety of firefighting and emergency medical treatment duties. This work is a substantial match to the GS-081 series, reference 1a, and the GS-699 series, reference 1d. Reference c is an OPM appeal decision on a position performing similar work. The OPM has established that even though emergency medical technician work is classified in another series, the basic purpose of the position, lines of promotion, source of recruiting, etc., dictate assignment to the GS-081 series. The authorized title for positions that include work in both structural and airfield specializations is Firefighter.

3. Grade level determination. The GS-081 Series, Part II, describes grade level criteria in two factors -- nature of assignments and knowledges and abilities required. Since there are no grade level criteria in the GS-699 Series, emergency medical technician work is evaluated by the Factor Evaluation System, Nursing Assistant Series, GS-621.

a. GS-081.

(1) Nature of assignments. The driver/operator duties are first described at the GS-05 level. The firefighter drives to the scene of the fire, positions vehicle for optimum operation, operates equipment noting water levels, remaining alert to safety of the crew, and maintains the vehicle and equipment. This is a substantial match to the GS-05 level, type b. assignments found on pages 38-39 of referenced standard.

(2) Knowledge and abilities. The assignments require ability to drive a variety of firefighting vehicles, know the range and characteristics of extinguishing agents, operation of the firefighting equipment, and be familiar with the location and content of buildings, storage areas, fuel dumps, etc. This knowledge and skill matches the GS-05 level described on page 39 of the standard.

b. GS-621.

This standard contains nine factors. The EMT duties are evaluated on the attached form.

4. Classification. Firefighter, GS-081-05.

Factor Evaluation System

POSITION EVALUATION STATEMENT

Title, Series, and Grade Firefighter, GS-081-05

Organization _____ Position # _____

Evaluation Factors	Points Assigned	Standard Uses (Bmk#,FL#, etc.)	Comments
1. Knowledge Required By The Position	350	GS-621 FL 1-3	Knowledge of emergency procedures and skill in use of life saving equipment is equivalent to the 1-3 Level in the standard.
2. Supervisory Controls	275	FL 2-3	At the scene, patients must be treated quickly; the independence to determine proper procedures and treatment meets intent of Level 2-3.
3. Guidelines	125	FL 3-2	Guides used match Level 3-2.
4. Complexity	75	FL 4-2	Work is similar to the duties described in standard relative to the steps, processes and decisions to be made at Level 4-2.
5. Scope and Effect	75	FL 5-2	This factor substantially matches Level 5-2.
6. Personal Contacts	25	FL 6-2	Contacts cover a range of persons involved in emergency treatment. Level 6-2 is appropriate.
7. Purpose of Contacts	50	FL 7-2	The purpose of contacts is very similar to Level 7-2.
8. Physical Demands	20	FL 8-2	This position matches the standard.
9. Work Environment	50	FL 9-3	Providing medical treatment at accident sites or fires is a good match to Level 9-3.

SUMMARY		
	Total Points	1045
	Grade Conversion	GS-05

Remarks: This evaluation covers the emergency medical duties performed.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A137_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Fire Protection Inspector

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 5

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROL

Works under the general supervision of the supervisory firefighter who establishes methods and work procedures for accomplishing work assignments, furnishes technical advice and guidance on new or changed methods, and spot checks work performance for adequacy and compliance with regulations and directives set by local or higher authorities.

MAJOR DUTIES

1. Performs fire prevention inspections of buildings, structures, storage areas, equipment and other installation facilities to eliminate fire hazards and to institute fire prevention measures. Installation facilities and operations are such that fires could occur with moderate frequency and could be of moderate potential severity. Hazards are relatively constant and standard protective and preventive measures are suitable for handling most conditions. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association codes, and standards and requirements of existing technical manuals and publications. Inspects new

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construction, modified or altered buildings to see that necessary fire precautions have been taken. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, combustible material storage. Prepares comprehensive reports of conditions found, to include recommendations for necessary action to be taken for correction. _____%

2. Conducts group and on-the-job training of personnel. Training consists of lectures, demonstrations, and verbal or written instructions in the proper use of fire fighting equipment, evacuation and other procedures to be followed in case of fire or other types of emergencies hazardous to personnel and property. Assists in the training of fire fighting personnel in related fire prevention procedures. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-081, Fire Protection and Prevention Series, Part II, Apr 78.

2. Title and series determination. The primary purpose of this position is to conduct fire prevention inspections of facilities to identify potential fire hazards and to reduce or eliminate the hazard. These duties match the definition of the referenced standard. The authorized title is Fire Protection Inspector.

3. Grade level determination. The GS-081 series, Part II, contains two grade level criteria--nature of assignments and knowledges and abilities required.

a. Nature of assignments. Fire protection inspection duties exceed the GS-4 level where inspections are done in low risk areas or as the junior partner of another fire protection inspector. This position requires the incumbent to inspect most or all installation facilities to eliminate fire hazards and to teach fire prevention. The firefighter works alone or with a lower grade firefighter conducting inspections of facilities with a moderate degree of potential fire hazard or risk. This work meets the GS-05 level of the standard.

b. Knowledge and abilities. The incumbent must know State and Federal fire prevention ordinances and codes, know how to check alarms, extinguishers, etc., and be familiar with the location and content of buildings, storage areas, fuel dumps, etc. This knowledge and ability matches the GS-05 level.

4. Classification. Fire Protection Inspector, GS-081-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A138

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Lead Firefighter

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives general assignments from supervisory firefighter personnel regarding the work operations. Follows procedures and techniques of fire department operations, training, equipment maintenance, fire prevention, etc., as prescribed in Army, major command, and installation directives and manuals. Work is reviewed for conformance to policies, safety rules, and regulations, adequacy of reports, and effectiveness of crew operations and performance.

MAJOR DUTIES

Serves as firefighter crew chief directing the operation of one or two major pieces of firefighting apparatus and a crew of four to eight firefighters assigned to a shift.

1. Distributes and balances the work load among firefighters; makes adjustments to day-to-day work in accordance with established priorities. Checks work in progress or upon completion for compliance with instructions, procedures, or deadlines. Amends or rejects work

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not meeting established standards, referring questions to the supervisor that pertain to matters not covered by standards. Sees to the working conditions of the crew. Approves leave for emergencies; resolves simple, informal complaints and refers other complaints to the supervisor; and provides input to the supervisor regarding performance, training needs, or disciplinary problems. Provides information to the supervisor, as requested, on promotions, reassignments, and awards. Informs the crew of work requirements, policies, and other information from the supervisor. _____%

2. Responds to fires as instructed and directs the crew to firefighting positions, placement of apparatus, the adjustment of water pressures, and coordinates the operation of the fire crew. May serve as assistant fire marshall or fire chief and assumes responsibility for the entire fire fighting operation until a senior officer arrives. _____%

3. Directs crew members in the care and maintenance of firefighting equipment and apparatus of the fire station and the surrounding grounds. Assists and/or trains firefighters in firefighting and prevention techniques and procedures, using technical manuals, regulations, and other established procedures. _____%

4. Makes and/or directs fire prevention inspections of buildings, shops, residences, and other facilities in the area. Inspects and tests fire alarm systems and extinguishing equipment. Keeps records of deficiencies found during inspections and refers defects found to proper authorities for correction. Participates in the training of installation personnel in fire prevention and protection procedures. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM, PCS, GS-081, Part I, April 1978.
b. OPM, PCS, Work Leader Grade Evaluation Guide, January 1976.

2. Title and series determination. This position directs and performs firefighting work over a crew of four to eight firefighters. The fire protection and prevention standard, reference 1a, describes the work of this position on pages 14-15 under the discussion of Crew Chief work. The incumbent is responsible for directing the work of other firefighters but does not meet the degree B criteria of the Supervisory Grade Evaluation Guide. The work is covered by reference 1b, and the correct title by both standards is Lead Firefighter.

3. Grade determination. Crew Chief positions are normally classified one grade above the highest level of nonsupervisory work led. The crew members include a grade GS-5 driver and two or more firefighters who serve as hoseman, ladderman, hydrantman, or rescueman. By application of referenced standards, GS-6 is the proper grade for this position since it leads three or more firefighters with at least one at the GS-5 level.

4. Classification. Lead Firefighter, GS-081-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A139_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Fire Protection Inspector

6. PAY SCHEDULE: GS

7. OCC CODE: 081

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives administrative supervision from the Director of Engineering and Housing or similar installation official. Technical guidance is provided from higher headquarters. The Fire Protection Inspector independently performs duties in accordance with established regulations, manuals, procedural guides, policies, and local fire codes. Work is reviewed through a check of inspection reports, visits from headquarters, and adequacy of reports and inspection results.

MAJOR DUTIES

Serves as a Fire Protection Inspector at an installation where there is no resident Fire Chief on the installation or in the vicinity who can provide technical supervision. The installation facilities and operations are such that the types and variety of fire hazards and the potential fire severity encountered are generally characterized as in the moderate range. Local community fire department(s) provide fire protection services to the installation.

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1. Performs fire prevention inspections of buildings, structures, storage areas, equipment and other installation facilities to eliminate fire hazards and to institute fire prevention measures. Hazards are relatively constant and standard protective and preventive measures are suitable for handling most conditions. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association and local fire codes, and standards and requirements of existing technical manuals and publications. Inspects new construction, modified or altered buildings to see that necessary fire precautions have been taken. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Inspects and tests fire detection and suppressant systems (e.g., heat and smoke detectors, sprinkler systems, dry chemical, etc.) for proper operation. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Prepares comprehensive reports of conditions found to include recommendations for necessary actions to be taken for correction. Periodically meets with managers and supervisors at the installation to promote their cooperation with fire prevention and to obtain compliance with fire prevention policies and procedures. Coordinates fire prevention activities with safety and medical personnel. Makes investigations into the cause of fires and recommends action to prevent a recurrence. Maintains liaison with local fire department(s), coordinates pre-fire planning, provides information on current situation at the installation (e.g., hazardous areas, relocation of offices, equipment, etc.), and trains with firefighting personnel. Fights fires using installation equipment until fire department personnel arrive.

_____%

2. Conducts group training on fire prevention, safety when working around flammable materials, evacuation and other procedures to be followed in case of a fire or other emergency. Maintains records of facilities, listings of building fire marshalls, etc., updates local fire evacuation plans and the local fire prevention regulation or policies.

_____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM, PCS, GS-081, Fire Protection and Prevention Series, Part II, April 78.

2. Title and series determination. The primary purpose of this position is to conduct fire prevention inspections of facilities to identify potential fire hazards and to reduce or eliminate the hazard. These duties match the definition of the referenced standard. The authorized title is Fire Protection Inspector.

3. Grade determination. Part II of the standard contains two grade level criteria, nature of assignments and knowledges and abilities required.

a. Nature of assignments. The types and variety of fire hazards, inspections performed, training presented and tests of equipment are similar duties to the GS-5 level described in the standard. However, the incumbent of this position works with no immediate technical supervision. The installation supervisor has little or no background in fire prevention and gives only administrative supervision. The inspector serves as the liaison to the local community fire department, where fire protection services are provided. The inspector must therefore work with much more independence than typical of the GS-5 level. This unique work situation is described in the standard on page 41 at the GS-6 level.

b. Knowledge and abilities. Being the highest level fire prevention inspector on the installation, and not having a resident fire chief, the incumbent must be able to deal with installation management at all levels to gain acceptance and support of good fire prevention practices. Knowledge of all installation facilities, contents, and layout is necessary for liaison with local fire departments. The incumbent must also know regulations, codes, and other fire prevention standards to keep local regulations current and, more important, to ensure a good fire prevention program and safe working conditions exist. This level of knowledge and skill equates to the GS-6 level of the standard.

4. Classification. Fire Protection Inspector, GS-081-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A074__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Outreach Program Coordinator

6. PAY SCHEDULE: GS

7. OCC CODE: 101

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Works under the general technical supervision of the Army Community Services (ACS) Officer, who provides general guidance on program policy and objectives. Guidelines consist of DOD and Army regulations, policies and procedures relative to the Outreach function, as well as principles and techniques of community organization, and require adaptation based on the characteristics and service needs of the local community. The incumbent is expected to perform independently, and to keep the supervisor advised of program status and unprecedented or controversial issues that arise. Work is reviewed in terms of adequacy and effectiveness of service provided and accomplishment of program objectives.

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Major Duties

As installation/activity Outreach Program Coordinator, is responsible for linking a variety of military and civilian support services with those soldiers, DA civilians and family members who have greatest need of and are least likely to seek out and utilize such services. The outreach concept describes a method of service delivery and an approach to community organization designed to foster self-reliance and a sense of belonging. The composition of a given community and the priority support service needs of the community typically define the character of the Outreach Program.

1. Conducts comprehensive community needs assessment on an annual basis to identify family support program requirements of the community. Places primary emphasis on surveying and identifying the service needs of identified at-risk families, first-term soldiers and families, geographically separated families, single parent families, and any other category of service eligible identified as having special need of available social services. Incumbent considers factors such as composition of the target population (e.g., age, level of education), location of the installation, availability of support services in the surrounding civilian community, installation mission, and other factors which may influence community service needs. Obtains data by means of personal interviews, questionnaires, interviews with NCOs, unit and installation commanders, and consultation with installation service activities, such as MTF, Housing Referral Office, Youth Services, Education Center, and other ACS program coordinators. Analyzes data and formulates recommendations in coordination with all concerned program proponents. Submits a written needs assessment report to the installation commander. Based on results of the community needs assessment, develops an installation Outreach Program Plan for organizing the delivery of existing services and to prioritize the needs of the community. Incumbent identifies and plans specific means of addressing target population requirements in the areas of life skills training, newcomer adaptation; information and referral; preventive education, risk identification and crisis intervention (medical, financial, and social service issues are involved); acquisition of practicial skills for daily living (personal financial management, consumer education, basic homemaking and parenting skills, self-development); and community organization and support (through mayoral program, family support groups, community action groups). _____%

2. Coordinates and implements a program of comprehensive outreach initiatives designed to facilitate the delivery of existing services and to develop new services based on results of the needs assessment. Contacts heads of appropriate installation

activities (e.g., Housing Referral Office, Family Advocacy, Community Health Nurse, Consumer Affairs/Financial Assistance) as well as social services agencies in the civilian community. Encourages support and participation of these elements in outreach efforts, stressing the objectives of the Outreach Program, the needs of the serviced population, and potential benefits to the Army and civilian community of providing needed services. Incumbent negotiates assistance in carrying out ACS outreach efforts and (as a minimum) obtaining outreach referrals from these elements. Supports and/or orchestrates these activities in implementing outreach initiatives by coordinating resources, personnel, transportation, equipment and materials. Such initiatives may include several methods of service delivery: one-on-one home visits for isolated families; network delivery, which involves use of established networks (chapel groups, mayoral programs) to provide services; exported outreach services to off-post housing complexes; and satellite centers, that is, use of off-post facilities such as churches or community centers for service delivery to surrounding housing areas. Regardless of service delivery method, outreach initiatives should be staffed by appropriate support service points of contact from participating agencies (e.g. community health nurses, financial planners, family advocacy prevention specialists). The incumbent trains Outreach personnel (including volunteers and representatives of installation and civilian community service activities) to recognize, identify, and refer community members to appropriate services (e.g., Army Family Advocacy Program, Consumer Affairs/Financial Assistance, Commissary/PX, etc.). Stipulates conditions under which Outreach staff should refer individuals with serious or unusual needs to Outreach coordinator for personal assessment and further counseling and referral. Incumbent ensures that community members are encouraged to pursue personal development, leadership and independence through ACS-sponsored classes and workshops on subjects such as stress management, child rearing, Army life-style, community and services, English as a Second Language, citizenship preparation, and personal financial management. Ensures referral to or organizes informal community ethnic and wives support groups. Promotes development of community spirit and mutual networking through community visitation efforts and neighborhood councils. Serves as information and social service resource expert for such groups. _____%

3. The incumbent trains Outreach personnel (including volunteers and representatives of installation and civilian community services activities) to recognize, identify, and refer community members to appropriate services (e.g., Army Family Advocacy Program, Consumer Affairs/Financial Assistance, Commissary/PX, etc.). Stipulates condition under which Outreach staff should

refer individuals with serious or unusual needs to Outreach coordinator for personal assessment and further counseling referral. _____%

4. Performs administrative program functions. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance. Prepares reports and surveys as appropriate to meet requirements outlined in regulation and as requested by higher headquarters. Identifies program resource requirements and provides Outreach Program budget input to include manpower, supplies, equipment and other expenditures required for program operation. Trains and directs paid and volunteer staff who assist by performing a variety of tasks in support of the program. _____%

Performs other duties as assigned.

Evaluation Statement

1. Reference:

a. USOPM Series Definition for Social Science Series, GS-101, 8/71.

b. USOPM PCS for Social Work Series, GS-185, 6/64.

c. USOPM General Introduction, Background and Instructions to the Position Classification Standard, 8/63.

2. Series and Title Determination: The purpose of this position is to organize and administer the installation Outreach Program. This involves developing and implementing methods of actively informing eligible members of the installation community of available social and related support service, and linking these services with target populations. The target group for these initiatives typically are those who are most in need, yet are least likely to be aware of or seek out such services: first-term military families (who normally live off-post), geographically separated families, single parent families, and other high-risk populations (such as military widows) who may be identified as requiring Outreach services. The work entails identifying the service needs of these higher risk groups through periodic formal assessment and analysis, determining the optimal means of making needed services accessible to target population, and arranging and orchestrating contact with these groups by representatives of Army Community Services and other military and civilian sector service organizations. The work also involves utilizing information media and personal interviews to publicize Outreach program initiatives and available services, and counseling with individuals or families identified as needing such assistance on a crisis intervention basis. While the position has some limited involvement with direct service, its primary function is to identify service needs and establish and administer a system for delivery of the services, by ACS or other representatives (who have been trained by the incumbent of this position). The work requires professional knowledge of problems of human behavior and social adjustment, knowledge of and skill in techniques of community organization, and an understanding of standards of social service and social program operation. The work compares in some respects to professional social work in that it involves providing services to people with personal and social problems, referring them to community resources and other organizations as indicated, and assisting them in understanding and modifying their behavior appropriately. The Social Work Series, GS-185, requires possession of the Master's degree in Social Work (MSW) to minimally qualify. Since candidates with social/behavioral science backgrounds other than the MSW may be

equally well qualified to perform the functions of this position, the GS-185 series is considered too restrictive. The Social Science Series, GS-101, encompasses positions involving administrative, research and other professional and scientific work in one or any combination of the social sciences when such work is not classifiable to another series in the GS-100 group. Selection of the GS-101 for this position is considered appropriate since it permits recruitment from a wider group of appropriately qualified applicants than does the GS-185 series. It should be noted OPM Handbook X-118 stipulates that the professional qualifications required for the GS-101 series may be gained through a background of education and/or experience, provided such background has equipped the applicant to perform the work of the position to be filled.

Reference a provides no titling guidance. The title Outreach Program Coordinator, GS-101, is constructed in accordance with titling guidance in reference c.

3. Grade Determination: Reference a does not include grade evaluation criteria. Reference b is selected for use since it also addresses professional work in the social science/social programs arena. The GS-185 PCS provides two evaluation criteria, the character of the caseload, and the freedom of practice characteristic of performance. These criteria are directly applicable to positions involved in providing direct services and are also to be used in classifying positions principally concerned with other methods of service or social work functions.

This position is nondevelopmental and therefore exceeds the GS-7 level. The work reflects some characteristics of the GS-11 level, i.e., participation in program planning and promotion, extensive coordination with other professionals, and infrequent recourse to supervisory guidance. However, the work does not meet other key GS-11 characteristics. These include provision of service to clients whose antisocial, aggressive and destructive behavior creates exceptional difficulties in providing appropriate service, and for whom the incumbent's professional conclusions and recommendation can have serious consequences and unpredictable results. This position's Outreach responsibilities involve provision of relatively conventional services to clients who may be fearful, hesitant, indifferent or unaware of available services but who can readily learn more appropriate means of dealing with environmental and sociocultural difficulties when provided with effective guidance and reinforcement through Outreach initiatives. These clients do not present the serious personal behavioral barriers with which the GS-11 employee regularly deals. The incumbent of this position may encounter individuals with such serious difficulties, and may provide crisis counseling on a short-term, intervention basis in connection with

referral for longer-term, more intensive assistance, but does not have the full (and continuing) professional responsibility for such difficult services typically found at the GS-11 level. The incumbent's program responsibilities involve identifying, advising and educating target "high-risk" elements of the military community, assessing general social service needs, devising or arranging for provision of needed services, and ensuring indicated referrals are made. The incumbent is also responsible for training volunteers, paid ACS staff, and representatives of other installations and civilian community service elements who participate in Outreach initiatives, in appropriate interviewing techniques, referral procedures, and recognition of behavioral and other symptoms of personal and social problems. The focus of the work is preventive rather than rehabilitative (as is characteristic of GS-11). These aspects of the work - provision of relatively conventional professional services, service emphasis on prevention and avoidance, clients who present problems of limited difficulty involving primarily cultural and environmental obstacles to personal and social stability - correspond to the GS-9 level of the standard. The relative freedom from supervision of this position is fully consistent with the "relaxed supervision" described in the standard in connection with work involving conventional services and client problems of limited difficulty.

4. Final Determination: Outreach Program Coordinator, GS-101-9. This evaluation addresses only the nonsupervisory functions of the positions. Supervisory duties should be described and evaluated locally as appropriate.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A077__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION (Complete on organization copy only):

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Exceptional Family Member Program Coord.

6. PAY SCHEDULE: GS

7. OCC CODE: 101

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) (Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) (Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Performs under general technical supervision, with the supervisor providing assignments in terms of general policies and program objectives. Guidelines consist of governing law and DOD and Army regulations, and require adaptation based on the nature of the assignment. The incumbent is expected to independently carry out assigned functions and to exercise initiative and judgment in establishing local policy and procedures for implementing and enhancing the Exceptional Family Member Program (EFMP). The supervisor is kept informed through periodic discussion of ongoing issues and projects and is advised of unprecedented and potentially controversial matters. Work is reviewed in terms of soundness of judgement and recommendations, accomplishment of objectives, and adherence to policy and regulation.

Major Duties

Serves as the installation/activity EFMP coordinator, responsible for identifying, coordinating and obtaining a variety of resources and services for Army family members who have physical, developmental, emotional or

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intellectual handicaps. Assigned functions of the position include information, referral and placement, advocacy, respite care, and recreational and cultural activities. These functions must either be performed by the EFMP coordinator or, if available from some other source, arranged for by Memorandum of Understanding with the providing civilian or other military activity.

1. Chairs the EFMP coordinating committee, a multidisciplinary team comprised of representatives from Army Community Services (ACS), the Medical Treatment Facility (MTF), the Civilian Personnel Office , the Military Personnel Office, and Department of Defense Dependent Schools (DoDDS). Incumbent is responsible for establishing and maintaining cooperative relationships among these components in order to ensure delivery of integrated program services, better identify community service and resource requirements, and monitor compliance with public laws mandating education and related services for handicapped children. Promotes and develops the installation/activity EFMP by establishing and maintaining contact with state and local government, and civilian sector educational and service organizations to ensure maximum availability of resources and services for eligible Army families. Develops and provides an installation/activity program of education and publicity, to include command and unit briefings, newspaper articles, fliers and other media, in order to stress the importance of identifying handicapping conditions, emphasize the benefits and availability of resources and services, and encourage service member sponsors to register in the EFMP. _____%

2. Develops and updates annually a comprehensive listing of military and civilian special education and health-related services. Incumbent collects data by means of mail survey or detailed personal interview data on services and resources available within a forty mile radius of the installation. Potential sources include rehabilitation centers, hospitals (children's psychiatric and general referral), and cognitive enrichment programs. This data is forwarded through channels to HQDA for consideration in assignment of military personnel who have exceptional family members. Incumbent assumes an advocacy role by interviewing parents to evaluate special needs, providing information on their rights and responsibilities under local, state and federal laws, and advising on the availability of community services and resources. Supports the military personnel assignment process by advising on the availability of special education and health-related services. _____%

3. Establishes and maintains a respite care program for handicapped family members, where such services are not available through existing military and civilian activities. The purpose of respite care is to provide a temporary rest period for family members who regularly care for the handicapped person. Incumbent recruits, screens, trains, and certifies respite caregivers according to Army Community Services standards. Training may include such topics as first aid, basic understanding of respite care, medication, behavior management, seizure disorders, and prosthetic devices, and is completed in accordance with state and local guidelines. Organizes and facilitates meetings of family member support groups. _____%

4. Coordinates the provision of recreational and cultural programs for handicapped family members. These activities may include sports (swimming, volleyball, basketball, soccer), summer camp, arts and crafts, music and dance therapy. Incumbent is responsible for identifying family recreational and cultural needs, arranging and scheduling activities and events in concert with morale, welfare and recreation personnel, and providing publicity through fliers, articles in post paper, daily bulletin, etc. Identifies existing resources in the civilian community that may offer similar programs, such as recreation departments, parks, and universities, and arranges for participation in recreational and cultural activities by handicapped family members. _____%

5. Performs administrative program functions. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance. Prepares reports and surveys as appropriate to meet requirements outlined in regulation and as requested by higher headquarters. Identifies program resource requirements and provides EFMP budget input to include manpower, supplies, equipment and other expenditures required for program operation. Trains and directs paid and volunteer staff who assist by performing a variety of tasks in support of the program. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References:

a. US OPM Series Definition for the Social Science Series, GS-101, Aug 71.

b. US OPM PCS for Social Work Series, GS-185, Jun 64.

c. US OPM General Introduction, Background, and Introduction to the Position Classification Standards, Aug 63.

2. Series and Title Determination: This position involves primarily helping Army families resolve problems and obtain needed services related to the handicapping condition of an exceptional family member. The position serves as the installation focal point for the Exceptional Family Member Program (EFMP) and as such is responsible for coordinating the efforts of and working cooperatively with EFMP counterparts in medical, educational, recreational and personnel elements on the installation to provide comprehensive services for family members. The position is also responsible for stimulating public awareness concerning the nature of handicapping conditions and the availability of services, assuming an advocacy role on behalf of families with handicapped members, establishing a respite care program, and providing information and referral services for families with exceptional members. The work requires professional knowledge of the nature of handicapping conditions and related special educational, medical and recreational needs, the developmental needs of handicapped, and the emotional and behavioral impacts of caring for handicapped family members. The position requires application of professional knowledge of and/or experience in social and behavioral sciences which have provided understanding of the personal problems of behavior and adjustment experienced by handicapped persons and other family members. The work is in many respects like professional social work, since it also deals with knowledge of community resources and other organizations as indicated, and assists family members to understand and modify some behaviors. However, it is recognized that individuals with backgrounds other than the Master's degree in Social Work (MSW) may be equally well qualified to perform the functions of this position and that the Social Work Series, GS-185 (which requires as minimum qualifications possession of the MSW) is therefore too confining. The Social Science Series, GS-101, encompasses positions that involve advising on, administering, supervising or performing research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in any other series of the GS-100 Social Science, Psychology and Welfare Group. Selection of the GS-101 series for this position is considered appropriate since it permits recruitment from a wider group of appropriately qualified applicants than does the GS-185 series. It should be noted that the qualification standard for this series (OPM Handbook X-118) does not by use of the term "professional" mandate an academic background, but instead allows for professional qualifications to have been gained through a background of education and/or experience provided such background has equipped the applicant to perform the work of the position to be filled.

The GS-101 series provides no titling guidance. The title Exceptional Family Member Program Coordinator, GS-101, is constructed in accordance with titling guidance in reference c.

3. Grade Determination: Reference a does not include grade evaluation criteria. Reference b is considered most appropiate for use in view of the similar functions and subject-matter of the two series (concern with problems of human behavior and adjustment and involvement with social services and programs). Both series include the requirement for professional qualifications in the field of social programs and services. The work of this position does not primarily involve direct service to individuals and families in the casework sense described in the GS-185 standard. However, reference b stipulates that positions principally concerned with other methods of service delivery should be evaluated by the GS-185 grade level criteria and by reference to related standards.

The GS-185 standard contains two grade level criteria. The Character of the Caseload addresses the difficulty of the problems present on the assignment, and the judgment required by the social work decisions and services they involve. The freedom of practice characteristic of performance measures the social worker's competence in terms of the degree of supervisory control over the assignment. This position is nondevelopmental and therefore exceeds the GS-7 level of the GS-185 standard. The GS-9 level is the first full-performance level described in the standard. This level is characterized by substantial professional responsibility for providing conventional services in cases of limited difficulty when performed under relaxed supervision with considerable independence, or difficult services in complicated cases when performed under active supervision. The GS-9 level requires effective use of a variety of social work skills and exercise of informed professional judgment. Assignments normally reflect a cross section of the types of cases handled by the agency and of the behavioral and environmental problems presented by clients. The GS-9 employee typically has ongoing responsibility for providing services in a designated subdivision or other administrative segment of agency program operations or services. At this level, the employee independently evaluates the client's situation and arrives at a reasoned conclusion on the proper course of action, within certain limits as to what the social worker can do without prior supervisory consultation. The employee is normally required to evaluate the need for, value of and possible disadvantages involved in changes in service to the client. Precedents are ambiguous and the GS-9 employee must apply considerable knowledge of the professional field in order to apply precedents for appropriate action. Cases and services provided often require the employee to offer the client support, guidance and reinforcement, to deal successfully with varying degrees of client acceptance, and clients of diverse ethnic and social backgrounds. Supervision at this level normally consists of periodic conferences and review of records, reports and correspondence. The supervisory conference permits discussion of unusual cases, evaluation of effectiveness of work, and provides guidance as necessary. Assignments involving relatively conventional services and routine activities are carried out under comparative freedom from supervision.

The GS-11 level in contrast is typified by intensive social work services, exercise of highly developed professional judgment, and use of a wide range of professional skills in dealing with serious and complicated cases under minimal supervisory control and guidance. The employee deals with clients who exhibit chronically depredatory or self-destructive behavior, and recommends without supervisory consultation agency actions that can have serious impact on the client's life (e.g., separating family members). At this level supervisory consultation is rare and is usually initiated by the employee. Active involvement in program planning is characteristic of this level, as are development and maintenance of sound working relationships with local agencies, community resources and other professionals concernecd with the same client or group of clients, e.g., clergy, teachers, physicians.

The work of this position compares favorably with the GS-11 level in certain respects, i.e., the active involvement in program planning, extensive coordination with professionals of other disciplines, and responsibility for promoting public awareness and understanding of the needs of the clientele served and of services available. However, unlike the GS-11 level, this position is not concerned with sociopathic clientele whose severe chronically "defective" behavior causes them to react impulsively and destructively, are seriously maladjusted to society and as a result present significant barriers to needed services. Providing services to such clientele often requires the GS-11 employee to effectively recommend action that may have serious consequences for the client and unpredictable results, because of the client's extreme problems of adjustment. In contrast, this position is concerned with coordination, promotion and provision of services to families and clientele whose handicapping conditions place them at great risk of emotional involvement or maladjustment, and who may be unreceptive to available services due to prejudice, embarrassment or fear of career consequences. This clientele typically stands to benefit from the support and reinforcement provided through provision of EFMP services orchestrated by the incumbent. In this respect, the position corresponds to the GS-9 level. The position also deals with a defined segment of the social service program, services to families with handicapped members, rather than the wide range of clientele, social problems, and required skills typical of GS-11. Finally, while the position has program responsibility for the EFMP, it does not operate with the marked freedom from supervision typical of the GS-11 level; The Army Community Services Officer exercises supervision reflective of the GS-9 level; and the incumbent's authority and freedom of action are in effect limited by the coordinative and administrative nature of the work and by the roles of EFMP counterparts in other installation elements. Therefore the work of the position is properly evaluated by reference to the GS-185 standard at GS-9.

Final Determination: Exceptional Family Member Program Coordinator, GS-101-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A076

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION (Complete on organization copy only):

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Army Community Services Officer

6. PAY SCHEDULE: GS

7. OCC CODE: 101

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Performs under the general administrative supervision of the Chief, Family Support Division, who outlines broad program objectives, provides general policy guidance, and advises incumbent of new or changed responsibilities. Supervision is provided through periodic discussions on Army Community Services (ACS) programs and activities. Incumbent is responsible for the quality and effectiveness of direct services provided, participating in program planning by identifying trends and recommending service modifications, and promoting public awareness of ACS services. Incumbent implements and directs the installation ACS program through subordinate program coordinators, based on professional knowledge of social and behavioral sciences, administrative and service skills, and knowledge of Army and command policies, objectives and priorities. The supervisor is available to provide advice and guidance on complex problems of service delivery. Work is evaluated in terms of effectiveness of services provided, soundness of recommendations and effective use of resources.

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Major Duties

Manages the installation ACS program. The ACS program is a comprehensive social service program designed to assist the installation commander in identifying and resolving emerging social problems and to support the installation community through the development and provision of varied services designed to address complex personal, family and community social needs.

1. Directs the installation ACS program through subordinate program coordinators. The major program components include the Army Family Advocacy Program, the Exceptional Family Member Program, the Family Member Employment Assistance Program, the Consumer Affairs and Financial Assistance/Planning Program, the Relocation Assistance Program, the Outreach Program, and Information, Referral and Follow-up Program. The installation/activity ACS program includes some or all of these functions at varying levels of direct service based on the existence of services required by Army regulation but available from service organizations in the surrounding community, or limiting factors of installation size, service requirements or other factors which dictate less than fully developed ACS functions. The incumbent is responsible for establishing formal agreements with civilian service agencies in order to ensure availability of required services to ACS clientele, and to preclude duplication of existing services. The incumbent ensures that ACS program functions are carried out in accordance with governing laws, policies, regulations, and professional standards of service. Ensures that comprehensive standard operating procedures outlining program services, operations and procedures are developed, as needed, coordinated with other post elements that have interfacing responsibilities and interests, and revised as necessary. Identifies trends in composition of serviced population and other factors affecting service needs, and recommends appropriate modification of services.

2. Establishes and maintains continuing contact with counterparts in related installation elements, such as the Medical Treatment Facility, Provost Marshal, Chaplain, and Staff Judge Advocate. Promotes awareness and understanding of ACS functions, coordinates with counterparts on matters of service delivery to ensure timely and appropriate responses to social problems, and provides advice on complex social matters. _____%

3. Plans for and effectively uses resources allocated to the installation ACS program. Prepares and controls the ACS operating budget, estimates budget requirements and writes justification for operating and projected expenses such as personnel, supplies, equipment, office space, training, and other expenditures required for program operation. Prioritizes needs and

monitors expenditures to ensure efficient use of funds and other resources. Controls and accounts for ACS property, supplies and equipment. Maintains a variety of fiscal data and service statistics for planning purposes and oversees preparation of special and recurring reports. Prepares statements of work for contracted services as requested. _____%

4. Supervises permanent and volunteer personnel assigned to ACS. Plans work to be accomplished by subordinates, sets priorities and establishes schedules for work completion. Assigns work based on priorities, requirements of assignments, and employee capabilities. Assures the timely performance of work and that quality and professional standards are met. Reviews work completed by subordinates, accepting, rejecting or amending work as appropriate. Evaluates the effectiveness of operations supervised in terms of mission accomplishment, quality and quantity standards, procedural, policy and regulatory compliance, and technical competence. Makes changes in work assignments and work flow and balances workload as necessary to increase effectiveness of operations. Evaluates performance of subordinates. Provides advice, counsel and instructions on work and administrative matters. Interviews candidates for vacant positions, recommending appointments, promotions or reassignments ensuring full compliance with EEO policy and regulations. Hears and resolves employee complaints, referring group grievances or more serious complaints to supervisor. Effects minor disciplinary measures such as warnings and reprimands, recommending action in more serious cases. Identifies training and developmental needs of employees, providing or arranging for required training. Exercises position management responsibilities, ensuring accuracy of job descriptions and that subordinate positions are designed and structured to ensure efficiency, effectiveness and economy. _____%

Performs other duties as assigned.

3

Evaluation Statement

1. References:

a. US OPM Series Definition for Social Science Series, GS-101, 8/71.

b. US OPM PCS for Social Work Series, GS-185, 6/64.

c. US OPM General Introduction, Background and Instructions to the Position Classification Standards, 8/63.

2. Title and Series Definition: The position is established to manage the installation Army Community Services (ACS) program, a multi-faceted program designed to provide various social services that contribute to overall soldier and family morale and welfare. Another key function of ACS is to develop and implement education and prevention programs to enhance social wellness throughout the installation community. This position is responsible for directing the delivery of program services through a subordinate staff of professional, administrative and technical support personnel; for planning and effectively using personnel and fiscal resources; for ensuring the development of installation ACS operating procedures; for ensuring adherence to professional and technical quality standards of service; publicizing ACS services through use of informational media, and coordinating these services with counterparts in other installation and civilian sector service elements; and identifying trends in community needs and social factors and recommending modifications to programs of service to meet changing community needs. The work requires professional knowledge of the personal and social implications of problems of human behavior and adjustment, especially as pertains to the role of the individual and family in the military culture; ability to motivate and direct the efforts of subordinate staff in carrying out diverse social program functions; skill in the effective management of budgetary, manpower and other program resources; and skill in oral and written communications, as well interpersonal relations. These characteristics of the work meet the series definition for the Social Science Series, GS-101. This series includes positions responsible for advising on, administering, supervising or performing research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in other series of the Social Science, Psychology, and Welfare Group, GS-100. The work of this position bears similarity to professional social work, in that it involves provision and/or coordination of direct social services to Army personnel and families, and advising and consulting on social issues with members of related professions and community organizations concerned with the same group of clients. However, individuals with

backgrounds other than a Master's degree in Social Work (required to minimally qualify for the Social Work Series, GS-185) may be equally well qualified to perform the work of this position. Therefore, use of the GS-185 series for this position is considered too restrictive in terms of recruitment options. It should be noted that the use of the term "professional" in the GS-101 qualification standard in OPM Handbook X-118 does not predicate a positive education requirement, but instead allows for professional qualifications to have been gained through education or experience or a combination of the two. The GS-101 series definition does not include titling guidance. The title Army Community Services Officer is constructed in accordance with titling guidelines in reference c.

3. Grade Determination: Reference a does not provide grade evaluation criteria. Reference b is most appropriate for use in view of the similar functions and subject-matter of the two series (concern with social issues and problems of human behavior and adjustment, and with social programs and services). Both series require professional qualifications in the social disciplines. Further, while reference b is written to be directly applicable to direct service in the sense of social casework (not a function of this position), it does address at the higher grade levels social program responsibility (the primary function of this position).

The GS-185 standard has two grade evaluation criteria. Character of the caseload measures the difficulty of the problems present in the assignment, and the degree of professional skill and judgment required by the social work decisions and services they involve. Freedom of practice characteristic of performance addresses the social worker's competence in terms of the degree of supervisory control over the assignment.

The GS-9 level is typified by substantial professional responsibility for providing conventional social work services in cases of limited difficulty under relaxed supervision, and difficult services in complicated cases under active supervision. Assignments at the GS-9 level generally involve ongoing responsibility for providing services required in relation to a defined segment of program operating services. The GS-9 employee is usually concerned with provision of direct services and not with broader program functions.

The GS-11 level is typified by full and continuing professional responsibility for providing services in serious and complicated cases and independent exercise of authoritative judgment, under minimal supervisory control. Services are provided for cases that present a wide range of psychosocial and environmental problems. The GS-11 employee keeps the supervisor informed of

progress of work, and is accountable for recognizing the need for and initiating consultation with the supervisor on specific problems. Such consultation does not typically involve technical review and guidance, but rather a professional mentoring role. The GS-11 level also typically includes active participation in program planning and in the development and maintenance of public understanding and sound working relationships with local agencies and community resources. This includes coordinating with representatives of other professional disciplines who are concerned with the same group of clients. Some positions at this level perform a combination of direct service and concurrently supervision of one to two social workers, however these positions do not ordinarily have significant program responsibility.

The GS-12 level is characterized by one of two types of social workers, either supervisory positions over three or more social workers (base level GS-11), or positions having nonsupervisory responsibilities significant enough to warrant evaluation at GS-12. Positions of the second type are distinguished from positions with basic program responsibility evaluable at lower levels by substantial accountability for program effectiveness, modification of service patterns, and promoting acceptance of the social work function. Such positions typically are responsible for program development and evaluation as well as direct service functions.

This position fully exceeds the GS-9 level of the standard in that the work entails program responsibilities as opposed to direct service, and responsibility for ensuring delivery of a range of services (conventional to complex) in response to varied client needs (environmental to psychosocial), under minimal supervision. This position differs from the GS-11 illustrative discussion in its greater involvement with program functions; in this respect it appears to be more comparable to the GS-12 criteria. However, this position does not meet the full intent of the GS-12 level. The program responsibilities of this position are limited by factors such as extensive use of formal memoranda of understanding with area service agencies which provide services required by Army regulation to be available either through ACS, or through the civilian community. This may occur in areas where civilian sector services are highly developed and readily available and accessible. Other limiting factors may include size or composition of the installation/activity community, which may require a less than fully developed ACS program. Substantial accountability for program development and effectiveness is not present when certain key services are either not provided at all, or are provided by civilian sector agencies (whose methods and results are not ordinarily directly subject to evaluation or modification by the ACS Officer). Such factors also effectively limit or remove the opportunity for modifying

service patterns and promoting acceptance of the social service function. The absence of these program development and evaluation functions precludes evaluation at GS-12, despite the assignment of basic program responsibility. The characteristics of this position otherwise compare favorably with the GS-11 criteria, i.e., performance under minimal supervision, full professional responsibility for provision of a wide range of social services in relation to a range of client needs, participation in program planning functions, and development and maintenance of sound working relationships with local agencies and community resources. The appropriate grade level is therefore GS-11.

4. Final Determination: Army Community Services Officer, GS-101-11. This determination takes into account only nonsupervisory program responsibilities. Supervisory responsibilities should be described, evaluated and considered in the final determination locally as appropriate.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A075__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Army Community Services Officer

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	101	12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Performs under the general administrative supervision of the Chief, Family Support Division, who outlines broad program objectives, provides general policy guidance, and advises incumbent of new or changed responsibilities. Supervision is provided through periodic discussions on Army Community Services (ACS) programs and activities. Incumbent has full technical responsibility for the ACS program, to include accountability for the quality and types of services provided, and for overall program effectiveness, and promoting acceptance of the program. The incumbent is expected to independently plan, implement and manage the diverse program services of ACS, based on professional knowledge of social and behavioral sciences, administrative and service skills, and knowledge of Army and command policies, objectives and priorities. The supervisor is available to provide advice and guidance on precedent-setting situations or problems involving potentially serious consequences. Work is evaluated in terms of overall program effectiveness, soundness of recommendations and effective use of resources.

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MAJOR DUTIES

Manages the installation ACS program. The ACS program is a comprehensive social service program designed to assist the installation commander in identifying and resolving emerging social problems and to support the installation community through the development and provision of varied services designed to address complex personal, family and community social needs. Program effectiveness impacts on readiness and the quality of installation community life.

1. Manages through subordinate program coordinators the installation ACS program. Major program components include the Army Family Advocacy Program, the Exceptional Family Member Program, the Family Member Employment Assistance Program, the Consumer Affairs and Financial Assistance/Planning Program, the Relocation Assistance Program, the Outreach Program, and Information, Referral and Follow-up Program. The incumbent develops and maintains professional standards of service, and ensures that ACS program functions are carried out in accordance with governing laws, policies, regulations, and professional standards of service. Ensures that comprehensive standard operating procedures outlining program services, operations and procedures are developed as needed, coordinated with other post elements that have interfacing responsibilities and interests, and revised as necessary. Evaluates the overall ACS program and modifies program components or procedures to enhance effectiveness, quality and efficiency of services, ensure the delivery of comprehensive, integrated services, and prevent or eliminate duplication of services otherwise available through installation or civilian sector resources. _____%

2. Serves as principal advisor to the commander on social problems and matters concerning personal and family adjustment. Identifies community needs and emerging problems to the commander and presents appropriate plans for needed services. Maintains close and continuing contact with key military leaders and counterparts in related elements, to include the Medical Treatment Facility, Provost Marshal, Staff Judge Advocate, Chaplain, and American Red Cross, in order to secure support for the ACS program, ensure expeditious and properly coordinated responses to social problems, and provide advice and assistance on social issues. Incumbent plans and develops long range community service programs considering the particular needs of the community. Develops program plans and requirements for ACS support during emergencies such as deployment, mobilization, mass casualties or evacuation. _____%

3. Plans for and effectively uses resources allocated to the installation ACS program. Prepares and controls the ACS operating budget, estimates budget requirements and writes

justification for operating and projected expenses such as personnel, supplies, equipment, office space, training, and other expenditures required for program operation. Prioritizes needs and monitors expenditures to ensure efficient use of funds and other resources. Controls and accounts for ACS property, supplies and equipment. Maintains a variety of fiscal data and service statistics for planning purposes and oversees preparation of special and recurring reports. Prepares statements of work for contracted services as requested. _____%

4. Supervises permanent and volunteer personnel assigned to ACS. Plans work to be accomplished by subordinates, sets priorities and establishes schedules for work completion. Assigns work based on priorities, requirements of assignments, and employee capabilities. Assures the timely performance of work and that quality and professional standards are met. Reviews work completed by subordinates, accepting, rejecting or amending work as appropriate. Evaluates the effectiveness of operations supervised in terms of mission accomplishment, quality and quantity standards, procedural, policy and regulatory compliance, and technical competence. Makes changes in work assignments and work flow and balances workload as necessary to increase effectiveness of operations. Evaluates performance of subordinates. Provides advice, counsel and instructions on work and administrative matters. Interviews candidates for vacant positions, recommending appointments, promotions or reassignments ensuring full compliance with EEO policy and regulations. Hears and resolves employee complaints, referring group grievances or more serious complaints to supervisor. Effects minor disciplinary measures such as warnings and reprimands, recommending action in more serious cases. Identifies training and developmental needs of employees, providing or arranging for required training. Exercises position management responsibilities, ensuring accuracy of job descriptions and that subordinate positions are designed and structured to ensure efficiency, effectiveness and economy. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. US OPM Series Definition for Social Science Series, GS-101, 8/71.

b. US OPM PCS for Social Work Series, GS-185, 6/64.

c. US OPM General Introduction, Background and Instructions to the Position Classification Standards, 8/63.

2. Title and Series Definition: The position is established to manage the installation Army Community Services (ACS) program, a multi-faceted program designed to develop, coordinate and deliver comprehensive soldier and family support services that contribute to overall morale and welfare, and to develop and implement education and prevention programs to enhance social wellness throughout the installation community. The incumbent is responsible for serving as the principal advisor to the installation commander on issues involving human services and matters affecting individual and family adjustment. The position is responsible for ensuring effective delivery of program services through a subordinate staff of professional, administrative and technical support personnel; for planning and effectively using personnel and fiscal resources; for ensuring the development of installation ACS program guidelines and professional standards of service, and adherence to these and other professional and technical quality standards of service; actively promoting and gaining acceptance and support of the ACS program through use of informational media and extensive coordination with key representatives of other installation and civilian sector service elements; and analyzing community needs and evaluating effectiveness of existing ACS services, and recommending and gaining approval for new or revised programs of service to meet these immediate and emerging needs. The work requires professional knowledge of the personal and social implications of problems of human behavior and adjustment, especially as pertains to the role of the individual and family in the military culture; ability to motivate and direct the efforts of subordinate staff in carrying out diverse social program functions; skill in the effective management of budgetary, manpower and other program resources; and skill in oral and written communications, as well as interpersonal relations. These characteristics of the work meet the series definition for the Social Science Series, GS-101. This series includes positions responsible for advising on, administering, supervising or performing research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in other series of the Social Science, Psychology, and Welfare Group, GS-100. The work of this position bears similarity to pro-

fessional social work, in that it involves provision and/or coordination of direct services to Army personnel and families, and advising and consulting on social issues with members of related professions and community organizations concerned with the same group of clients. However, individuals with backgrounds other than a Master's degree in Social Work (required to minimally qualify for the Social Work Series, GS-185) may be equally well qualified to perform the work of this position. Therefore, use of the GS-185 series for this position is considered too restrictive in terms of recruitment options. It should be noted that the use of the term "professional" in relation to the GS-101 qualification standard in OPM Handbook X-118 does not predicate a positive education requirement, but instead allows for professional qualifications to have been gained through education or experience or a combination of the two.

The GS-101 series definition does not include titling guidance. The title Army Community Services Officer is constructed in accordance with titling guidelines in reference c.

3. Grade Determination: Reference a does not provide grade evaluation criteria. Reference b is most appropriate for use in view of the similar functions and subject-matter of the two series (concern with social issues and problems of human behavior and adjustment, and with social programs and services). Both series require professional qualifications in the social disciplines. Further, while reference b is written to be directly applicable to direct service in the sense of social casework (not a function of this position), it does address at the higher grade levels social program responsibility (the primary function of this position).

The GS-185 standard has two grade evaluation criteria. Character of the caseload measures the difficulty of the problems present in the assignment, and the degree of professional skill and judgment required by the social work decisions and services they involve. Freedom of practice characteristic of performance addresses the social worker's competence in terms of the degree of supervisory control over the assignment.

The GS-11 level is typified by full and continuing professional responsibility for providing services in serious and complicated cases, and the independent exercise of authoritative judgment, under minimal supervisory control. Services are provided for cases that present a wide range of psychosocial and environmental problems. The GS-11 employee keeps the supervisor informed of progress of work, and is accountable for recognizing the need for and initiating consultation with the supervisor on specific problems. Such consultation does not typically involve technical review and guidance, but rather a professional mentoring role.

The GS-11 level also typically includes active participation in program planning and in the development and maintenance of public understanding and sound working relationships with local agencies and community resources. This includes coordinating with representatives of other professional disciplines who are concerned with the same group of clients. Some positions at this level perform a combination of direct service and concurrently supervise one to two social workers, however these positions do not ordinarily have significant program responsibility.

The GS-12 level is characterized by one of two types of social workers: either supervisory positions over three or more social workers (base level GS-11), or positions having nonsupervisory program responsibilities significant enough to warrant evaluation at GS-12. Positions of the second type are distinguished from positions with basic program responsibility evaluable at lower levels by substantial accountability for program effectiveness, modification of service patterns, and promoting acceptance of the social work function. Such positions typically are responsible for program development and evaluation as well as direct service functions.

This position exceeds the GS-11 level of the standard with respect to both evaluation criteria. As opposed to the GS-11 level (typified by continuing responsibility for providing difficult professional services to clients with serious problems, and for active participation in program planning and promotion), this position fully meets the GS-12 criteria for positions having significant program responsibility. This position, like that described at the GS-12 level in the standard, is in charge of an installation/activity social program, with full professional accountability for program effectiveness, modification of service patterns, and promotion and coordination of program services with other programs of clients. Responsibility for the installation ACS program subject to regulatory and procedural direction from MACOM/DA levels and to local management controls is fully consistent with the GS-12 level and exceeds the GS-11 level of responsibility. The intent of the GS-11 level for this criterion is that the employee operates with relative freedom from technical supervision but does not have substantial program responsibility and accountability as found at GS-12.

4. Final Determination: Army Community Services Officer, GS-101-12. This determination takes into account only technical program responsibility. Supervisory responsibilities should be described and evaluated locally as appropriate.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A167__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Family Support Officer

6. PAY SCHEDULE: GS

7. OCC CODE: 101

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: [] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general direction of the supervisor who outlines program, policy, and management objectives. The incumbent has access to supervisor on activities or changes that impact significantly on the resources of the division, or on matters that are precedent-setting, or that are controversial, and those which involve policy. The incumbent is expected to direct the organization using independence and objectivity, good judgment, and sound management principles. Individual programs and major actions are spot checked while in progress and upon completion for adherence to guides, adequacy, quanity, timeliness, and achievement of goals and objectives.

MAJOR DUTIES

Serves as Chief, Family Support Divison (FSD) at a small to medium-size installation composed of 4,000-15,000 active duty troops (2,000-7,500 OCONUS), 10-35,000 family members (6,000-18,000 OCONUS) and 1,000-4,000 DA civilians (500-2,000 OCONUS). In CONUS specific programs and services may also be located at a subinstallation; or for

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OCONUS, in dispersed communities. Is responsible for promoting the social and mental well-being of military personnel and their family members as well as for other authorized segments of the community through a variety of human services and community related programs. Provides policies and guidance to insure the attainment of the established objectives of the division.

1. Program Planning. Directs, develops, and administers plans and procedures and implements regulations to provide for a continuing and aggressive family support program designed to meet the interest and needs of the military community. Based on marketing surveys and analyses, establishes current and long range program plans considering users desires for programs/services, the installation mission, troop strength, budget, FSD staff and facilities. Prioritizes programs, program changes and construction projects in terms of user needs and affordability. Reviews program priorities and develops the IMWRF five-year plan covering projected program for personnel, funds and facilities. Ensures that construction programs and program modifications reflect real cost savings, efficiencies or increased services. Develops the FSD annual operating budget for appropriated and nonappropriated funds. Coordinates with FSD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel and facility renovation/construction. Review, approves, modifies, or rejects changes functions, structure, staffing and budgeting areas proposed by program managers. Recommends major changes in programs or operations to his/her supervisor. _____%

2. Program Execution. Reviews all activities and programs to ensure FSD programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes workload, the achievement of objective and goals, the total cost of each program, the quality of performance community/public response and satisfaction. Measures established program performance standards and objectives, customer relations and statisfaction, personnel utilization and cost limitations. Makes factual assessments and determines program shortcomings, their underlying causes, and determines measures required to preclude their recurrence. Observes each FSD activity to evaluate the effectiveness of leadership and operation, service provided to the community, and conformance to operating standards and regulations. Establishes and maintains internal controls and audit procedures to ensure that personnel and funds are used in accordance with governing regulations. _____%

3. Coordination. Coordinates with other installation activities, unit commanders, and serves as the DPCA's or the commander's representative on a variety of family and soldier activity councils to keep informed on operations and/or to coordinate programs and requirements.

Develops the most effective and acceptable approaches and meets with COD and CRD activity managers, and other to gain their concurrence and support. Serves as the focal point for policies and practices involving Army families. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects or for the modification and renovation of existing facilities. Publicizes FSD programs. Maintains liaison with off-installation civilian and/or military related social and special service related organizations. Advises supervisor on problems involving the relationship of the work of the FSD to broader installation/community goals. ____%

4. Personnel Management. Through subordinate supervisors assigns, directs, and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and admnistrative matters. Hears and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warning and reprimands, and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

3

HODA EVALUATION STATEMENT (A167__)
FAMILY SUPPORT OFFICER, GS-101-12

1. Reference:

a. US OPM Series Definition for Social Science Series, GS-101, August 1971.

b. US OPM PCS for Social Work Series, GS-185, June 1964.

c. US OPM General Introduction, Background and Instructions to the Position Classification Standards, August 1963.

d. Supervisory Grade Evaluation Guide, January 1976.

e. Department of the Army Classification Guidance for key Installation Morale, Welfare, and Recreation and Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Family Support Officer" and placed in the GS-101 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level is GS-12 (see reference 1e for rationale).

4. Classification: Family Support Officer, GS-101-12

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A166__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Family Support Officer

6. PAY SCHEDULE: GM

7. OCC CODE: 101

8. GRADE: 13

9. FAIR LABOR STANDARDS ACT: [] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general direction of the supervisor who establishes the overall objectives and relies on the position to direct the Family Support Division within those objectives. The position is delegated the authority to exercise independent judgment in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; in experimenting with new ideas; and in coordinating efforts with other organizations. The incumbent refers to the supervisor only on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, services provided, and progress toward program objectives.

MAJOR DUTIES

Serves as Chief, Family Support Divison (FSD) at a large installation composed of 20,000 or more active duty troops (10,000 or more, OCONUS), 40,000 or more family members (20,000 or more, OCONUS) and

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4,000 or more DA civilians (2,000 or more OCONUS), with the responsibility for promoting the social and mental well-being of military personnel and their family members, as well as for other authorized segments of the community through a variety of human services and community related programs. In CONUS, specific programs and services may also be located at a subinstallation; or for OCONUS, in dispersed communities. Provides policies and guidance to insure the attainment of the established objectives of the division.

1. Program Planning. Directs, develops, and administers plans and procedures, and implements regulations to provide for a comprehensive family support program widely recognized for addressing a broad range of interests and needs of the military community and for instituting innovative programs to meet future needs. Within HQDA guidelines determines activities and services to be offered; initiates new programs, modifies or terminates existing programs through assessment of effectiveness of existing programs. Based on marketing surveys and analyses, establishes current and long range program plans considering user's desires for program/services, the installation mission, troop strength, FSD staff and facilities. Prioritizes programs, program changes, and construction projects in terms of user needs and affordability. Makes decisions on facilities, i.e., whether to renovate existing facilities, negotiate a move to better facilities on post, or prepare a justification for new construction. Studies usage of facilities and plans innovative programs to increase usage (e.g., use of underutilized youth center for revenue generating activities). Reviews program priorities and develops the IMWRF five-year plan covering projected programs for personnel, funds and facilities. Ensures that construction programs and program modifications reflect real cost savings, efficiencies, or increased services. Develops the FSD annual operating budget for appropriated and nonappropriated funds. Coordinates with FSD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel, and facility renovation/construction. Review, approves, modifies, or rejects changes in functions, structure, staffing and budgeting areas proposed by subordinate program managers. Recommends major changes in programs or operations to his/her supervisor. _____%

2. Program Execution. Reviews all activities and programs to ensure FSD programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes statistical variance data and budget reports to monitor achievement of required operating profits. Applies extensive knowledge of family development theory and current applications to analyze cost and performance factors of alternative or nontraditional family service delivery systems and programs. Measures established program performance standards and objectives, customer relations and statisfaction, personnel utilization and cost

limitations. Where adverse trends are developing, initiates studies to determine causes and takes corrective actions. Observes each FSD activity to evaluate the effectiveness of leadership and operation, service provided to the community, and conformance to operating standards and regulations. Meets with program/activity supervisors and coordinates the implementation of approved plans to meet the installation objectives and goals by functional community program area. Established accountability and responsibility within assigned staff and achieves a balance of organizational resources through changes in the structure and alignment of functions. Establishes and maintains internal control and audit procedures to ensure that personnel and funds are used in accordance with governing regulations.

_____%

3. Coordination. Coordinates with other installation activities, unit commanders, and serves as the DPCA's or as the commander's representative on a variety of family and soldier activity councils to keep informed on operations and/or to coordinate programs and requirements. Develops the most effective and acceptable approaches and meets with COD and CRD program and activity managers and others to gain their concurrence and support and to develop innovative joint programs and activities. Serves as the focal point for policies and practices involving Army families. Assesses the value of services and the achievement of program objectives and goals through visits and discussions with local councils and specialized committees. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects or for the modification and renovation of existing facilities. Publicizes FSD programs. Maintains liaison with off-installation civilian and/or military related social and special service related organizations to explore possibilities of joint provision of services, or utilization of installation facilities and/or services by nearby military installations, or members of the civilian community. Evaluates off-post services in terms of quality, facility conditions, availability, fees and charges, proximity, and adequacy of transportation. Advises supervisor on problems involving the relationship of the work of the FSD to broader installation/community goals. _____%

4. Personnel Management. Through subordinate supervisors assigns, directs, and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and referes the more series unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands,

and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

HQDA EVALUATION STATEMENT (A166__)
Family Support Officer, GM-101-13

1. References:

a. US OPM Series Definition for Social Science Series, GS-101, August 1971.

b. US OPM PCS for Social Work Series, GS-185, June 1964.

c. US OPM General Introduction, Background and Instructions to the Position Classification Standards, August 1963.

d. Supervisory Grade Evaluation Guide, January 1976.

e. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Family Support Officer" and placed in the GS-101 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level is GS-13 (see reference 1e for rationale).

4. Classification: Family Support Officer, GM-101-13

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A058__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION (Complete on organization copy only):

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supervisory Phychologist/ Social Worker

6. PAY SCHEDULE: GS

7. OCC CODE: 180/185

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) (Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) (Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general administrative supervision and operational control of the installation Alcohol and Drug Control Officer (ADCO) and under the technical supervision of the designated medical clinical consultant for all matters requiring professional medical judgment. Duties are performed in accordance with generally accepted psychological/social work theories, models, techniques and practices. Work is reviewed in terms of overall effectiveness in implementation of the rehabilitation portion of the program, with administrative and personnel management areas being primarily reviewed by the ADCO and treatment/clinical areas reviewed by clinical consultant. This can be accomplished through periodic supervisory review, reports and program assessments, patient outcomes, and by program evaluation surveys conducted by major commands.

MAJOR DUTIES

Serves as clinical director of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP), and as such plans and directs all rehabilitation/treatment functions of the ADAPCP for the installation. Advises ADCO on all clinical matters.

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1. Applies current directives and accepted clinical principles and practices in directing the rehabilitation/treatment functions of the ADAPCP. Applies a professional knowledge of psychological/social work principles, theories, and methods to specific drug and alcohol situations and problems. Utilizing professional medical advice and assistance from the clinical consultant, develops and administers a multi-modality comprehensive rehabilitation and treatment program designed to deal with alcohol and drug abuse related problems of active duty military, their dependents, retirees, civilian employees, and their dependents, and other eligible personnel. Periodically provides the ADCO and the clinical consultant with an evaluation of rehabilitation/treatment efforts, with projected plans for changes or improvements within the program structure. In conjunction with the Civilian Program Coordinator, evaluates community resources to determine type of services available and their applicability and utilization by the ADAPCP. Conducts an on-going review of individual treatment plans and evaluation of treatment effectiveness. Ensures that initial interviews, evaluations, and treatment are in accordance with established policies and current guidelines. Evaluates patient progress and adequacy of treatment and followup. Establishes work output requirements and holds final responsibility for the timely accomplishment of work in keeping with overall plans. Determines end result of overall work effort in meeting established objectives and plans. Provides policies in keeping with medical standards, existing regulations, management principles and clinical ethics governing work conduct. Ensures that all individual patient medical records prepared by subordinate personnel are maintained in accordance with standards and regulations; reviews content and quality to ensure appropriateness and accuracy of the notations, and that continuity of patient care is reflected in the case recording.

2. As needed carries a limited case load that allows time for clinical management and supervision. Case load normally includes special problem cases beyond the professional capability of the rehabilitation staff. May administer psychodiagnostic instruments (such as the Minnesota Multiphasic Personality Inventory) and/or structured interview to assess basic personality structure in order to determine interaction patterns with family, peers, etc. Provides group and individual counseling and therapy during initial treatment and rehabilitation. Uses specialized therapeutic techniques such as behavior modification to help patients stop or change their pattern of use/abuse of alcohol and other drugs, to resolve problems relating to substance abuse, family relationships, and job performance, leading to the development of a healthy life style. May also treat families of patients, using the methods and techniques of family therapy.

3. Maintains liaison with other counseling/helping programs, such as ACS, community mental health activity, chaplain office, etc. Serves as member of Family Advocacy Case Management Team (FACMT), other appropriate MTF and installation committees, and related local community committees. Serves as

alternate to ADCO on Human Resources Council or Alcohol and Drug Intervention Council (ADIC). Provides authoritative information to installation commander, counseling/helping programs, medical personnel, and civilian community concerning the drug and alcohol rehabilitation/treatment program.

4. Provides clinical supervision to treatment staff. Clinical supervision is carried out both in structured one-to-one and group settings. It includes case consultation, structured case presentations, initiation of Individual Development Plans (IDPs), supervision of inservice training, and assisting the staff members to maintain professional perspective when working with difficult patients, and to recognize their limitations and the resource limitations of the ADAPCP.

5. Conducts internal personnel administration and management tasks. Establishes performance appraisals; discusses outstanding or weak performance with subordinates. Initiates requests for filling of vacancies. Interviews and makes selections of personnel. Plans and organizes work to meet workload demands and to equalize case loads among staff members. Assigns duties and responsibilities to each subordinate. Reviews and certifies adequacy and accuracy of subordinates' job descriptions, initiating change action through channels as appropriate. Establishes internal policies in keeping with existing regulations, management principles, and clinical ethics. Resolves complaints of subordinates. Approves leave. Recommends transfers, disciplinary actions, etc., for subordinates as required. Supervises structured clinical training programs as required by the ADAPCP Clinical Internship Program; ensures that clinical staff members complete all requirements for certification. May provide additional training based on local needs or clinical issues.

6. Maintains contact with other federal installations, community, and private organizations to keep abreast of current research in the field of addictive diseases and of new or different approaches in rehabilitation and counseling. Attends conferences and meetings of professional and other relevant associations. Keeps the ADCO informed on current development and innovations which could be adopted to strengthen the program and make it more effective.

Performs other duties as assigned.

Evaluation Statement
Supervisory Psychologist/Social Worker
GS-180/185-12

1. References:

a. OPM PCS for GS-180 Psychology Series, June 1968.

b. OPM PCS for GS-185 Social Work Series, June 1964.

c. OPM PCS Supervisory Grade-Evaluation Guide, January 1976.

2. Background: Until 1986, this type of classification guidance would normally have been issued as a model job description. However, growing concern about model job descriptions not being regarded as authoritative, as well as considerable confusion in the field between model and standardized job descriptions, led to a decision to abolish the category of model job descriptions. Beginning in 1986, most instances of classification guidance which are appropriately cast in the job description and evaluation statement format are issued as standardized job descriptions. This is regardless of whether the work situation in question is common with large numbers of employees and no controversial or unusual classification issues, or whether the work situation is unusual, involves a smaller number of employees and/or involves controversial or unusual classification issues.

The type of work described in the attached job description is found Army-wide, but involves a comparatively small number of employees, and for reasons explained below does involve difficult and controversial classification issues. While the type of work performed by clinical personnel in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) is fairly standard throughout Army, there have been significant inconsistencies in classification of these positions, both in series and in grade. This job description and evaluation rationale is intended to provide a job description that will be used in substantially this form for all clinical directors. Minor changes may be made to accommodate specific local situations, but this evaluation rationale is to be used to classify positions with these minor changes as well. Only where the duties and responsibilities of a local position differ substantially from the work situation may an installation develop its own job description. Classification of such positions is to be in consonance with principles set forth in this evaluation statement, however.

Classification of positions concerned with direct treatment/rehabilitation of substance abusers in Army must be placed within the larger context of the evolution of the field of substance abuse in general. Many classification rationales dating from the previous decade viewed substance abuse as one fairly narrow category of mental/emotional disturbance within a broad spectrum of psychological problems. This was a misconception which led to an overly restrictive view of the complexity and difficulty of treatment and thus of the ADAPCP staff's assignments. As the disease concept of substance abuse has evolved, it has become generally recognized that even in the earlier stages

substance abuse is frequently accompanied by other problems - emotional/ psychological, financial, marital, etc. - and nearly always is compounded by such problems and by physical symptoms and/or damage in later stages. Another distinctive characteristic of addictive diseases is the presence of a generally elaborate denial system, which makes most clients uncooperative and negative in attitude at least in the earlier stages of treatment. In some cases it means deceptive behavior, sometimes of a sophisticated nature. This adds a further dimension of complexity and difficulty to the staff's duties and responsibilities.

The accompanying job description depicts the duties that must be performed by all clinical directors who are in charge of a full clinical program. In a few instances, an installation may have only a limited clinical program, with resulting limitations on the nature and scope of the clinical director's assignment. There may also be limitations on the degree of authority exercised by the incumbent. In such situations a grade of GS-11 may be appropriate. Determinations as to whether this situation applies will be made locally. Paragraph number 4 of this evaluation statement supplies the rationale for the GS-12 level only.

3. Title and Series Determination:

This is a fully professional position, which may be filled equally well by a properly qualified psychologist or a properly qualified social worker. It meets the definition of the psychology series which involves professional work relating to the behavior, capacities, traits, interests and activities of human and animal organisms, and which includes applying professional knowledges of psychological principles, theories, methods or data to practical situations and problems. It also meets the definition of the social work series which includes positions which require application of a professional knowledge of the principles and practices of social work in the performance of such assignments as providing direct services to individuals and families, including work with individuals in groups. It therefore is properly coded to either the GS-180 or GS-185* series. When coded to the GS-185 series, and where the criteria for supervision set forth in the Supervisory Grade Evaluation Guide (SGEG) are met the position is properly titled Supervisory Social Worker.

The proper title when coded to the GS-180 series requires some additional discussion. The GS-180 standard provides several subject-matter specializations with appropriate descriptive titles. One of these is Counseling

*This does not entirely preclude use of the GS-101 Social Science Series. However, this series is to be used only with the greatest caution to ensure that only those applicants meeting the requirements of the ADAPCP (see AR 600-85) are considered qualified. Potential selectees are subject to review of individual qualifications prior to final approval.

Psychologist, which would appear at first glance to be the most appropriate. However, the standard defines this specialization as focusing on the educational, vocational and rehabilitation counseling of the physically or mentally handicapped or others in need of or seeking vocational guidance. Counseling psychologists in the Federal service are principally employed in connection with the educational counseling of veterans and entitled war orphans, or with vocational counseling of physically and mentally disabled veterans or others who are entitled to vocational rehabilitation benefits. Clearly this specialization is not applicable to the alcohol and drug abuse field.

Clinical Psychologist is the prescribed title for a specialization that includes evaluation and treatment of patients with mental and personality disorders, typically in hospitals (psychiatric hospitals or psychiatric wards of general hospitals) or in community health clinics. Clinical psychologists perform psychotherapy with patients, either individually or in groups. They also frequently administer and interpret psychological tests which are used for diagnostic purposes. While this specialization is more closely related to the clinical director function then the counseling psychology specialization, it is considered to be too narrow to be fully descriptive of the work performed by clinical directors. While substance abuse is frequently accompanied by mental and personality disorders to a greater or lesser degree, this is not always the case: simple cessation of substance abuse may result in cessation of behavior problems, particularly in less advanced cases. Where other psychological problems exist, treatment may be undertaken at the counseling center, but may equally well be performed at a mental health activity or in a hospital setting by mental health professionals other than the clinical director. Further, a clinical director may administer psychological tests, but this is not an integral part of the ADAPCP. This is also true with regard to the use of psychotherapy: while some clinical directors may perform psychotherapy it is also not an integral part of the ADAPCP. Other types of therapy may be utilized. More importantly, the clinical director position has oversight over a variety of professional services to patients, their families and their community.

A more practical argument against the clinical psychologist specialization is the basic qualification requirement for a doctoral degree for all positions GS-11 and above. While the position of ADAPCP clinical director is a professional position, there is no indication that the position requires a Ph.D. degree. In fact, since the position may be equally well performed by a social worker with a combination of a master's degree in social work and qualifying experience, proper alignment argues strongly against selection of a specialization that requires a doctoral degree.

The best and most flexible approach which will provide the widest sources for fully qualified candidates is utilization of the unmodified title of Psychologist. Use of this title is prescribed for those positions which are not appropriately classifiable to any established specialization. This is the case with regard to the position of ADAPCP Clinical Director. Therefore, when

coded to the GS-180 series, and where the criteria set forth in the Supervisory Grade Evaluation Guide (SGEG) are met the position is properly titled Supervisory Psychologist.

4. Grade Determination:

a. The GS-180 Psychology Standard distinguishes among grade levels on the basis of (1) nature of assignments and (2) level of responsibility. The nature of assignment of a psychologist may vary either as a result of the experience, training, and skill that he/she brings to the job, or as a result of functional or organizational limitations affecting the job (reference a, p. 13). Reference a, p. 24 states that GS-12 psychologist positions differ from those of lower levels in that work assignments cover the range of problems in their specialized field, require the use of a broader range of techniques and methods, and are performed with less need for consultation with superiors. Specifically, counseling psychologists provide psychological services to a broad range of clients presenting many combinations of vocational education, physical, and emotional disability problems. The services provided cover the full range of vocational and education counseling services, practices, and techniques. The GS-12 counseling psychologist's assignments differ from those characteristic of GS-11 in terms of the broad range of clients with whom they deal. Similarly, GS-12 clinical psychologists perform psychodiagnosis and psychotherapy for the full range of mentally disturbed patients, utilizing any therapeutic technique or combination of techniques indicated by the specific needs of the patient.

While the clinical director position is neither a counseling psychologist nor a clinical psychologist, the assignment pattern is similar. A GS-12 level clinical director is responsible for a patient load that covers the full range of substance abusers, from first-time DWI offenders and young personnel experimenting with marijuana to late-stage alcoholics and cross-addicted clients with serious psychological, physical, and family complications. The patient load also is likely to include all ranks of enlisted men and women and officers, impaired medical personnel, civilians, and retirees. The clinical director at this level utilizes any technique or combination of techniques indicated by the specific needs of the patient.

The nature of the psychologist's responsibility at the GS-12 level is similar to that at the GS-11 level. It is, however, enhanced by the seriousness of the problems of the patients, the diversity and complexity of the methods and techniques employed, and the breadth and depth of knowledge which must be employed to resolve the problems. Typically the course of action decided upon by the GS-12 psychologist is accepted as being professionally sound in light of current scientific information. At this level, working relationships with superiors are largely consultative. In the case of the clinical director, these relationships are primarily with the ADCO and with the clinical consultant. For most clinical directors, these relationships are largely consultative, and the clinical director's approach to rehabilitative services is generally accepted as professionally sound.

The preceding discussion demonstrates that the clinical director functions, when exercised (1) in a context which includes a broad range of types of patients and of substance abuse problems and related pathologies, and (2) with the full responsibility normally given to this position, equate to the GS-12 level under the GS-180 standard. The GS-13 level is not met, however. GS-13 psychologists typically serve as resource people to other psychologists, staff members, and operating officials. For example, GS-13 clinical psychologists serve as consultants to other clinical psychologists, psychiatrists, neurologists, nurses, social workers, and other staff in their given work area. They may also be assigned special program responsibilities in areas such as training, program coordination, research or consultation. Clinical directors do have training responsibilities, but only with regard to their own subordinates. They also do some consultation, but the bulk of this type of work is part of the ADCO's responsibility, and is not a major clinical function.

b. The GS-185 Social Work Standard uses similar criteria for determining grade level. One concerns the character of the caseload, that is, the difficulty of the problems present in the assignment and the degree of professional skill and judgment required. The other involves the freedom of practice characteristic of performance, which is basically the degree of independence from supervisory control. However, the standard is structured somewhat differently from the GS-180 standard. Because of the nature of the social work profession at the time that the standard was written, the specific grade-determining criteria are not nearly as directly comparable to the clinical director function as the grade-determining criteria of the GS-180 standard. This is because the GS-185 standard describes traditional casework, whereas now many social workers with specializations in psychology/psychiatric techniques practice their profession in clinical settings. Despite the lack of a direct correspondence with the clinical director function, the GS-185 standard is addressed in the following paragraphs.

The GS-11 level describes what is essentially the highest level of individual functioning, without supervisory or program responsibility. It describes provision on a continuing basis of difficult professional services to clients with serious problems, with infrequent recourse to supervisory guidance. Also included at the GS-11 level are assignments involving responsibility for providing continuing social work services at a field location alone or with one or two subordinates.

By contrast, GS-12 social workers are of two types: (1) supervisory, over at least three social workers where the base level of work fully meets the GS-185 standard's criteria for GS-11; and (2) those who exercise significant program responsibilities. While the first may apply, very few clinical staffs would meet this criterion. The second type has the clearest parallels with clinical director positions. The standard sets forth illustrative material with regard to this type of social work: it describes social workers who are in charge of the social work program at a separate installation where they are responsible for development and maintenance of professional standards of service, initiating and effecting changes in methods that will promote efficient

practice, and coordination of these services, with other programs of service to the same group of clients. The clinical director position does exercise this type of responsibility with regard to the clinical ADAPCP. One area of difference is noted: The representation of the program to outside organizations and the public described in the standard is an ADCO function, rather than a direct responsibility of the clinical director. However, the standard also states that work of this type is subject to regulation and procedural direction from the program directors in the central office of the agency, which is certainly true of the clinical director function, and to the local management control of the directors of institutions. This latter is analogous to the ADAPCP, where the clinical side is subject to regulation and procedural control from the ADCO.

The GS-12 level, second type, is further described as having accountability for program effectiveness, modification of service patterns and promoting acceptance of the social work function. This is substantially true for those clinical directors exercising the full level of responsibility as described in section a of this analysis. While promoting acceptance of the ADAPCP overall is a function of the ADCO and his/her staff, the clinical director does exercise responsibility in this area with regard to commanders and military supervisors, and may have some additional role in this area with regard to other segments of the military community. For the foregoing reasons, clinical directors who exercise the full level of responsibility for a full clinical program are allocable to the GS-12 level by reference to the GS-185 standard.

c. Although most clinical director positions meet the minimum supervisory criteria contained in the SGEG, application of this standard is not treated here. Obviously, the evaluation will vary depending on the size and structure of each clinical staff. In most cases, the base level of work supervised will result in a grade lower than, or at most equal to, the grade based on the GS-180 and GS-185 standards. Each installation should evaluate the clinical director position against SGEG to determine whether this is in fact the case.

Note on qualifications: Qualified candidates for clinical director positions are those capable of being DA credentialed and ADAPCP certified, as required by AR 600-85, paragraph 4-29b.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A073

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Worker

6. PAY SCHEDULE: GS

7. OCC CODE: 185

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Serves under general administrative supervision of the Chief, ACS, in terms of broadly defined missions and overall policy direction. Coordinates and directs the Family Advocacy Program independently. Receives guidance and direction from regulations, local SOPs, commander, and higher headquarters staff. Work is reviewed periodically based on program objectives, implementation of Army-wide goals and adherence to professional social work principles.

MAJOR DUTIES

Serves as coordinator for the installation Army Family Advocacy Program (AFAP), and Suicide Prevention Program, providing assistance to active duty military personnel, retired military and their family members. The program provides a full range of prevention, community education, direct services, and liaison with other installation services and state and local services.

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1. Develops installation procedures that outline responsibilities for the execution of the AFAP. Assesses the special needs of military and retired families residing on the installation and in the surrounding community. Identifies trends and adjustments to be made in the administration of the AFAP. Develops and implements a postwide prevention and education program which includes informing the community about child and spouse maltreatment, and resources for information and referral data to insure that unit commanders, their staff, and all military personnel and their families are aware of services offered. Develops and publicizes information about the seriousness of child and spouse maltreatment, procedures for reporting all incidents of child or spouse maltreatment, and available services. Provides mandatory training for all unit commanders and NCO's in the area of identification of potential problems and what actions may be taken within regulatory and statutory limitations. Plans and coordinates a broad community education and awareness program that will focus on issues relating to the prevention of suicide. _____%

2. Assures that direct services such as temporary shelter, short-term crisis intervention, medical treatment and follow-up services, 24-hour hotlines, and support groups are available and accessible. Assesses and manages cases of child or spouse maltreatment in coordination with the Family Advocacy Case Management Team (FACMT). Serves as member of FACMT, and of any other joint body dealing with domestic violence. May provide short-term individual or conjoint counseling in spouse abuse cases within the AFAP. _____%

3. Coordinates program services with Medical Treatment Facility Social Work Services, Command Provost Marshal, Staff Judge Advocate, Commander of CID, chaplains, state and local social service agencies, and local jurisdiction law enforcement officials. Ensures that all reported cases of child/spouse abuse are coordinated properly and that professional child protective procedures are followed by all installation activities. Ensures that all cases receive immediate action, including evaluation, treatment, and supportive services. Maintains listing and up-to-date knowledge of existing civilian services and established procedures for liaison and referral between installation and civilian agencies for victims and perpetrators of domestic violence. _____%

4. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance. Prepares reports and surveys as appropriate to meet requirements outlined in the regulation and as requested by higher headquarters. Identifies program resource requirements and provides AFAP budget input to include manpower, supplies, equipment and other

expeditures required for program operation. Proposes and writes service contracts; monitors the operation of contracts for professional services to be provided by civilian social service agencies. Monitors the quality of these programs to ensure compliance with professional quality assurance standards. Is appointed as Contracting Officer's Representative. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference: US OPM PCS for Social Work Series, GS-185, 6/64.

2. Title and Series Determination: This position serves as installation focal point for the Army Family Advocacy Program (AFAP) with responsibility for coordinating, providing and monitoring the effectiveness of installation and civilian sector services that address family abuse issues. The position is not responsible for direct service to clients, other than short term crisis intervention counseling. The incumbent is however responsible for ensuring effective coordination of the various installation and community elements that have interest in family abuse matters, and for installation prevention and education functions. The work requires full professional knowledge and skill in application of social work principles, methods and practices, and of the behavioral and social causes and implications of the several types of family abuse (physical, psychological, sexual). These aspects of the work meet the series coverage of the Social Work Series, GS-185. The proper title for nonsupervisory positions in this series is Social Worker, GS-185.

3. Grade Determination: The GS-185 standard contains two grade evaluation criteria: the character of the caseload, and the freedom of practice characteristic of performance. While these criteria are directly applicable to positions that provide direct professional service to clients, they are also to be applied to positions principally concerned with other social work functions or methods of service (such as providing consultation and advice to members of related professions and community organizations on social work questions).

This position is nondevelopmental and therefore exceeds the GS-7 level. The GS-9 level of the standard describes substantial professional responsibility for providing conventional services in cases of limited difficulty under relaxed supervision or difficult services in complicated cases when performed under active supervision. Cases and services provided typically involve clients who present a range of social and environmental problems and ethnic and cultural characteristics, and who may be fearful, hesitant, or indifferent to services. Such clients often require support, guidance and reinforcement to help them learn and apply more appropriate methods of dealing with their problems and so to avoid more serious personal difficulties. At the GS-9 level supervision is exercised through regular conferences and review of written products. The supervisor maintains ongoing awareness and control of difficult cases.

The GS-11 level in contrast involves intensive professional services, exercise of highly developed professional judgment, and

complicated cases. Clients typical of this level exhibit chronically depredatory or self-destructive behavior. The GS-11 social worker typically recommends without supervisory consultation agency actions that can have serious impact or unpredictable consequences on the client. At this level too the social worker is actively involved in program planning and in the development and maintenance of public understanding and sound working relationships with professionals of the disciplines who are concerned with the same client or group of clients. These functions are carried out with infrequent recourse to supervisory guidance. The employee normally initiates any consultation with the supervisor. This position exceeds the GS-9 level. The problems dealt with in the area of family abuse involve serious problems of chronic abusive behavior, psychological as well as medical consequences, and psychological maladjustment on the part of the chronic victim. Other complications such as drug or alcohol abuse or financial problems are often involved. The consequences of identified family abuse may include mandatory counseling/education, disruption of the family unit (i.e., separation of the abused victim), and serious career and financial impacts. These characteristics go beyond the conventional services provided in cases of limited difficulty. While the position is not involved in direct services to clients, the responsibility for overall coordination of the installation imposes demands on the incumbent that are comparable to the GS-11 level of difficulty. The incumbent must develop and provide a command education and prevention program, which includes identification and provision of appropriate training for other professionals who participate in AFAP functions. The program responsibility for services involving serious environmental and psychosocial problems, as well as the relative autonomy of the position, exceed the intent of the GS-9 level of the GS-185 standard.

In addition, the position's extensive (and primary) responsibility for administering, coordinating, and publicizing the installation AFAP in cooperation with professional representatives of medical, dental, other social work and education elements closely corresponds to the other key features of the GS-11 level, i.e., active participation in program planning, responsibility for building public awareness, and coordination with other professionals who have interfacing interests and functions in regard to AFAP. The work of the position does not meet the GS-12 level. The GS-12 level includes two general types of social worker positions, those that exercise full technical and administrative responsibility over three or more subordinate professional social workers (when the base level is GS-11), and those that involve responsibility for the installation or area social work program. This position involves "program" responsi-

bility but in relation to the AFAP only, not in relation to the full social work program as described at GS-12.

4. Final Determination: Social Worker, GS-185-11. This evaluation addresses nonsupervisory functions only. Supervisory responsibilities should be described and evaluated locally as appropriate.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A084_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Worker/Psychologist/ locally determined title

6. PAY SCHEDULE: GS

7. OCC CODE: 185/180/101

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: [X] EXEMPT [ ] NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Works under general supervision of the Clinical Director performing assignments independently with clinical supervisor being kept informed of progress on major problems arising in individual and program treatment areas. Decisions and actions involving social work/ psychological skills and knowledge are reviewed for professional competence and adherence to ADAPCP policies and regulations.

Major Duties

Provides social work/psychological treatment/consultation services to alcohol and drug dependent military and civilian personnel, retirees, and family members in initial treatment, while undergoing rehabilitation, and during follow-up care. Provides day-to-day clinical supervision to the counselor assistant staff, as directed by the Clinical Director. Work requires professional skills and knowledges in the behavioral sciences (psycology, social work, or guidance counseling) sufficient to evaluate the basic cause(s) of the patients'

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behavior. Reviews and considers input from other sources on related or concurrent problems (e.g., financial, spouse/child abuse, general conduct or disciplinary) in the evaluation process. Oversees the development of the patients' psychosocial history and initial screening as appropriate. In accordance with program guidelines, plans and administers a rehabilitation program developed to treat and arrest the alcohol and other drug problems of enrollees. Provides diagnostic summary to program staff personnel and commanders regarding patient status and prognosis for recovery. As needed, requests assistance from or refers patient to other specialists or medical personnel for assistance in the resolution of related problems. Participates in ADAPCP crisis intervention efforts as appropriate.

1. Provides therapy for individual patients and provides consultation assistance to Commanders, supervisors and medical personnel. In individual and group therapy explores basic personality structures in relationship to development of behavior patterns, mechanisms, and symptoms, determining facts concerning patient's alcohol and drug dependency and the underlying causes; and understanding consequences for the individual. Counsels the patient's family and significant others to obtain social and personal information related to development of the substance dependency and ascertains impact of the problems on individual family members, the family unit and others. Oversees Counselor Assistants' use of a variety of substance abuse related testing/evaluation instruments and interprets results. Analyzes and evaluates information developed concerning the patient's substance dependency, makes a diagnosis, and advises Commanders and supervisors as to treatment plan, design and development. Uses psychological/social casework and group therapy techniques to gain perspective on the patient -- the problem, the expressed and implied needs, and functioning level to provide therapy. Formulates treatment goals for individual patients that meet casework prescriptions. Conducts family therapy where indicated, and maintains liaison with Family Advocacy Program Coordinator in cases where spouse/child abuse is related to substance abuse. Uses the full range of professional psychological/social work techniques to provide psychological, social, vocational counseling and therapy during treatment and rehabilitation. Consults with commander and other key unit personnel to discuss substance abuse issues and to develop appropriate unit rehabilitation plans. Uses specialized therapeutic techniques to aid in the personal attitude adjustments of the patient by helping the patient recognize and resolve problems relating to one's personal feelings, and feelings toward others with respect to drug and alcohol abuse. Motivates patients with marginal adjustments toward resuming more effective control of their lives. Provides authoritative information concerning the drug and alcohol rehabilitation program. Serves as point of contact for all alcohol and drug problems or issues for certain prescribed mili tary units. Serves as a member of various other counseling programs, such as the Family Advocacy Case Management Team; assists the Clinical Director in the administration of the quality assurance aspects of the ADAPCP. _____%

2. Provides periodic assessment to the Clinical Director and unit commander/supervisor of the patient's progress. In consultation with the unit commander, participates in the determination of rehabilitation outcome (success/failure). Serves as a point of contact for all alcohol and drug problems or issues for certain prescribed military units. Maintains patient medical records. As appropriate, participates in the program's crisis intervention efforts; provides information about other Army programs and recommends referral of patients to other agencies. _____%

3. Participates in, advises on, and critiques group counseling sessions conducted by Counselor Assistants, in order to enhance their skills in human behavioral dynamics principles. Provides general direction in assessing group functioning aimed at treatment goals and reviews the placement and withdrawal of individual patients from group participation. Discusses motives and attitudes concerning redirection of patients' actions. Reviews/approves changes to individual treatment plan. _____%

4. Serves as a case manager for patients assigned to the Counselor Assistant staff. Determines and initiates action to provide family services to military and civilian personnel through direct treatment services and eases tensions affecting family relationships, i.e., housing, special schools, loans, transportation, etc. Establishes an individualized treatment plan and oversees its implementation. Recommends inpatient treatment based on screening/evaluation data presented by the Counselor Assistant staff and provides follow-up care to patients returning from inpatient/residential treatment. _____%

5. Participates in individual and team instruction of military and civilian personnel in substance abuse education classes, workshops, and seminars. Provides instruction in areas of expertise to include interviewing, communications, and behavioral dynamics. Participates in a structured inservice training program. Assists in providing technical aspects of education/prevention as directed by Clinical Director. Attends MEDDAC Commanders's staff meetings, as required. _____%

Performs other duties as assigned.

Evaluation Statement
Social Worker/Psychologist
(Or title to be determined locally)
GS-185/180/101-9

1. References:

a. OPM PCS for GS-185 Social Work Series, June 1964.

b. OPM PCS for GS-180, Psychology Series, June 1968.

c. OPM Series Definition for Social Science Series, GS-101, August 1971.

2. Background:

Traditionally, the bulk of the counseling positions in Community Counseling Centers have been coded to nonprofessional series. While an increasing number of counselors have been obtaining professional training and advanced degrees in various of the behavioral sciences, these types of qualifications had not been required by the duties and responsibilities of most of the counseling positions. The duties have been oriented toward short-range, practical counseling, rather than a more probing therapeutic treatment. However, with the growing recognition of the social and psychological complexities of substance abuse, as well as its potentially serious effects on people other than the abuser, it has become apparent that a greater number of full professionals involved in the rehabilitation process would be necessary. Consequently, a policy decision was made at the highest levels of functional management to change the duties and responsibilities of the rehabilitation counselors, and thereby to restructure the counseling staffs at each installation. In contrast to the preexisting pattern of one professional Clinical Director supervising a nonprofessional staff, the revised pattern includes a core cadre of fully professional counselors and in addition one or more Counselor Assistants serving in a paraprofessional capacity. This latter category provides 1) necessary paraprofessional assistance to the professional staff and 2) an opportunity for individuals interested in substance abuse treatment who for whatever reason do not pursue professional credentials.

3. Title and Series Determination:

This is a fully professional position, which may be filled by a properly qualified social worker or by a properly qualified psychologist. It may also be filled by an individual with an advanced degree in a related social science (e.g., a Master's Degree in Counseling) provided that individual's qualifications

fully meet the requirements of the ADAPCP as reflected in AR 600-85. The position most clearly meets the definition of the GS-185 Social Work Series which includes positions which require application of a professional knowledge of the principles and practices of social work in the performance of such assignments as providing direct services to individuals and families, including work with individuals in groups. It also meets the definition of the GS-180 Psychology series which involves professional work relating to the behavior, capacities, traits, interests and activities of human and animal organisms, and which includes applying professional knowledges of psychological principles, theories, methods or data to practical situations and problems. A peculiarity of the GS-180 standard as applied to alcohol and drug counseling work is that the grading criteria are not descriptive of this type of work, even though it meets the overall definition, and even though psychologists with specialized training and/or experience in treating substance abuse are eminently qualified to perform the duties and responsibilities in the accompanying job description. Since the grading criteria in the GS-185 standard are directly comparable to this type of work, and since the GS-185 standard is an acceptable cross-reference for grade determination for the GS-101 series, the grading rationale for this evaluation statement will be based solely on the GS-185 standard. This does not preclude filling the position with a qualified psychologist, nor coding it to the GS-180 series when staffed in this way.

The GS-101 Social Science Series is a general series which covers professional work in one or more social sciences that is not classifiable to another more specific series. While this position is classifiable to two or more specific series, it meets the GS-101 definition in all other respects. If highly qualified condidates in the GS-185 or GS-180 series are not available, or if management for other reasons opts for greater flexibility in staffing patterns, this position may also be coded to the GS-101 series. (To reemphasize the point made above, any selectee for a position coded to the GS-101 series must fully meet all requirements for the ADAPCP as shown in AR 600-85). The position may therefore be coded as either GS-185, GS-180 or GS-101. The proper title when coded to the GS-185 series is Social Worker. When coded to the GS-180 series, the proper title is Psychologist. (For a full discussion of why no subject-matter specialization is reflected in the GS-180 title, see pp. A-337-339 of DA PAM 690-41, "Standardized Position Descriptions"). There are no prescribed titles for positions in the GS-101 series. Titles will therefore be determined locally wherever this position is coded to the GS-101 series.

4. Grade Determination:

The GS-185 Social Work standard uses two criteria for determining grade level. One concerns the character of the caseload: the

difficulty of the problems present in the assignment, and the degree of professional skill and judgment required to make the decisions and provide the services needed to meet and resolve the problems. The other involves the freedom of practice characteristic of performance, which is basically the degree of independence from supervisory control.

The GS-7 level describes what is essentially a trainee level, and therefore does not apply to this position. At the GS-9 level, employees have substantial professional responsibility for a representative cross section of cases, where patients exhibit a variety of psychosocial and environmental problems. These types of assignment are generally in terms of continuing responsibility given to the social worker to provide all necessary social work services within a designated subdivision of program operations or administrative segment. This is descriptive of the typical work assignment for a professional alcohol and drug counselor, where the counselor is expected to provide all necessary therapeutic services on a continuing basis to patients and co-dependents within the assigned area. (Many Counseling Centers make assignments by military unit, although this is by no means the only basis for assignment).

Further, at the GS-9 level, the social worker makes independent evaluations of the client's situation, which in the ADAPCP setting, means making a diagnosis. Based on this evaluation/diagnosis, and the patient's reaction to it and ability to deal with it, the social worker determines the preferred course of action, i.e., develops a treatment and rehabilitation plan. In establishing and maintaining effective relationships with those they serve, GS-9 social workers must be able to deal constructively with individuals who are antagonistic, indifferent or evasive. These types of reactions are certainly characteristic of a majority of the counselor's patients, and being able to cope effectively with these attitudes is an essential aspect of this position. In addition, a social worker at this grade level treats individuals from a wide variety of cultural, social and ethnic backgrounds, and must be able to communicate across these lines. An incumbent of this position would normally be expected to provide treatment services across the whole spectrum of patients' backgrounds and be able to communicate with people with disparate values.

While the GS-9 social worker is expected to handle cases at all levels of complexity, the principal difference between the GS-9 level and the GS-11 level is in the type and degree of supervisory control exercised. At the GS-9 level, the most difficult and complex cases would not normally be undertaken nor decisions implemented without prior consultation with the supervisor. The supervisor maintains fairly close control over decisions and services in cases demanding unusual skill and judgment (e.g., very high-ranking patients, cases complicated by spouse or child

abuse, patients with serious personality disorder, juvenile substance abusers), whereas there is considerable freedom of practice for the social worker in the less sensitive and complex cases. By contrast, at the GS-11 level, social workers handle serious and complex cases with a minimum of supervisory control and guidance, and with independent exercise of authoritative judgment. The manner in which different counseling centers choose to manage the most difficult cases varies. In some installations, these are assigned as described above, with the Clinical Director providing the ongoing consultation; at other installations a senior or supervisory counselor may fulfill this role. At still other installations, cases may be managed so that in most instances the most sensitive cases or those involving special skills (e.g., treatment of juveniles, family therapy) would normally be assigned to a senior counselor, or reserved for the Clinical Director.

The above discussion shows that the duties and responsibilities typically assigned to the full performance alcohol and drug counselor position meet but do not exceed the GS-9 level of the GS-185 standard. This is true for the first factor, the character of the caseload, which may encompass all types of patients from a wide variety of backgrounds and with varying severity of abuse/addiction. This is also true for the second factor, freedom of practice, which is considerable for the bulk of the caseload, but is restricted by closer supervisory controls and review for the most difficult and complex cases.

5. Conclusion:

This position is properly graded at the GS-9 level, and is coded to either the GS-185, GS-180 or GS-101 series, and titled Social Worker, Phychologist, or title to be determined locally, respectively.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A060_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Service Assistant

6. PAY SCHEDULE: GS

7. OCC CODE: 186

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

Serves as a Volunteer Coordinator responsible for developing, coordinating, administering, and implementing an Installation Volunteer program which is designed to promote Volunteerism and agency/volunteer placement satisfaction on the installation:

1. Coordination: _____%

-Establishes a working relationship with Military and Civilian agencies which accept volunteers to develop and maintain a centralized job bank of volunteer job vacancies.

-Participates in various meetings and councils to ensure that volunteer programs are recognized as a valuable community asset. Plans and coordinates implementation of volunteer recognition events and public awareness efforts to promote volunteerism. Informs the community of volunteer opportunities using a variety of media, e.g., fliers, posters, brochures, press releases, television and radio coverages, slide shows, speaking engagements, etc.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

-Establishes and maintains effective working relationships with commanders, directorates and general staff personnel to obtain required cooperation and support of the volunteer program. In coordination with volunteer chairpersons and agency/organization heads, evaluates volunteer programs to ensure proper volunteer selection and training are provided and to ensure the proper volunteer services are provided the agency/organization.

-Organizes/chairs an advisory group of volunteer managers from the military community to identify volunteer issues in the community, discuss common problems, and to share successful programs and techniques.

2. Operation: _____%

-Assesses the needs of both user organizations and volunteers through various methods including surveys, interviews and research of similar programs in the civilian sector. Matches volunteer applicants with the job description requirements of the installations' agencies and organizations (based on individuals' education levels, past experience, evidence of knowledge of military programs, activities and services provided). Follows-up o referrals to assess adequacy of placement for agency and volunteer. Compiles volunteer resources into a centralized resource and updates it regularly to incorporate informational changes.

-Conducts/coordinates volunteer in-service training and overall orientation training which interest the volunteer community.

-Manages a volunteer staff to assist in staffing the program with interviewers, receptionists, researchers, writers, and special project coordinators.

-Tracks the number of volunteers on the installation (by agency/organization) and total hours volunteered. Collects and analyzes program statistical data to fulfill regulatory requirements and to evaluate program effectiveness.

-Assists in the preparation of the annual budget by providing input on proposed and active volunteer program requirements that support the accomplishment of various applicable voluntary organization's functions and activities.

-Performs other duties as assigned.

Factor 1. Knowledge Required by the Position - Level 1-4, 550 Points

-Knowledge of volunteer program requirements, policies, procedures, and functions, to coordinate the recruitment, training, appraisal, and reward of volunteer workers.

-Practical knowledge of interviewing principles, methods, and techniques.

-Practical knowledge of the military system and military lifestyles.

-General/practical knowledge of organizations' programs and the activities suitable for volunteer workers to identify overall needs, assess capabilities and limitations, establish priorities and plan an effective volunteer program.

-Ability to communicate effectively both orally and in writing.

-Skill in establishing and maintaining effective relationships with program directors, representatives of professional and social organizations (both military and non-military), current and prospective volunteers in order to advise, assist, coordinate and obtain cooperation for program management.

Factor 2. Supervisory Controls Level 2-3, 275 Points

Incumbent works independently with broad latitude for making decisions. Supervisor provides overall policy guidance and defines objectives; provides backround and advice on problems through discussions in which incumbent makes recommendations. Incumbent serves as a subject matter expert and consultant to the installation on volunteer issues. Performance is evaluated through the accomplishments; program goals and objectives; review of reports for soundness of judgement; compliance with regulatory requirements; program participations; and formal/informal feedback from the installation commander, his staff, tenant commanders, and soldiers/family members on the effectiveness of the services provided.

Factor 3. Guidelines Level 3-3, 275 Points

Guidelines include HQDA regulations and manuals; local polices, procedures and SOPs; and volunteer organizations' mission and function statements. Most guidelines are very broad in nature requiring the incumbent to use judgement in adapting these guidelines to resolve issues which effect overall program accomplishments.

Factor 4. Complexity - Level 4-3, 150 Points

Functional areas include aspects of management, administration, supervision and training of volunteers (non-Federal emlployees) used in installation activities. Work involves determining total requirements, recruiting applicants, evaluation of individual's capabilities, referring individuals to various volunteer areas, training volunteers, maintaining records, preparing reports, conducting publicity campaigns, coordinating and monitoring various committee activities, evaluating program accomplishments, identifying improvements that can be made and ensuring coordination of volunteer services. Coordination of the volunteer program requires initiative and imagination and involves persuasiveness to explain the benefit of the program to both those needing the service as well as those who can fulfill the need.

Factor 5. Scope and Effect - Level 5-3, 150 Points

This position is the principal manager of the volunteer staff being used in various programs to assist the installation in providing services to military individuals/families and community needs. Work done affects the quality of life of the installation and its ability to provide for the military individual's needs.

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

Personal contacts are with various installation officials e.g., commanders, directors, general staff, wives clubs, retired military associations, personnel in volunteer agencies and occasionally state and national vlounteer agencies.

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

The purposes of the contacts, in addition to exchanging information, are to plan, coordinate, or advise on projects or other work efforts, interview or counsel persons, or influence/motivate individuals or groups who have goals similiar to the volunteer program.

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

Work requires sitting, standing, walking and moving about the installation. No unusual physical demands exist.

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

Work is performed primarily in an office setting, with some local travel required.

Total Points: 1485

EVALUATION STATEMENT

1. References:

a. OPM PCS for Social Services Aid and Assistance Series, GS-186, October 1982.

b. OPM PCS for Equal Opportunity Assistance Series, GS-361 November, 1980.

2. TITLE and SERIES DETERMINATION:

The incumbent of this position is responsible for developing, coordinating, administering and implementing an installation volunteer program. The performance of these duties requires skill to communicate effectively and to work harmoniously with volunteers and the various organizations/agencies utilizing volunteers. The work also requires a practical knowledge of the volunteer program requirements and procedures, and understanding of some of the more routine methods and techniques of counselling. This is a near direct match to the Social Services Aid and Assistance series, reference la. This series covers nonprofessional positions in support of couselling, guidance, and related social services work in social employment assistance, or similar programs. The work of this series requires skill to communicate effectively and to work constructively with members of the particular group involved. The work also requires a practical knowledge of program requirements and procedures, and a practical understanding of some of the routine methods and techniques of counselling. Additionally, this position is very similar to the examples reflected (pages 2 and 3) under the coverage of this standard.

Accordingly, this position is properly classified in the GS-186 series with a title of Social Services Assistant (the official title for positions in grades GS-5 and above).

3. GRADE DETERMINATION: The GS-186 standard directs that non-supervisory positions in this series be graded by reference to the Equal Opportunity Assistance Series, GS-361. Accordingly, this position is evaluated as follows:

Knowledge Required By the Position, Level 1-4, 550 Points.

This position requires a knowledge of volunteer program requirements, policies, procedures, and functions; interviewing principles, methods, and techniques; military system and lifestyles; and organizations' programs and the activities suitable for volunteer workers. It also requires an ability to communicate effectively (orally and in writing) and skill in establishing and maintaining effective relationships. These knowledges and skills are used in the coordination/management of the numerous activities of the volunteer program. This is a substantial match to level 1-4 where a detailed knowledge of a body of technical regulations and procedures and skills are required in applying them in a wide variety of situations. At this level, this knowledge is used to identify relevant information during

factfindings to compare a given set of facts to broader principals as part of an analysis, to select a course of action for obtaining information, to advise or assist in necessary procedures, etc.,(subject position utilizes this type knowledge in determining and extracting the neccesary data to match volunteers with the appropriate volunteer organization). Level 1-5 is not met in that there is no requirement for a thorough and detailed practical knowledge of a complex body of regulations, procedures or precedent decisions in order to apply them in specific situations to answer complex technical questions (the regulations, procedures, or precedent decisions of the volunteer program are not considered complex-most are directly and specfically related to the volunteer program).

Level 1-4 is the appropriate level for this factor

Supervisory Control - Level 2-3, 275 Points

Incumbent of this position works independently with broad latitude for making decisions. The supervisor provides overall policy guidance and defines objectives; provides background and advice on problems through discussions in which the incumbent makes recommendations. Performance is evaluated through the accomplishments; program goals and objectives; review of reports for soundness of judgement and informal/formal feedback from the installation commanders, tenant commanders, soldiers/family members and volunteer organizations. This is a substantial match to level 2-3 where the supervisor makes assignments by defining objectives and setting deadlines, and assists the employee with unusual problems which do not have clear precedents. Completed work is reviewed in terms of results achieved, technical soundness of completed work or recommendations, and the effect of the work in facilitating the objectives of the program.

This is the highest level of this factor. Accordingly, level 2-3 is the appropriate level for this factor.

Guidelines - Level 3-3, 275 Points

The guidelines applicable to this position include HQDA regulations and manuals; local policies, procedures, and SOPs; and volunteer organizations' mission and function statements. Most guidelines are very broad in nature requiring the incumbent to use judgement in adapting these guidelines to resolve issues which effect overall program accomplishments. This is a near direct match to level 3-3 where the guidelines consist of oral and written office procedural manuals, technical manuals, and a variety of technical instructions governing the program. These guidelines are typically general in nature or do not cover many areas of work performed.

This is the highest level of this factor. Accordingly, level 3-3 is appropriate for this factor.

Complexity - Level 4-3, 150 Points

The duties of this position include aspects of management, administration, supervision and training of volunteers. More specifically,

they involve determining requirements, recruiting applicants, evaluation of individual's capabilities, referring individuals to various volunteer areas, training volunteers, maintaining records, preparing reports, conducting publicity campaigns, coordinating and monitoring various committee activities, and evaluation of programs accomplishments. This is a substantial match to level 4-3 where employees typically performs complete assignments or segments of large projects involving different and unrelated process and methods. It exceeds level 4-2 in that the duties involve the solution of more than routine problems of limited complexity (while the duties may appear to be routine in nature, they are unrelated and require more than simple analysis such as organizing facts in narrative or logical order, and comparing them to past solutions in similar cases or to clearly applicable criteria).

Level 4-3 is the highest level of this factor. Accordingly, level 4-3 is appropriate for this factor.

Scope and Effect - Level 5-3, 150 Points

The incumbent of this position is the principal manager of the volunteer staff being used in various programs to assist the installation in providing services to military individuals/families and community needs. The work affects the quality of life of the installation and its ability to provide for the military family's needs. This is a substantial match to level 5-3 where the work requires treating a variety of routine problems or situations in conformance with established criteria. The work product of this level typically affects specific recordkeeping or procedural practices of employers, school systems, or similar institutions (this position is the only position on the installation that is responsible for the development and maintenance of records on all volunteers used within the installation).

Level 5-3 is the highest level of this factor. Accordingly level 5-3 is appropriate for this factor.

Personal Contacts - Level 6-2, 25 Points

The personal contacts of this position are generally with various installation officials e.g., commanders, directors, general staff, wives clubs, retired military associations, personnel in volunteer agencies and occasionally state and National Volunteer agencies. This is a substantial match to level 6-2 where contacts are with employees of the same agency but outside the immediate work unit. Level 6-3 is not met in that there's no requirement for personal contact with persons from outside the employing agency on a regular and recurring bases.

Level 6-2 is the proper level for this factor.

Purpose of Contacts - Level 7-2, 50 Points

The purposes of the contacts, in addition to exchanging information, are to plan, coordinate, or advise on projects or other work efforts, interview or counsel persons, or influence/motivate individuals or groups who have goals similar to the volunteer program. This is a near direct

atch to level 7-2 where the purpose of personal contacts, in addition to exchanging factual information, is to plan, coordinate, or advise on office procedures, projects, or other work efforts, resolve operating or administrative problems, interview or counsel persons, or otherwise influence or motivate individuals or groups whose goals are similar. Level 7-3 is not met in that the persons contacted are not generally fearful, skeptical or uncooperative.

Level 7-2 is the appropriate level for this factor.

Physical Demands - Level 8-1, 5 Points

There are no unusual physical demands. Therefore, level 8-1 is the appropiate level for this factor.

Work Environment - Level 9-1, 5 Points

The work involves everyday risks and discomforts. Therefore, level 9-1 is the appropriate level for this factor.

Summary

Factor 1. Knowledge Required By The Position, Level 1-4, 550 Points
Factor 2. Supervisory Controls, Level 2-3, 275 Points
Factor 3. Guidelines, Level 3-3, 275 Points
Factor 4. Complexity, Level 4-3, 150 Points
Factor 5. Scope And Effect, Level 5-3, 150 Points
Factor 6. Personal Contacts, Level 6-2, 25 Points
Factor 7. Purpose of Contacts, Level 7-2, 50 Points
Factor 8. Physical Demands, Level 8-1, 5 Points
Factor 9. Work Environment, Level 9-1, 5 Points

Total 1485 Points

A total of 1485 points falls within the range of the GS-7 grade level (1335-1600 points). Therefore, GS-7 is the proper grade of this position.

4. Title, Series and Grade: Social Services Assistant, GS-186-7.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A070

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Services Assistant

6. PAY SCHEDULE: GS

7. OCC CODE: 186

8. GRADE: 6

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Information, Referral and Follow-up
Program Coordinator

Serves as installation/activity Information, Referral and Follow-up Coordinator, responsible for maintaining and providing comprehensive information regarding installation and civilian community resources and services to soldiers and their families.

MAJOR DUTIES

1. Establishes and maintains a comprehensive and current file of information on area public, private and voluntary service organizations. Compiles, organizes and consolidates information on organization name, address, phone number, hours of service, services provided, eligibility requirements and intake procedures. Reviews and updates resource file at least annually. Develops and publishes a leader's referral guide to human services for commanders and their staffs, as well as a community information directory for soldiers and their families. Maintains liaison

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with human service agencies and organizations in the civilian community through membership on community agency councils, participation in agency sponsored activities, and site visits.

_____%

2. Receives client inquiries concerning community services. Interviews client to assess the type of assistance required. Provides information ranging from limited factual response (e.g., service agency name and telephone number) to more detailed factual information about community service systems, agency policies, and application procedures. May be called upon to exercise skill in drawing out clients who appear troubled but are reluctant to discuss their problems. Provides emotional support and encouragement as necessary. For the client who presents a problem or difficult situation needing immediate attention, makes appropriate referral to military or civilian service agency based on competent evaluation of the problem and practical knowledge of the nature and availability of support services. While providing needed emotional support, makes an outgoing call on client's behalf to ensure that service is available at the level required and within the necessary timeframe. Where doubt exists as to client's ability to obtain assistance, incumbent contacts the referral agency and/or client on a follow-up basis to determine whether contact has occurred. In the event that the client has not made productive contact with the referral agency, incumbent offers to serve as advocate on client's behalf and assists as requested in obtaining needed services. _____%

3. Collects and maintains a variety of data as required by governing program guidance to support management information needs. Data pertains to client profiles, type of information and level of assistance required, and to volume of clients. Maintains confidential records of clients requiring referral and follow-up assistance. Identifies resource requirements and provides budget input to include manpower, supplies, equipment and other required expenditures. Trains and directs the efforts of volunteer and paid staff in the provision of reception, information, typing and other support duties. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - FL 1-4, 550 Points

Knowledge is required of social and community service resources in the local area; as well as appropriate information classification procedures, in order to build and maintain an accurate information file. General knowledge is required of ACS program

functions, regulations and procedures, as well as sources of detailed information on specific questions in order to determine the type and level of assistance needed and respond to a wide variety of client requests for information, assistance and referral. Skill in routine factfinding and analysis is required to interview individuals, obtain factual information and explain agency procedures and regulations to ACS clients. This includes skill in obtaining relevant factual information from individuals who are emotionally upset and/or unwilling to admit to a problem, and who are unaware of the service options available to them. Knowledge of English grammar and usage and of ACS program vocabulary is required in order to write procedures and information statements and to explain procedures to individuals outside the organization.

Knowledge of the organization of office logs and files and the purpose and content of file documentation, in order to maintain, file and retrieve information and prepare reports.

Factor 2 - Supervisory Controls - FL 2-3, 275 Points

The supervisor makes assignments by indicating overall objectives, priorities and deadlines, and provides guidance on any unusual problems. The incumbent carries out most assignments independently and handles most problems according to established guidelines, instructions and accepted practices. Completed work is reviewed in terms of adequacy, accuracy, timeliness and soundness of judgment.

Factor 3 - Guidelines - FL 3-2, 125 Points

Guidelines consist of Army and installation regulations and procedures relative to the ACS program components, as well as a variety of directories, handbooks and resource manuals that provide administrative information on the nature of services available from installation, state and local service organizations, eligibility requirements, and application procedures. Guidelines are generally procedural in nature and applicable to most work assignments. Judgment is required to properly select and apply the guideline to the particular circumstances, and to select alternative means of locating the information requested by clients.

Factor 4 - Complexity - FL 4-2, 75 Points

Typical assignments involve gathering, organizing and cataloging factual information, and responding to requests for limited information. Decisions regarding what needs to be done involve various choices requiring simple analysis such as organizing facts and information in the appropriate order by function, location or similar classification, type of personal interaction

needed to draw out an uncommunicative client, and selecting the most appropriate information for the client based on assessment of the individual's needs. Actions taken or responses given differ depending on the type of information sought or emotional state of the client.

Factor 5 - Scope and Effect - FL 5-2, 75 Points

The work involves assignments requiring application of various regulations, procedures and guides to obtain or provide relevant factual information, make appropriate referrals, and follow up with client to verify that contact with service organization has occurred.

The work typically affects the accuracy, reliability and acceptability of services provided to ACS clients.

Factor 6 - Personal Contacts - FL 6-2, 25 Points

Personal contacts include individuals and families served by the installation ACS program, representatives of installation and civilian sector human service elements, and other ACS personnel.

Factor 7 - Purpose of Contacts - FL 7-2, 50 Points

The purpose of contacts is to exchange factual information, plan, coordinate or advise on office procedures, available services, or other work efforts, resolve operating or administrative problems, interview and counsel individuals, and coordinate referrals to other agencies.

Factor 8 - Physical Demands - FL 8-1, 5 Points

The work is generally sedentary.

Factor 9 - Work Environment - FL 9-1, 5 Points

The work is performed in a typical office setting.

Evaluation Statement

1. References:

a. US OPM Series Definition for the Social Services Aid and Assistant Series, GS-186, 10/82.

b. US OPM PCS for Social Services Series, GS-187, 2/65.

c. US OPM PCS for Equal Employment Assistance Series, GS-361, 11/80.

2. Series and Title Determination: This position is established to serve as the Army Community Services (ACS) focal point for the collection, maintenance and provision of information on installation and community resources for individuals and families. In addition to referring ACS clientele to appropriate resources, the position makes follow-up contact on behalf of those clients who appear unlikely to make productive contact with the resource agency. These functions are referred to as Information, Referral and Follow-up (IRF) and typically also involve direction of the day-to-day efforts of support staff (volunteer and/or paid). IRF is not in itself a discrete, specialized program of ACS, but is instead considered to be an integral element of each of the specialized ACS components. In this sense IRF supports all other ACS functions through maintaining and providing comprehensive information on numerous ACS, other installation and civilian sector resources. The position does not meet criteria for coverage of reference b, since it is not concerned with application of specialized program knowledge and service skills.

The work of the position requires knowledge of the sources of information on such resources, skill in communicating effectively with individuals and families who seek information and assistance, practical understanding of social program functions and procedures, and skill in routine counseling techniques. The work does not require professional knowledge and skill, such as might be required in other ACS program areas and gained through professional experience and/or education in social work or the social sciences. While the position involves some direct service to clients, those who require specialized or intensive assistance are referred to the appropriate resource.

These characteristics of the position meet the series coverage of reference a. The GS-186 series includes nonprofessional positions in support of social services work in social, employment assistance, or similar programs. Positions in this series serve individuals or families in the community (or individuals in a government facility) and are responsible for providing these

clients with practical guidance related to the social service programs supported. The IRF functions of this position correspond to "Type 3" of the four types of GS-186 work, since it provides direct support to the social program staff and performs duties involving direct client contact, such as providing information about program services, requirements and procedures, referral to community resources, and maintaining case files, referral directories and information on available resources. The authorized title and series for the position is Social Services Assistant, GS-186, since the grade of the position exceeds GS-4 (see discussion below).

3. Grade Determination: Reference a does not provide grade evaluation criteria. Grades are to be determined by primary application of reference c, and reference b as a secondary source.

Reference b is in Factor Evaluation System format. The nine factors are evaluated as follows:

Factor 1 - Knowledge Required by the Position - FL 1-4, 550 points is assigned. FL 1-3 is characterized by knowledge of a body of standardized technical, administrative or clerical procedures to support the work of an (equal opportunity) program office. This includes general knowledge of the sequence of steps involved in performing the major functions of the office, and detailed knowledge of the procedures, rules and operations to carry out a variety of support tasks. At this level, knowledge and skill in oral and written communications (including knowledge of the specialized vocabulary of the program) are required to explain factual and procedural matters to individuals outside the employing office, and to write routine letters, correspondence, and information briefs. Skill in routine factfinding and analysis is required to interview clients to obtain facts, search reference sources to find factual information, and logically organize and report collected information. Two assignments illustrative of FL 1-3 are comparable to this position, that of responding to specific factual questions of the general public, and searching, filing, retrieving and verifying for accuracy a variety of program case files and documents. Basically, the 1-3 level describes the knowledge and skill required to carry out mainly procedural and routine duties. The position in question exceeds this level, and in fact meets the 1-4 level.

FL 1-4 is characterized by detailed knowledge of a body of technical program regulations and procedures and skill in applying them to a wide variety of situations. This level is typified by application of an intensive knowledge of a discrete activity or area within a program to many different kinds of conditions or factual situations. While the position in question does not require this type of specialization within ACS, e.g. it does not

require expertise in family financial management, it does require broad knowledge of the entire range of services encompassed by ACS. This is analogous to the level of knowledge depicted in FL 1-4.

FL 1-4 is also distinguished by the requirement for skill in factfinding and analysis to interview persons under stress to obtain facts and opinions, and skill in planning and conducting interviews and documentary factfinding to obtain information and assess the relevance of information necessary to answer specific questions and resolve routine problems. Also required is analytical skill in organizing information, comparing it with broader principles, and reporting conclusions concerning application of principles to various factual situations.

The standard provides a number of illustrations to clarify the meaning of this level of knowledge; some of the illustrations show analogous situations to the position in question. The first illustration describes the function of assisting persons filing complaints by explaining the process in detail, interviewing the complainant to determine the nature of the complaint and advising as to what information should be included in the complaint. This is similar to the initial interview with a client obtaining enough information to determine the client's need or needs, and providing accurate referral information. The second illustration, counseling employees and helping them understand and verbalize the situation, is similar to those instances where an incumbent of this position must exercise skill to elicit information from clients who are in stressful situations and are unable or unwilling to express their problems clearly. This includes contracting the referral agency and/or client or a follow-up basis if the situation indicates that this is necessary. Thus FL 1-4 in not met.

Factor 2 - Supervisory Controls - FL 2-3, 275 points is a assigned. The work of the position exceeds FL 2-2 in that it operates with greater freedom from supervisory controls, independently determines how best to handle deviations, problems and unfamiliar situations not covered by instructions, and enjoys greater freedom from supervisory review than at FL 2-2 (at which completed work and methods used are reviewed for technical accuracy and conformance with instructions and established procedures). These aspects of supervisory control correspond to FL 2-3.

Factor 3 - Guidelines - FL 3-2, 125 points is assigned. The position exceeds FL 3-2 in that DA regulations as well as numerous oral and written office procedural guidelines are applied. However it does not meet the full intent of FL 3-3 for this subfactor, since the regulations used do not address

specialized program functions, are procedural rather than general in nature, and are readily applicable to the work situation. The greater judgment required of FL 3-3 in deciding which guide is most applicable, or how to apply general principles to specific factual situations, is not required. The position is concerned with providing relatively routine, factual and limited responses to a wide variety of factual situations. This comparatively superficial involvement with client issues does not permit the degree of judgement described in selecting and applying appropriate technical guidelines or in applying general principles to individual situations.

Factor 4 - Complexity - FL 4-2, 75 points is assigned. The position meets FL 4-2 in that duties relative to establishing, updating and providing IRF information involve relatively routine and repetitive problems of limited complexity. Assignments typically involve closely related tasks, clear and undisputed facts, and readily available sources of facts. The employee makes various choices requiring simple analysis, such as the best methods of organizing IRF data, based on such factors as ease of access or category of service. Actions taken or advice/referral provided differ depending on the needs of the ACS client or proper source of required information. Assignments do not reflect the complexity of FL 4-3. At this level the employee typically performs complete assignments or segments of large projects, where different and unrelated processes and methods are involved, decisions to be made require the employee to determine the relevance and importance of large numbers of facts or questions, make generalizations based on numerous variable conditions, and analyze various conditions and elements to clarify interrelationships. Assignment of FL 4-3 requires greater involvement in individual counseling and assessment than is true of the reviewed position, which is primarily responsible for compiling and providing factual information and is expected to refer clients in need of intensive/specialized assistance to the appropriate ACS or other point of contact.

Factor 5 - Scope and Effect - FL 5-2, 75 points is assigned. The work exceeds FL 5-1, at which specific and routine operations are performed to facilitate the work of others in the same work unit or organization. The work meets the intent of both scope and effect for FL 5-2, in that it involves application of various guidelines and procedures to gather or provide factual information or solve factual problems, and the service provided affects the adequacy and reliability of client referrals. FL 5-3 is not met. This level requires more intensive and protracted involvement with individual cases or client complaints, and the work products typically affect administrative or procedural practices of particular institutions, or resolution of a client's problem.

Factor 6 - Personal Contacts - FL 6-2, 25 points is assigned. At this level typical contacts are outside the immediate unit but with the employing agency, and are of a routine type or occur on a routine basis. The work of this position typically involves frequent contacts with ACS clientele (who are affiliated with the installation/ activity community) and with representatives of various civilian sector communities, for the purpose of responding to procedural questions, and providing or requesting routine procedural information. This exceeds FL 6-1, where contacts are limited to the immediate work unit or general public, and involve exchanges of simple factual information. FL 6-3 is not met. At this level contacts are with various persons external to the agency and involve interview conditions where the role and authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts - FL 7-2, 50 points is assigned. Contacts of this position occur not only for the purpose of exchanging factual information (typical of FL 7-1), but also for planning and advising on improved procedures for obtaining, organizing, updating and providing information. FL 7-3 is not met. This level is suitable only for contacts that involve formal investigatory interviews, negotiation of procedural matters, resolution of strong differences of opinion, or similar situation that require skill in effectively persuading fearful, skeptical or uncooperative persons.

Factor 8 - Physical Demands - FL 8-1, 5 points is assigned. The work is primarily sedentary and does not involve the regular and recurring physical exertion required for assignment of FL 8-2.

Factor 9 - Work Environment - FL 9-1, 5 points is assigned. The work is sedentary and is performed in a typical office setting. It does not meet the criteria for FL 9-2, i.e., regular and recurring exposure to risks, discomforts and unpleasantness that necessitates special safety precautions.

Total Points: 1185. This falls within the range for GS-6 by comparison to reference a.

The GS-187 PCS (reference b) is used as a secondary reference. This standard is case-oriented and implicitly distinguishes a progression of service requirements in terms of characteristics of cases assigned. There are two primary evaluation criteria, nature and range of assigned cases and level of responsibility. These factors are not clearly "isolated" in the discussion of each grade level. This position does not compare favorably to the higher levels of the standard, at which the work is case-oriented and involves progressively more intensive and individualized assistance to clients.

The GS-5 level is developmental, where assignments are primarily for the purpose of training and developing the incumbent. This position is full performance and therefor exceeds the GS-5 level. The position however, does not meet the GS-7 level, where an incumbent first develops plans of assistance and service, ant the delivers the assistance/service to clients. The GS-6 level is not described in the standard, but since the GS-187 series is single-grade interval in nature, this is a permissable grade level.

4. Final Determination: Social Services Assistant, GS-186-6

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A085_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Services Assistant

6. PAY SCHEDULE: GS

7. OCC CODE: 186

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Counselor Assistant to the professional staff. Provides initial screening/evaluation, and assists professional clinical staff in providing treatment/rehabilitation services to alcohol and other drug abusers, including active duty military personnel, retired military, civilian employees, and family members of soldiers, civilian employees and retirees. Participates in ADAPCP crisis intervention efforts as appropriate.

- Conducts the initial Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) screening and evaluation of individuals, gathering social, drug, family and military history, and reasons for referral. Provides the results and disposition recommendations to the Clinical Director or other designated professional clinical staff member, unit commander or his designee.

- Prepares documentation of the initial screening, including required forms and written evaluations. Under supervision of a professional clinical staff member, administers appropriate screening/

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evaluation/instruments. Considers input from other sources on related or concurrent problems (e.g., financial, spouse/child abuse, general conduct or disciplinary) in the completion of evaluation.

- In consultation with Clinical Director or other designated professional clinical staff, determines the rehabilitation approach that will best meet the needs of the individual. Recommends to and assists the commander in setting standards of behavior and goals for evaluation of the patient's progress if enrolled in the ADAPCP.

- Where necessary, requests assistance from or refers patient to other specialists or medical personnel for assistance in the resolution of related problems.

- Participates in quality assurance program to include the peer review process and other quality assurance initiatives.

- Maintains an assigned caseload of patients who have been enrolled in the ADAPCP. Provides treatment/rehabilitation services including group and individual counseling as appropriate. Uses accepted counseling techniques. Refers patients with unusual substance abuse related problems to a designated professional clinical staff member. Acts as a facilitator or co-facilitator providing counseling on everyday problems that surround inappropriate use/misuse of alcohol or other drugs.

- Consults with commanders regarding patient progress. Schedules and conducts initial and periodic Rehabilitation Team Meetings (RTM), which include the patient, the supervisor and unit commander. Consults with professional staff on scheduling RTMs to adjust treatment plans, based on evaluation of progress or lack thereof.

- Prepares and maintains required patient records and reports.

- Initiates requests for consultations from various sources as deemed appropriate and recommends referral of patients to other agencies or services. Monitors patient progress from time of enrollment until completion, insuring that patients understand objectives and requirements.

- Education/Prevention: Screens/evaluates patients and makes recommendations for treatment or attendance in appropriate alcohol and drug awareness education. Provides final assessment of patient and makes a determination of program termination or enrollment in treatment.

- Outpatient Treatment: Screens/evaluates patients for

appropriateness of enrollment in treatment. Provides individual counseling as necessary; facilitates and co-facilitates group counseling on an out-patient basis in compliance with an approved treatment plan. Makes entries into patient's medical record following each counseling session to reflect progress, assessment, action taken and actions to be taken.

- Inpatient/Residential Treatment: Assists with referral and coordination of entry of patients admitted to the residential treatment facility. Assists with non-residential follow-up and treatment for the remainder of the one-year mandatory treatment program.

- Participates in a structured inservice training program. Assists in providing technical aspects of education/prevention as directed by their clinical supervisor.

- Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - Level 1-4, 550 Points

- Knowledge of ADAPCP program requirements, regulations, policies, procedures and functions

- Practical knowledge of behavioral science (psychology, social work)

- Practical knowledge of guidance and counseling principles, methods, and techniques.

- Knowledge of the military system and military lifestyles.

- Skill in communicating effectively both orally and in writing.

- Skill in establishing and maintaining effective relationships with commanders, supervisors, and other unit and civilian representatives.

FACTOR 2. SUPERVISORY CONTROLS - Level 2-2, 125 Points

Incumbent works under the general supervision of the professional clinical supervisor who gives assignments by indicating overall objectives, priorities and deadlines and assists the employee with difficult cases. Independently carries out most counseling assignments without specific instructions, referring unusual cases to supervisor. Work is reviewed in progress, as appropriate, and completed work is reviewed through reports and case conferences for technical soundness.

FACTOR 3. GUIDELINES - Level 3-3, 275 Points

Guidelines include AR 600-85, ADAPCP approved counseling procedures and techniques developed in formal alcohol and other drug abuse counseling courses, installation policies and procedures. Most guidelines require incumbent to use judgment to apply general principles to specific situations and to decide on appropriate courses of action.

FACTOR 4. COMPLEXITY - Level 4-3, 150 Points

Assignments include initial screening and evaluation of individuals of all degrees of severity of abuse, many of whom are uncooperative or hostile, developing recommended rehabilitation plans, consulting with commanders, and providing short-range practical counseling on an individual and group basis. Work requires determining degree of severity of abuse, related problems if any, and/or other complications, and developing recommended courses of action and referrals to other specialists where needed. Persuasiveness is also required to educate commanders and supervisors about the nature of substance abuse, and the most effective way of dealing with specific cases in their organizations.

FACTOR 5. SCOPE AND EFFECT - Level 5-3, 150 Points

Incumbent provides screening and evaluation for individuals with a variety of problems, and practical, short-term counseling services for assigned caseload of patients with varying degrees of severity of substance abuse. Work affects the ability of patients to function competently in the workplace and therefore the effective functioning of units or organizations to which assigned.

FACTOR 6. PERSONAL CONTACTS - Level 6-2, 25 Points

Personal contacts are with patients, professional staff of Counseling Center, commanders and supervisors, other installation officials (e.g. Provost Marshal's Office, Medical Treatment Facility, Army Community Services).

FACTOR 7. PURPOSE OF CONTACTS - Level 7-3, 120 Points

Personal contacts with individuals referred is to evaluate substance abuse and related problems where individuals tend to be evasive and/or hostile and to provide counseling for rehabilitation where many of the patients and their families are uncooperative. Contacts with commanders and supervisors are to persuade and inform where attitudes may be cooperative or may be skeptical.

FACTOR 8. PHYSICAL DEMANDS - Level 8-1, 5 Points

No special physical demands are required.

FACTOR 9. WORK ENVIORNMENT - Level 9-1, 5 Points

The work is performed in an office setting.

TOTAL POINTS: 1405

EVALUATION STATEMENT

1. References:

a. OPM PCS for Social Services Aid and Assistance Series, GS-186, October 1982.

b. OPM PCS for Equal Opportunity Assistance Series, GS-361, November 1980.

2. Title and Series Determination:

The incumbent of this position works as a Counselor Assistant to the social workers, psychologists and/or other professionals in the social sciences at an ADAPCP Community Counseling Center. The duties include screening/evaluation of individuals referred to the Center, and practical short-term counseling to help rehabilitate substance abusers. This fully meets the overall definition of the GS-186 series, which covers nonprofessional positions in support of counseling, guidance, and related social services work in social, employment assistance, or similar programs. One of the kinds of work included in this series is nonprofessional counseling services, which is one of the main purposes for establishment of this position. Other key functions fall within Type 3 of GS-186 work, which is described as work in direct support of the professional social work staff. Typical duties are collecting case information from individuals and families served; providing information to persons served about the program's services, requirements and procedures; and maintaining patients' medical records.

For these reasons, the position is properly classified to the GS-186 series. The prescribed title for positions in grades GS-5 and above is Social Services Assistant.

3. Grade Determination:

The GS-186 standard directs that nonsupervisory positions in this series be graded by reference to the Equal Opportunity Assistance Series, GS-361. Accordingly, this position is evaluated as follows:

KNOWLEDGE REQUIRED BY THE POSITION, Level 1-4, 550 Points

This position exceeds level 1-3, since at that level the knowledge required is of a body of standardized clerical or technical procedures and knowledge of the sequence of steps in performing major functions of the office. The position fully meets level 1-4, because it requires knowledges sufficient to communicate and apply regulations, procedures and policies of the

ADAPCP as well as skill in applying practical knowledge of behavioral science and counseling situations, in group and individual settings. Knowledge is also required to identify relevant information during initial screening/evaluation, and to support the ADAPCP by maintaining patient medical records. Level 1-5 is not met because the position does not require knowledge of a complex body of regulations, policies and decisions, nor does it require the performance of detailed analysis nor the explanation of complex material to others.

SUPERVISORY CONTROLS, Level 2-2, 125 Points

For this position, controls exceed level 2-1, where the supervisor or professional counselor makes assignments through specific and detailed instructions, provides guidance while the work is being performed, and closely reviews work for adequacy and accuracy. The position meets level 2-2, where supervision is general in nature, with guidance and assistance in unusual situations. An incumbent of this position performs recurring assignments independently; completed work is evaluated through periodic case discussions and review of recommendations. Level 2-3 is not fully met, because at that level, complete work is reviewed in terms of results achieved.

GUIDELINES, Level 3-3, 275 Points

Guidelines at level 3-2 are exceeded in that guides at that level are numerous and specific: they tell what to do and how to do it, and are clearly applicable to most work situations. Guides for this position are the AR, agency procedures and techniques, and oral and written office procedures. These are limited in variety, but are not specifically applicable to each case. The Counselor Assistant must use discretion to decide which guide applies to each particular situation. The position therefore meets level 3-3, the higher level provided in the referenced standard.

COMPLEXITY, Level 4-3, 150 Points

The duties and responsibilities of this position exceed the 4-2 level which covers assignments involving routine problems that are clear, undisputed and few in number. Assignments for this position clearly meet level 4-3, since Counselor Assistants typically perform complete assignments, i.e., screening/evaluation and rehabilitative counseling including periodic meetings with commanders and supervisors. Further, interrelated facts and ambiguous situations are inherent in treatment of substance abuse. Substance abusers frequently exhibit related symptoms (e.g., poor work habits, financial difficulties, driving while intoxicated) which must be dealt with. Ambiguities most commonly

arise from the denial syndrome common to substance abusers, which often leads to evasiveness or inconsistent responses. Level 4-3 is therefore assigned, which is the highest level for this factor.

SCOPE AND EFFECT, Level 5-3, 150 Points

Work at level 5-2 is exceeded since assignments at that level involve the application of regulations, guides and procedures to answer factual questions and to solve factual problems. Level 5-3, the highest provided in the standard for the factor, is fully met. This is because the Counselor Assistant is required to provide evaluation and rehabilitation services for a variety of patients in accordance with established principles and practices. The work affects the ability of the patient to resolve personal problems and to be an effective worker, thereby also affecting the functioning of the patient's workplace.

PERSONAL CONTACTS, Level 6-2, 25 Points

Personal contacts clearly exceed those at level 6-1, where contacts are limited primarily to the immediate work unit. At level 6-2, personal contacts are within the same agency, but outside of the immediate work unit. This is characteristic of the work of this position; however, the position exceeds this level in that the contacts at level 6-2 are routine and procedural in nature. Level 6-3 is not fully met, however, because personal contacts at that level are mainly with people outside the employing agency. These types of contacts are generally the responsibility of professional ADAPCP staff members. It is also not fully met in that the role and authority of each party is usually already established and does not need to be identified and developed. Since the position does not fully meet level 6-3, level 6-2 is assigned.

PURPOSE OF CONTACTS, Level 7-3, 120 Points

While level 7-2 speaks of interviewing and counseling functions, this is keyed to situations where the goals are similar and the attitudes are basically cooperative. This is not the typical ADAPCP situation, which more nearly matches level 7-3. At this level, persons contacted are frequently fearful, skeptical or uncooperative, and considerable skill is often required of the Counselor Assistant to obtain patients' and family members' genuine cooperation in treatment. The evaluation interview of potential patients, of family members, and the periodic Rehabilitation Team Meetings are analogous to the formal interviews cited at level 7-3.

PHYSICAL DEMANDS, Level 8-1, 5 Points

There are no unusual physical demands.

WORK ENVIRONMENT, Level 9-1, 5 Points

The work involves the everyday risks and discomforts of an office setting.

TOTAL POINTS: 1405

A total of 1405 points falls within the range of the GS-7 grade level (1335-1600 points). Therefore, GS-7 is the proper grade of this position.

4. Final Classification:

Social Services Assistant, GS-186-7.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A071__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Service Representative

6. PAY SCHEDULE: GS

7. OCC CODE: 187

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Relocation Assistance Program Coordinator

As installation/activity Relocation Assistance Program (RAP) coordinator, is responsible for ensuring the provision of comprehensive relocation services throughout the transfer process, support to families separated from the military sponsor due to duty requirements, and assistance to bicultural military families. Incumbent serves as the installation/activity focal point for relocation assistance with responsibility for coordinating related efforts of the various elements involved in the relocation process (e.g., travel, finance, household goods shipment).

Supervisory Controls

Performs under general technical supervision with the supervisor providing the assignment in terms of general policy and program objectives. Guidelines consist primarily of Army regulations and pamphlets that outline general policy guidance and program requirements. Guidelines generally require adaptation to local requirements. Incumbent is expected to independently plan, develop,

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and implement a comprehensive, integrated program of relocation assistance services. The supervisor is kept informed of program issues through periodic conferences and is available to provide advice and guidance from the supervisor on controversial or unprecedented matters. Work is evaluated in terms of soundness of recommendations and adequacy and responsiveness of services provided.

Major Duties

1. Develops, coordinates and provides comprehensive premove and postmove briefings, orientations and workshops for military personnel and their families. Presents a variety of Overseas Orientation briefings tailored to specific assignment areas (e.g., Far East, Germany, etc.) using HQDA-provided briefing materials as a basis for briefing content. Coverage of briefings includes such practical issues as entitlements, financial preparedness, spouse employment, cost of living, and schools, and also addresses personal problems of relocation adjustment such as marital stress, cultural adaptation and disruption of social and family ties. Incumbent coordinates with and arranges for presentations, as needed, by representatives of concerned elements such as the Installation Transportation Office, Finance and Accounting Office, and Housing Referral Office. Identifies the need for and develops additional briefings and workshops to address the specific requirements of target groups. Develops postmove newcomer orientations to provide extensive information on installation and civilian community resources and services. Develops additional workshops for new arrivals particularly in overseas locations to emphasize the importance of and facilitate cultural adaptation, identify and address problems of stress, and provide detailed information on the practical aspects of adjusting to overseas living. Evaluates the need for more specific information for relocating personnel through surveys, feedback on relocation briefings, and individual interviews. Ensures that inprocessing and outprocessing procedures include information on relocation assistance services. Provides individual counseling for relocating soldiers and family members to address their particular adjustment needs. Refers clients as appropriate for more specialized assistance. Participates in ACS Outreach efforts to help facilitate adaptation of newcomers into the community. _____%

2. Develops, maintains and distributes the installation welcome packet. Compiles and updates for inclusion in the welcome packet detailed information on community characteristics and services, spouse employment opportunities, special education, housing, medical facilities, utilities, taxes, local laws, and other information unique to the location. Distributes an updated installation welcome packet annually to ACS centers world-wide. Reviews worldwide installation files on a regular basis to ensure that current and comprehensive information is available for all locations. Identifies the installations and areas to which military personnel

are most frequently assigned from the local installation. Obtains additional information for inclusion in files for those installations through direct contacts with the destination areas' Chambers of Commerce, tourist information offices, and installation housing referral and public affairs offices and other community information sources. Administers the lending closet. Makes available a variety of basic housekeeping items for temporary loan to incoming and outgoing families. _____%

3. Develops and provides sponsorship training. Provides guidance on writing the sponsor letter, practical means of assisting the soldier and family upon arrival, and ways to help them adjust to the new community. Consolidates and provides sponsors with current comprehensive information to send to the soldier and family prior to relocation. Coordinates with units to assist in the development of the unit sponsorship program. Coordinates with Youth Services in developing and publishing youth sponsorship booklets for various age groups. _____%

4. Develops and implements specialized family services for bicultural families and families separated from the military sponsor due to duty requirements. Coordinates with the Education Center, DOD Dependent School, local educational institutions and community adult education programs to arrange multilevel classes in English as a Second Language. Arranges for training in practical cross-cultural matters such as obtaining a driver's license or citizenship, adaptation to the military lifestyle, employment, American culture, and developing interpersonal relationships. Develops and implements additional mechanisms to facilitate cultural adaptation of bicultural/bilingual families, such as providing carefully translated information materials and handbooks on vital services, or arranging and facilitating support groups of persons of the same or similar cultural background. Incumbent also provides services to families awaiting return of the military sponsor from unaccompanied tour, extended TDY, or field training exercises. Identifies waiting families by publicizing available services through post newspaper, radio announcements, Outreach van, and fliers. Organizes support groups of waiting families, and acts as liaison with civilian and military activities to ensure needed services are provided. In addition, incumbent develops a family support plan in coordination with installation emergency planning elements to address family needs and required services in the event of deployment/mobilization or other emergencies. _____%

5. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance. Prepares reports and surveys as appropriate to meet requirements outlined in regulation and as requested by higher headquarters. Identifies resource requirements and provides RAP budget input to include manpower, supplies, equipment and other expenditures necessary for

program operation. Trains and directs the day-to-day efforts of paid and volunteer personnel who perform duties in support of the RAP. _____[8]

Performs other duties as assigned.

Evaluation Statement

1. References:

a. US OPM PCS for Social Services Series, GS-187, 2/65.

b. US OPM Series Definition for Social Services Aid and Assistant Series, GS-186, 10/82.

2. Title and Series Determination: This position is established to administer the activity/installation Relocation Assistance Program (RAP). The RAP is an integral component of the Army Community Services (ACS) program. Performance of the work requires knowledge of the military mobile life-style and the practical considerations and impacts of relocation on Army family life; skill in interpersonal relations, as well as oral and written communications; service skills including nonprofessional counseling skills; understanding of the practical problems of adjustment faced by bicultural and "waiting" families; the ability to organize and monitor group activities, and the ability of formulate contingency plans. The work does not require professional counseling skills or professional knowledge of social or behavioral sciences.

The GS-186 Series covers nonprofessional positions in support of counseling, guidance and related social services work in programs where the emphasis is primarily on social or economic assistance or nonprofessional counseling services. Functions of the GS-186 series may range from group leadership and providing practical advice on day-to-day activities to facility residents, to dealing with individuals or families in the community in relation to their service needs.

The work of this position exceeds coverage of the GS-186 series, because the position does not provide support to program specialists but instead is the RAP specialist. As noted earlier, RAP is a key function of the overall ACS social service program. In this respect, the RAP coordinator has primary responsibility for ensuring the provision of specialized relocation assistance services. The functional and qualification characteristics of the position most closely correspond to the series definition for the Social Services Series, GS-187. This series includes positions that require application of specialized program knowledges and service skills in providing services to individuals and families served by social welfare programs. Work properly classified to this series may be performed either (a) in conformance with agency procedural instructions and standards of service, or (b) in conjunction with professional social work. Since this position is fully responsible for directly providing RAP services (as opposed to providing services as prescribed by a social worker)

the correct title and series are Social Service Representative, GS-187.

3. Grade Determination: The GS-187 standard has two grade evaluation criteria, Nature and range of assigned cases, and Level of responsibility. These factors and their subelements are not isolated in the grade level discussions of the standard; however these discussions reflect a progression of service requirements and level of difficulty (see p. 9 of the standard). The grade level criteria are case-oriented. The functions of the RAP coordinator include both case services and services designed for general client groups, such as support to bicultural families and relocation briefings. These latter services involve knowledges, skills and task requirements fully comparable to those involved in pure casework services and are therefore appropriately evaluated by the GS-187 grading criteria.

The GS-5 level of the standard describes a developmental position. This position is nondevelopmental and therefore exceeds the GS-5 level. The GS-6 level is not described but would be characterized by independent performance of routine services in relation to problems of limited difficulty, as discussed in the section on progression of service requirements. This is in contrast to the GS-7 level, which is characterized by independent performance of a full range of services based on accepted standards (such as are involved in determining eligibility for assistance), in relation to common problems for which there are well-established patterns of service. The GS-7 Social Service Representative has continuing responsibility for services to an assigned group of clients, to include developing current factual information on client needs, independently planning and initiating agency actions for required services, helping clients explore solutions to their problems, and providing advice, information, and encouragement. In working with cases that involve individualized problems and needs, the GS-7 employee recommends appropriate assistance and service plans for prior approval of the supervisor. The supervisor maintains closer technical review over these more individualized cases.

The GS-8 level is characterized by considerable independence in providing assistance and services in a wide range of cases. The GS-8 level is distinguished from the GS-7 level by additional responsibility for identifying needs and providing individualized assistance and service appropriate to a wide variety of specific problems and cases without prior approval of the supervisor, and developing recommendations for planned use of agency resources and auxiliary services for difficult and complicated cases. At this level the supervisor is kept informed of any unusual problems that arise in cases of a less serious nature that involve a variety of individualized services.

This position meets the full intent of the GS-7 level of the standard. Relocation assistance services planned, developed and provided by the incumbent are generally based on accepted standards and well-established in that they are responsive to practical problems of adjustment to external circumstances experienced by large numbers of the serviced clientele. These problems, and the circumstances that generate them, are predictable in both nature and timing. Services are required with predictable frequency and fall into several broad categories, but rarely involve unique, individualized problems or needs. The more specialized services that may be required by clients are arranged for but are not provided by the RAP coordinator. (Exception: bicultural and cross-cultural family services may be provided directly by the RAP coordinator). These specialized services may include such functions as finance and accounting and housing referral services. The incumbent's concern is primarily with a wide variety of practical, factual issues and relatively predictable service needs of a well-established and commonly occurring nature. The RAP coordinator carries out these functions independently as is typical of the GS-7 level of responsibility.

The work of the position does not meet the intent of the GS-8 level. The requirement to provide individualized services appropriate to a wide range of specific problems is precluded by the fact that relocation assistance services tend to be generic in nature, responsive to practical needs of broad client groups and relatively short-term in nature (since services are primarily required during the periods of time immediately before and after relocation). For the same reasons the other function described at the GS-8 level (developing recommendations for planned use of agency resources and services in response to difficult and complicated cases, such as those involving individuals and families facing serious problems of deprivation) is not present to sufficient extent or degree to warrant a higher grade. The proper grade level for the work is therefore GS-7.

4. Final Determination: Social Service Representative, GS-187-7.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A072__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Service Representative

6. PAY SCHEDULE: GS

7. OCC CODE: 187

8. GRADE: 8

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Family Services Coordinator

Serves as installation/activity Family Services Coordinator, responsible for carrying out the combined functions of the relocation program and the information, referral and follow-up program.

Supervisory Controls

Performs under general technical supervision, with the supervisor providing policy and program objectives. The supervisor relies on the incumbent to independently plan, coordinate, and adminster the installation/activity relocation and information, referral and follow-up programs. Guidelines include DOD and Army regulations, policies and procedures which require adaptation to a wide range of functions and cases. The supervisor is available to provide advice, guidance or assistance on unprecedented or controversial issues. Work is reviewed in terms of attainment of program objectives and timeliness and effectiveness of services provided.

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Major Duties

1. Develops, coordinates and provides comprehensive premove and postmove briefings, orientations and workshops for military personnel and their families. Presents a variety of overseas orientation briefings tailored to specific assignment areas (e.g., Far East, Germany, etc.) using HQDA provided briefing materials as a basis for briefing content. Coverage of briefings includes such practical issues as entitlements, financial preparedness, spouse employment, cost of living, and schools, and also addresses personal problems of relocation adjustment such as marital stress, cultural adaptation and disruption of social and family ties. Incumbent coordinates with and arranges for presentations as needed, by representatives of concerned elements such as the Installation Transportation Office, Finance and Accounting Office, and Housing Referral Office. Identifies the need for and develops additional briefings and workshops to address the specific requirements of target groups. Develops postmove newcomer orientations to provide extensive information on installation and civilian community resources and services. Develops additional workshops for new arrivals particularly in overseas locations to emphasize the importance of and facilitate cultural adaptation, address problems of stress, and provide detailed information on the practical aspects of adjusting to overseas living. Evaluates the need for more specific information for relocating personnel through surveys, feedback on relocation briefings, and individual interviews. Ensures that inprocessing and outprocessing procedures include information on relocation assistance services. Provides individual counseling for relocating soldiers and family members to identify and address their particular adjustment needs. Refers clients as appropriate for more specialized assistance. Participates in ACS Outreach efforts to help facilitate adaptation of newcomers into the community. ____%

2. Develops, maintains and distributes the installation welcome packet. Compiles and updates for inclusion in the welcome packet detailed information on community characteristics and services, spouse employment opportunities, special education, housing, medical facilities, utilities, taxes, local laws, and other information unique to the location. Distributes an updated installation welcome packet annually to ACS center world-wide. Reviews world-wide installation files on a regular basis to ensure that current and comprehensive information is available for all locations. Identifies the installations and areas to which military personnel are most frequently assigned from the local installation. Obtains additional information for inclusion in files for those installations through direct contacts with the destination areas' Chambers of Commerce, tourist information

offices, and installation housing referral and public affairs offices and other community resources. Administers the lending closet. Makes available a variety of basic housekeeping items for temporary loan to incoming and outgoing families.

_____%

3. Develops and provides sponsorship training. Provides guidance on writing the sponsor letter, practical means of assisting the soldier and family upon arrival, and ways to help them adjust to the new community. Consolidates and provides sponsors with current comprehensive information to send to the soldier and family prior to relocation. Coordinates with units to assist in development of unit sponsorship programs. Coordinates with Youth Services in developing and publishing youth sponsorship booklets for various age groups.

_____%

4. Develops and implements specialized family services for bicultural families and families separated from the military sponsor due to duty requirements. Coordinates with the Education Center, DOD Dependent School, local educational institutions and community adult education programs to arrange multilevel classes in English as a Second Language. Arranges for training in practical cross-cultural matters such as obtaining a driver's license or citizenship, adaptation to the military lifestyle, employment, American culture, and developing interpersonal relationships. Develops and implements additional mechanisms to facilitate cultural adaptation of bicultural/bilingual families, such as providing carefully translated information materials and handbooks on vital services, or arranging and facilitating support groups of persons of the same or similar cultural background. Incumbent also provides services to families awaiting return of the military sponsor from unaccompanied tour, extended TDY, or field training exercises. Identifies waiting families by publicizing available services through post newspaper, radio announcements, Outreach van, and fliers. Organizes support groups of waiting families, and acts as liaison with civilian and military activities to ensure needed services are provided. In addition, incumbent develops a family support plan in coordination with installation emergency planning elements to address family needs and required services in the event of deployment/mobilization or other emergencies. _____%

5. Performs or oversees paid and/or volunteer personnel who perform information, referral and follow-up program functions:

a. Establishes and maintains a comprehensive current file of information on all area public, private and voluntary service organizations. Compiles, organizes and consolidates information on organization name, address, phone number, hours of service, services provided, eligibility requirements and intake procedures. Reviews and updates resource file at least annually.

Develops and publishes a leader's referral guide to human services for commanders and their staffs, as well as a community information directory for soldiers and their families. Maintains liaison with human service agencies and organizations in the civilian community through membership on community agency councils, participation in agency sponsored activities, and site visits. Uses network of personal contacts to locate, evaluate possible new sources of assistance to clients.

b. Receives client inquiries concerning community services. Interviews client to assess the type of assistance required. Provides information ranging from limited factual response (e.g., service agency name and telephone number) to more detailed factual information about community service systems, agency policies, and application procedures. May be called upon to exercise skill in drawing out clients who appear troubled but are reluctant to discuss their problems. Provides emotional support and encouragement as necessary. For the client who presents a problem or difficult situation needing immediate attention, makes appropriate referral to military or civilian service agency based on competent evaluation of the problem and practical knowledge of the nature and availability of support services. While providing needed emotional support, makes an outgoing call on client's behalf to ensure that service is available at the level required and within the necessary timeframe. Where doubt exists as to client's ability to obtain assistance, incumbent contacts the referral agency and/or client on a follow-up basis to determine whether contact has occurred. In the event that the client has not made productive contact with the referral agency, incumbent offers to serve as advocate on client's behalf and assists as requested in obtaining needed services.

c. Collects and maintains a variety of data as required by governing program guidance to support management information needs. Data pertains to client profiles, type of information and level of assistance required, and to volume of clients. Maintains confidential records of clients requiring referral and follow-up assistance.

6. Develops and makes recommendation for additonal services to meet specialized installation/activity needs. This may involve locating/evaluating new sources of assistance for referral of especially difficult or complicated cases, developing more efficient referral and follow-up methods; or developing specialized relocation services such as helping newly-arrived families to adjust to a remote installation/activity.

7. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance.

Prepares reports and surveys as appropriate to meet requirements outlined in regulation and as requested by higher headquarters. Identifies resource requirements and provides RAP and IR and F budget input to include manpower, supplies, equipment and other expenditures necessary for program operation. Trains and directs the day-to-day efforts of paid and volunteer personnel who perform duties in support of RAP and the information referral and follow-up program. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. US OPM PCS for Social Services, GS-187, 2/65.

b. US OPM Series Definition for Social Services Aid and Assistant Series, GS-186, 10/82.

2. Title and Series Determination: This position is a nonsupervisory position, established to serve as an "umbrella" position administering two program areas: the Relocation Assistance Program (RAP), and the Information, Referral and Follow-up Program (IR&F). Both are integral components of the Army Community Services (ACS) program and are intended to provide a wide variety of services in support of soldiers and family members. Performance of the work requires knowledge of the military mobile life-style and the attendant stresses on family life, broad knowledge of the other types of stresses and difficulties encountered by Army families; skill in interpersonal relations, as well as oral and written communications; service skills including nonprofessional counseling skills; understanding of the practical problems of adjustment faced by bicultural and "waiting" families; the ability to organize and monitor group activities, and the ability to formulate contingent planning. The work does not require professional counseling skills or professional knowledge of social or behavioral sciences.

The GS-186 Series covers nonprofessional positions in support of counseling, guidance and related social services work in programs where the emphasis is primarily on social or economic assistance or nonprofessional counseling services. Functions of the GS-186 series may range from group leadership and providing practical advice on day-to-day activities to facility residents, to dealing with individuals or families in the community in relation to their service needs.

The work of this position exceeds coverage of the GS-186 series, because the position does not provide support to program specialists, but instead is of the Family Services specialist. Although the IR&F function is of a support nature, the RAP is not, but is in fact a key function of the overall ACS social service program. This position has oversight over both functions, and thus has primary responsibility for ensuring the provision of specialized relocation assistance services as well as the general support functions encompassed by the IR&F program. Therefore, the functional and qualification characteristics of the position most closely correspond to the series definition for the Social Services Series, GS-187. This series includes positions that require application of specialized program knowledges and service

skills in providing services to individuals and families served by social welfare programs. Work properly classified to this series may be performed either (a) in conformance with agency procedural instructions and standards of service, or (b) in conjunction with professional social work. Since this position is fully responsible for directly providing RAP and IR&F services (as opposed to providing services as prescribed by a social worker) the correct title and series are Social Service Representative, GS-187.

3. Grade Determination: The GS-187 standard has two grade evaluation criteria, Nature and range of assigned cases, and Level of responsibility. These factors and their subelements are not isolated in the grade level discussions of the standard; however these discussions reflect a progression of service requirements and level of difficulty (see p. 9 of the standard). The grade level criteria are case-oriented. The functions of the Family Services coordinator include both case services and services designed for general client groups, such as support to bicultural families and relocation briefings. These latter services involve knowledges, skills and task requirements fully comparable to those involved in pure casework services and are therefore appropriately evaluated by the GS-187 grading criteria. The GS-7 level is characterized by performance under limited supervision of a full range of services based on accepted standards (such as are involved in determining eligibilty for assistance), where cases involve common problems and well-established patterns of service. Cases that present individualized problems and needs are discussed with the supervisor in order to gain prior approval for plans of assistance and service.

The GS-8 level, in contrast, is typified by responsibility for providing assistance and service in a wide range of cases involving a variety of individualized problems, with considerable independence of action. This level is distinguished from the GS-7 level by additional responsibility for providing assistance and service appropriate to a variety of specific problems in a wide range of cases without prior supervisory approval, and for developing recommendations for planned use of agency resources and auxiliary services that are appropriate in more difficult and complicated cases. Cases of the latter type are discussed with and approved by the supervisor prior to implementation of the GS-8 level employee's plans of assistance and service.

At the GS-9 level, the Social Service Representative demonstrates superior skill and proven sound judgment in working with serious and complicated assistance problems that do not require professional (i.e., social worker) casework. At this level, assignments involve a preponderance of cases requiring special service and unusual skill and judgment, due to the serious and difficult

nature of client circumstances. Such cases require the Social Service Representative to provide service on an intensive, sustained basis, with responsibility for making authoritative decisions concerning the appropriate types of service and assistance required by clients. The standard illustrates the level of case difficulty on pages 11-12, where the family bread-winner has become demoralized by long-term disability, and risks permanent incapacitation if required physical and vocational therapy is not persued.

The Family Services Coordinator does not deal with cases involving the extreme and interrelated client problems that require the intensive, sustained services characteristic of the GS-9 level. It therefore does not meet the GS-9 level. The Family Services Coordinator in some respects appears to correspond more closely to the GS-7 level, in that the RAP function is creditable to the GS-7 level. However, the work of this position exceeds the intent of the GS-7 level in two key respects. First, because of the broader program responsibilities of the position, the problems experienced by clients reflect a wide range of causes and personal circumstances. Second, this diversity requires the Family Services Coordinator to plan and provide for a number of different appropriate forms of assistance. The diversity of client needs, and the responsibility to develop/provide and/or refer to multifaceted assistance services appropriate to address these varied needs, meet the full intent of the GS-8 level with respect to providing individualized assistance and service in a wide range of cases, with considerable independence and initiative. The appropriate grade of the position is therefore GS-8.

4. Final Determination: Social Service Representative, GS-187-8.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A078

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Service Representative

6. PAY SCHEDULE: GS

7. OCC CODE: 187

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Works under general supervision with the supervisor outlining program responsibility, objectives and policies. Incumbent is expected to independently plan, coordinate, and implement the installation/activity Family Member Employment Assistance Program (FMEAP), to include directing the day-to-day efforts of volunteer and paid staff. The incumbent keeps the supervisor informed of status of ongoing efforts and controversial issues that arise. Work is evaluated on the basis of accomplishment of program goals and objectives, adherence to policy and regulatory requirements, and feedback from the military leadership, soldiers, and family members on effectiveness of the services provided.

MAJOR DUTIES

Serves as installation/activity Family Member Employment Assistance Program (FMEAP) coordinator, responsible for developing, implementing and administering a comprehensive program to assist Army family members who are relocating as a result of a military or civilian sponsor's permanent change of duty station. The program is designed to provide a range of employment

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assistance services necessary to minimize the employment problems associated with such moves. The FMEAP is a joint program requiring cooperative efforts of both Army Community Services (ACS) and the Civilian Personnel Office.

1. Collaborates with the Civilian Personnel Office in developing and implementing the local FMEAP in accordance with governing policy and regulations and local requirements. Establishes and maintains a comprehensive file of area employment, volunteer and education resource organizations for use in advising and assisting family members. Sources include the State Employment Commission, local employment agencies, professional and trade associations, local educational organizations, and volunteer clearinghouses. Establishes procedures for periodically updating the resource file. Establishes cooperative relationships with local government, business and industry employers in order to promote the advantages of hiring family members and to emphasize the advantages of participation in the FMEAP. Based on these outreach efforts, develops a centralized job bank of civilian sector job vacancies, including desired qualifications and application procedures. Develops procedures to ensure that the job bank is updated regularly and is accessible to clients. _____%

2. Plans, organizes and conducts training for family members on employment and personal development topics such as job search and interview techniques, identification of personal qualifications and interests, resume writing, etc. Assesses the need for additional employment-related workshops through client interviews and survey procedures. Personally develops or arranges for training to meet identified needs in basic employment skills (e.g., typing, word processing, basic computer literacy, shorthand) and personal development (confidence-building, time and stress management, developing a personal educational plan). Seeks out appropriate sources and coordinates training workshops by representatives of organizations such as Red Cross, Federal Women's Program, area colleges, and local associations and businesses. Evaluates the effectiveness of training in providing marketable job skills and enhancing personal job search techniques. _____%

3. Develops and administers an integrated job counseling and referral program. Ensures clients are screened to determine the type of assistance required and whether more extensive individualized counseling is indicated. Ensures that clients are screened to identify qualifications, interests and potential, and are advised of immediate employment prospects. Provides counseling on additional personal development required to qualify for typical vacancies in the local labor market, and advises on longer range career options based on the family member's qualifications and goals and general employment versus unemployment. Provides individual assistance on resume or application preparation and interviewing techniques. Ensures that clients are referred only for vacancies for which qualified. Verifies placements and makes follow-up contact with the employer to confirm the suitability of referral and placement. Offers suggestions on job search strategies for specific types of jobs and assists the family member in determining alternate goals if employment opportunities are unavailable. _____%

4. Develops and provides for inclusion in installation welcome packets information on the various post employment services, area map, and checklist of procedures to follow when relocating to facilitate the job search. Forwards similar information to the installation Retirement Services Office (RSO) for use by retiring military personnel. Collects, maintains and analyzes data for planning and reporting purposes. Prepares reports required by governing regulations and as requested by higher headquarters. Identifies program resource requirements and provides FMEAP budget input to include personnel, supplies, equipment and other expenditures required for program operation. Trains and directs the efforts of paid and volunteer personnel who assist in staffing the FMEAP by providing information/ reception, interviewing, counseling and research support. ____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. US OPM PCS for the Social Services Series, GS-187, 2/85.

b. US OPM Series Definition for the Social Services Aid and Assistant Series, GS-186, 10/82.

c. US OPM PCS for the Manpower Development Series, GS-142, 4/75.

d. US OPM PCS for the Vocational Rehabilitation Series, GS-1715, 2/70.

2. Series and Title Determination: This position is established to administer the installation/activity Family Member Employment Assistance Program (FMEAP). The FMEAP is an integral component of the Army Community Services (ACS) program and is designed to provide a range of employment assistance services intended to minimize the employment problems experienced by Army family members as a result of permanent change of duty station moves by the military or civilian sponsor. The work of the position involves establishing a comprehensive file of employment and education opportunities, providing counseling on training or development needed to qualify for particular jobs, and providing training in various subject areas for FMEAP clients. These functions are similar to work covered by reference b, which includes (among other functions) giving unemployed adults information and assistance on community job training or employment opportunities. However, positions properly covered by the GS-186 series involve work that is in direct support of professional counselors or other specialists who counsel the unemployed or underemployed. In contrast, this position does not involve support work, but instead represents the specialist position that performs counseling. As a result, it exceeds the coverage of the GS-186 series.

The GS-142 Manpower Development Series covers positions concerned with programs for the development and utilization of manpower resources (i.e., identification of disadvantaged persons requiring employment assistance, provision of necessary assistance and support through counseling, education, training, and their placement into suitable employment). Positions in this series provide advice to officials of states or other agencies that sponsor programs of this type; since this position in effect performs the function of the sponsor agency, it does not meet the coverage of the GS-142 series. However, the GS-142 standard includes a note that some positions in this occupation have responsibilities for providing direct employment or employability

development services on a casework basis. Such responsibilities are not covered by the GS-142 series and are to be evaluated by reference to the classification standard most appropriate to the casework performed, e.g., Social Services Series, GS-187, Vocational Rehabilitation Series, GS-1715, etc.

The GS-1715 Vocational Rehabilitation Series covers positions requiring the application of knowledge of training programs and occupational information in relation to vocational development problems of individuals whose background or lack of job skills impairs their employability. The work involves planning training programs for those individuals; placing them in gainful employment; and supervising them while in training and during adjustment to the job. This position differs from the GS-1715 series in that it does not develop intensive personalized training programs for individuals, or monitor and assist their adjustment to the employment situation after placement. As a result, while the work of the position is comparable in many respects to the GS-1715 series, it involves some significant differences from the GS-1715 coverage criteria. The FMEAP position does not provide the intensive and systematic job counseling and training that the Vocational Rehabilitation or Development Specialist provides, does not negotiate formal job training contracts and agreements with employers and training facilities, and does not provide continuing and intensive adjustment assistance to the individual after job placement. The GS-1715 series is therefore not appropriate for this position.

The Social Services Series, GS-187, includes positions that require application of specialized program knowledge and service skills in performing authorized services to individuals and families in connection with a program of social services (such as a program of family services). The work involves such functions as obtaining selected background information through interviews, helping individuals identify needs that are related to services the agency can provide, and explaining and encouraging the use of agency and community services as a means of dealing with identified problems. This position involves performance of similar functions for the FMEAP. The focus of GS-187 work is to assist individuals in finding solutions to overt economic and related environmental problems and thereby become more self-sufficient. The GS-187 standard recognizes two primary types of service, establishing eligibility for financial assistance, and identifying related needs and providing various auxiliary services. The latter service type includes providing needed information, advice, and encouragement on adult education classes, and planned work with individuals who can make use of specialized counseling, vocational guidance and training, in order to attain increased economic independence and achieve other improvements in their way of life. Specific functions of the GS-187 series

include referral for training and help in obtaining employment. These employment assistance functions and services correspond to the duties and responsibilities of the FMEAP position. Since the position has continuing responsibility for direct provision of services, the appropriate title and series for this position is therefore Social Service Representative, GS-187.

3. Grade Determination: The GS-187 standard includes two evaluation criteria, Nature and range of assigned cases (range of cases assigned, skills and knowledges required to perform the work, difficulty of personnel contacts, and guidelines), and Level of responsibility (the kind of supervision and guidance received and degree of authority to make decisions affecting clients). These factors and their subelements are not isolated in the grade level discussions of the standard. However, these discussions implicitly distinguish a progression of service requirements in terms of characteristics of cases assigned.

The GS-7 level is characterized by performance under limited supervision of a full range of conventional services (such as are involved in establishing eligibility for assistance), where cases involve common problems and well-established patterns of service. The GS-7 employee is expected to maintain continuing contact with an assigned group of individuals in order to maintain current eligibility information, initiate timely and appropriate action, and monitor progress of cases. Cases that present individualized problems and needs are discussed with the supervisor in order to gain prior approval for plans of assistance and service.

The GS-8 level, in contrast, is typified by responsibility for providing assistance and service in a wide range of cases involving a variety of individualized problems, with considerable independence of action. This level is distinguished from the GS-7 level by additional responsibility for providing individualized assistance and service appropriate to a variety of specific problems in a wide range of cases without prior supervisory approval, and for developing recommendations for planned use of agency resources and auxiliary services that are appropriate in more difficult and complicated cases. Cases of the latter type are discussed with and approved by the supervisor prior to implementation of the GS-8 level employee's plans of assistance and service.

At the GS-9 level, the Social Service Representative demonstrates superior skill and proven sound judgement in working with serious and complicated assistance problems that do not require professional (i.e., social worker) casework. At this level, assignments involve a preponderance of cases requiring special service and unusual skill and judgment, due to the serious and difficult nature of client circumstances. Such cases require the Social

Service Representative to provide service on an intensive, sustained basis, with responsibility for making authoritative decisions concerning the appropriate types of service and assistance required by clients. The standard illustrates the level of case difficulty on pages 11-12, where the family breadwinner has become demoralized by long-term disability, and risks permanent incapacitation if required physical and vocational therapy is not pursued.

The FMEAP position does not deal with cases involving the extreme and interrelated client problems that require the intensive, sustained services characteristic of the GS-9 level. The FMEAP position in some respects appears to correspond more closely to the GS-7 level, in that services are provided to clients with the common problem of unemployment, and the patterns of service (counseling on employment matters, provision of employment-related workshops and training, placement assistance) are well-established. However, the work of this position exceeds the intent of the GS-7 level in two key respects. First, the problems experienced by clients reflect a wide range of causes and personal circumstances. Second, this diversity requires the FMEAP coordinator to plan and provide a number of different appropriate forms of assistance. The employee is responsible for developing and providing comprehensive employment assistance services that include vacancy information and placement assistance, proactive efforts to reduce prejudices of potential employers and encourage participation in FMEAP, enhancing employment skills (e.g., through typing or computer literacy classes), and assistance in resolving personal problems of unemployability (due to interrupted work history, lack of education or work experience, ignorance of personal "marketing" techniques, lack of confidence, lack of personal career strategy, etc.). The diversity of client needs, and the responsibility to develop and provide multifaceted employment assistance services appropriate to address these varied needs, meet the full intent of the GS-8 level with respect to providing individualized assistance and service in a wide range of cases, with considerable independence and initiative. As is also characteristic of the GS-8 level, client problems of a more complex and difficult nature (e.g., as in interrelated problems of serious financial hardship, or unusual demands for care of a handicapped member), the FMEAP coordinator is responsible for developing appropriate plans and recommendations for use of other agency resources, but does not have responsibility for directly providing required service and assistance, as would be true of a GS-9 level assignment. The appropriate grade of the position is therefore GS-8.

4. Final Determination: Social Service Representative, GS-187-8.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501 the proponent agency is DCSPER

1. JOB NUMBER: A079_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Social Services Representative

6. PAY SCHEDULE: GS

7. OCC CODE: 187

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Works under general supervision with the supervisor providing policy and program objectives and relying on the incumbent to independently plan, coordinate, and administer the installation/activity Consumer Affairs and Financial Assistance/Planning (CAFAP) Program. Guidelines include DOD and Army regulations, policies and procedures which require adaptation to a wide range of functions and cases. The supervisor is available to provide advice, guidance or assistance on unprecedented or controversial issues. Work is reviewed in terms of attainment of program objectives and timeliness and effectiveness of services provided.

MAJOR DUTIES

As the installation/activity CAFAP Program coordinator, is responsible for providing a variety of services designed to improve the soldier's personal financial status and awareness of

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consumer issues. These services include basic education in personal financial and consumer issues, counseling, debt liquidation assistance and emergency loans/grants. These services are provided to commanders, units, supervisors, individual soldiers and family members.

1. Plans, develops, and implements a comprehensive basic prevention education program addressing personal financial readiness/ soldier money management and consumer affairs. Provides mandatory training on a continuing basis for in-processing active duty personnel. Topics include an introduction to banking, credit union and other services provided by financial institutions, personal budget development and recordkeeping, credit (the right to obtain credit, responsible use of credit, various types of credit, costs of installment buying, loans, interest and penalties), debt liquidation (the legal and career consequences of over-extending financial obligations, abusing check writing privileges, and incurring bad credit ratings, as well as methods for managing debts and regaining financial solvency), consumer rights and obligations under consumer protection laws, insurance protection programs and costs, and local consumer information (to include taxes, real estate, and other local laws and requirements). Incumbent also develops and provides basic and mandatory refresher training for soldiers and family members in personal financial readiness to address topics such as the military pay system (e.g., pay entitlements, leave and earnings statements), the wartime pay system and the Sure-Pay program, checkbook management, financial counseling resources, financial responsibilities of the soldier, and financial planning for family separation, short-notice deployments, and permanent change of station (PCS) moves. Establishes a Command Information Program to inform Commander and unit leaders of the various services offered through the CAFAP. Conducts command and unit leader training and briefings to assist supervisory military personnel in recognizing the nature of financial problems experienced by military personnel and their families, and in making appropriate referrals for assistance. Periodically evaluates the prevention education program for quality, thoroughness of coverage and relevance based on analysis of participants' feedback and develops appropriate revisions. _____%

2. Develops and maintains an ongoing public information program to stimulate community interest in and awareness of financial planning and consumer affairs services and issues. Researches and writes articles for use in the post newspaper, daily bulletin and other publications. Obtains and keeps current a consumer information resource library of materials on consumer-related programs at federal, state and local levels, as well as pamphlets, books and materials on consumer topics; prepares displays publicizing consumer issues and services available through CAFAP.

Develops inserts concerning CAFAP services and local consumer issues for inclusion in installation/activity welcome packets. Researches, writes and issues a consumer handbook for military consumers providing information on installation services available to the military consumer (housing, health, legal, commissary, PX), recommended methods for resolving consumer complaints (including sample correspondence), comparison shopping, warranties and guarantees, insurance, consumer publications, returning defective merchandise, and local consumer laws and restrictions. Serves on various installation committees and councils to ensure that consumer viewpoints are considered in the command decision-making process. These may include the Human Resources Council, the Post Exchange Council, the Commissary Council, etc. Maintains close liaison with business and consumer protection groups in the civilian community. Coordinates as appropriate with the Staff Judge Advocate, Inspector General, Finance and Accounting Office, Safety Office, Housing Referral Office, and other staff elements. _____%

3. Develops and implements a program of direct assistance to soldiers and family members on consumer affairs and financial planning issues. Establishes and publicizes a consumer advocacy information and referral system to respond to complaints about military and civilian products and services. Advises clients of consumer rights and protections under the law and military and civilian resources responsible for resolving consumer complaints. Assists clients in drafting consumer complaint letters. May intercede on clients' behalf by directly contacting service providers or merchants when all other recourse has failed. Ensures that logs and records are maintained to document each complaint received, referral made, action taken by CAFAP to resolve the complaint, and current status of each complaint. When appropriate uses this documentation to refer cases to MACOM for further action or to have civilian businesses placed off-limits to military personnel when unfair business practices adversely affect health, welfare or morale. Assists the command in developing financial services at low or no cost to soldiers and their families. Services are designed to alleviate economic hardship and may involve annual income tax preparation assistance, utility and rental deposit waiver agreements, and self-help financial management classes. Develops and implements a program of debt liquidation assistance for service members and their families. Participants may personally seek assistance or be referred by unit commanders. Interviews clients to obtain detailed data on assets and liabilities and evaluates level of indebtedness. Advises clients on immediate and longer range measures to increase income, reduce household expenditures, avoid additional financial burdens, improve financial recordkeeping, and clarify priorities. Identifies and explains entitlements available to clients of which they may be unaware. Identifies legal implica-

tions of client indebtedness, and recommends legal assistance if warranted. In cases of extreme financial hardship or threat of deprivation of basic necessities, ensures service member is referred to apply for emergency funds from Army Emergency Relief (AER), American Red Cross (ARC), and other national, state, local, or veterans organizations. Assists clients in consolidating debts, devising a repayment plan, and negotiating with creditors to obtain agreement to debt liquidation terms. Coordinates with loan officers to negotiate loan deferments, refinancing of loans, and rescheduling of payment plans. Counsels service member and spouse on personal budget development and financial planning to achieve solvency and stability. Ensures that case records on client budget development and debt liquidation counseling are kept in accordance with applicable regulations. _____%

4. Collects, maintains and analyzes data for planning and reporting purposes in accordance with governing program guidance. Prepares reports as necessary to meet requirements outlined in the regulation and as requested by higher headquarters. Identifies program resource requirements and provides CAFAP budget input to include manpower, supplies, equipment and other expenditures required for program operation. Trains and directs the efforts of paid and volunteer staff who perform duties in support of the CAFAP. _____%

Performs other duties as assigned.

1. References:

a. USOPM PCS for Social Services Series, GS-187, 2/65.

b. USOPM PCS for Social Work Series, GS-185, 6/64.

c. USOPM PCS for Home Economics Series, GS-493, 6/67.

d. USOPM PCS for Financial Administration and Program Series, GS-501, 4/82.

Title and Series Determination: This position is established to administer the installation/activity Consumer Affairs and Financial Assistance/Planning (CAFAP) program. CAFAP is an integral component of the Army Community Services (ACS) program, and involves providing a variety of services designed to improve the soldier's personal and family financial awareness and understanding of consumer issues. Services include basic education in personal financial and consumer issues, soldier/family budget counseling and debt liquidation assistance, command information, consumer complaint resolution assistance, and emergency loans and grants through Army Emergency Relief. The position requires specialized and practical knowledges and skills in the areas of personal and family budgeting, consumer affairs, practices of banks, creditors and other financially-related institutions, federal, state and local laws relative to personal financial and consumer issues; nonprofessional counseling and service skills; and skills in oral and written communications. Because of the nexus effect of financial problems, the position also requires sufficient understanding of other ACS program functions to recognize when clients require referral for other types of assistance (e.g., Army Family Advocacy Program).

Reference b was considered for use, since the position operates in a social program setting and provides services to individuals and families. However, the GS-185 series is intended primarily for use where professional services of a therapeutic nature are required to assist persons with personal or social problems (or risk thereof) of an emotional, behavioral or psychological nature which may have destructive consequences. While such problems often are related to deprivation, the GS-185 standard stresses that professional social work services are not ordinarily required when the client's problem is one of obvious (environmental) needs which can be readily dealt with in terms of clearly authorized agency services which the client wishes to use, and from which the client is likely to benefit. The practical emphasis of this position on assisting clients with basic, everyday financial and consumer issues clearly removes it from coverage of reference b.

Reference c was also considered. The GS-493 series spans many different functions of the Home Economics occupation. One key function of the occupation is to provide advice and instruction to families on household manangement and family care matters such as budgets, consumer issues, child

care, and food. Most GS-493 positions deal with food and nutrition functions, however a limited number are concerned with family budgets and patterns of consumption. Home economists provide advice, guidance and training to the population served, and have extensive contacts with consumer, professional and trade groups. This series is professional and includes a positive education requirement. Despite the fact that the GS-493 series has some compelling characteristics in common with the reviewed position, this series is not considered appropriate for the CAFAP coordinator position. The position at hand has a practical, nontheoretical emphasis and requires knowledges and skills that can be obtained by means other than completion of a home economics curriculum (although such education might produce high quality candidates). In view of the wide diversity of subject-matter coverage of home economics curricula, and the fact that relatively few home economics positions are concerned primarily with family budget and consumer issues, use of the GS-493 series for this position would not guarantee a sufficient quantity of appropriately qualified candidates. For these reasons, the GS-493 series is not considered the most appropriate for the CAFAP position.

While reference d appears appropriate at first glance, a close examination shows that it is not applicable. The standard specifies three criteria that must be met in order to classify a position to the GS-501 series. One of these key criteria specifies that the primary work must involve control, management, acquisition, disposition, expenditure, or use of appropriated or nonappropriated funds. Clearly, the CAFAP position does not perform this type of function. The emphasis here is on providing assistance to individuals, families and groups, in the areas of personal finance and consumer awareness. It therefore falls more appropriately within the GS-100 Social Science, Psychology, and Welfare occupational group.

The Social Services Series (reference a) includes positions which require application of specialized program knowledge and service skill in providing assistance to individuals and families served by social welfare programs. The work may be performed either as an adjunct to professional social work, or in conformance with agency procedural instructions and standards of service. The GS-187 occupation was initially established to supplement the role of social workers and mitigate staffing problems by performing some of the work traditionally assigned to social workers. The practical focus of the Social Services Series, its concern with specialized services in relation to environmental problems (particularly economic and related needs) make it the most appropriate series for this position. Since the position has continuing direct responsibility for providing assistance and services (as opposed to carrying on services prescribed by a social worker), the proper title is Social Service Representative, GS-187.

3. Grade Determination - The standard provides two classification criteria, nature and range of assigned cases and level of responsibility. While the standard relates specifically to positions in the public assistance program of the District of Columbia government, it is to be used in evaluating other kinds of positions properly covered by this series. The evaluation factors, and their subelements, are not "isolated" in the grade level descriptions in the standard.

The first factor (nature and range of assigned cases) addresses the range of cases assigned, skills and knowledges needed to perform the work, the difficulty of personal contacts involved, and guidelines. Certain aspects of this position - e.g., provision of basic education and command information - do not involve "case" work: the incumbent must apply knowledge of the nature and range of CAFAP cases in order to carry out these functions effectively.

The GS-7 level involves performing the full range of services involved in establishing eligibility for assistance, including taking action to authorize, revise, continue or discontinue assistance. Employees at this level maintain contact with assigned clients to obtain current factual information, assist in exploring solutions, provide advice and information and appraise progress. The employee recommends plans for specialized service and assistance for individualized problems and needs that are present in assigned cases for prior approval of the supervisor. As described in the introductory sections of the GS-187 standard, these characteristics reflect primarily routine services in cases involving limited problems related to eligibility for assistance.

At the GS-8 level, assignments are characterized by considerable independence in performing a wide range of cases, including cases which involve serious and complicated problems of deprivation. This level includes responsibility for identifying the need for and providing individualized assistance and service appropriate to a variety of specific problems in a wide range of cases without prior supervisory approval, and for developing recommendations for appropriate services in difficult and complicated cases.

The work of the CAFAP position exceeds the GS-7 level of the standard. This position is concerned with a broad range of personal, financial and consumer issues and cases. The position combines both specialized individual services (such as budget counseling, consumer advocacy, debt liquidation and tax preparation assistance) with general services (such as basic education and tailored workshops) for broader client groups. Both types of services provided require knowledge of and skill in the resolution of a wide range of client financial and consumer problems. These functions are performed under limited supervision, and the incumbent normally does not seek supervisory guidance or approval prior to devising or implementing indicated services. These characteristics meet the full intent of the GS-8 level. The GS-7 level in contrast is concerned with a more limited range of services that are more procedurally oriented, e.g., continuing responsibility for making determinations on eligibility for assistance, based on comparison of the facts of the client's current circumstances to established eligibility criteria. Any cases that involve individualized problems and needs are discussed thoroughly with the supervisor in order to develop a plan for appropriate service and assistance.

The GS-9 level is not met. This level is reserved for assignments that require demonstrated superior skill and proven sound judgment in working with serious and complicated assistance problems that do not require professional casework. Positions at this level are assigned a

preponderance of these unusual and difficult special service cases, and have continuing authority to make decisions on appropriate assistance and service without prior supervisory approval. Cases typical of this level normally require sustained and intensive assistance and services to the clients, as illustrated in the example discussed on pp. 11-12 of the standard. This example concerns a family in which the breadwinner is experiencing long term disability, is liable to become permanently and totally incapacitated, and has become too demoralized to pursue the prescribed course of rehabilitation (physical and vocational). The reviewed position does not work with cases that involve such extreme social and economic problems that require entensive services as described for the GS-9 level.

4. Final Determination: Social Service Representative, GS-187-08.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A033__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Recreation Aid

6. PAY SCHEDULE: GS

7. OCC CODE: 189

8. GRADE: 03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervision consists of general verbal assignments and instructions on work. Supervisor reviews or spot checks work. Evaluation is based on reliability, good judgment and compatibility.

MAJOR DUTIES

Performs one or more of the following duties:

1. Cleans and repairs sports equipment e.g., racquets, nets and balls, using standard repair kits and hand tools. Issues sports equipment e.g., handballs, gloves boxing equipment, punching bags, badminton, volleyballs, weights, and others. Takes inventory of authorized recreation supplies and equipment and identifies need for preventative maintenance of facilities, equipment and areas. Checks identification cards of patrons, have them sign for equipment, and checks equipment upon its return. ____%

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2. Monitors patrons using recreational facilities. Takes and records hourly count. Ensures patrons are properly using equipment and going by established rules. Checks lockers, special equipment and other rooms. Reports infractions of rules and damages to supervisor. Handles normal problems which arise, such as roping off damaged spectator benches. Schedules handball, basketball and volleyball courts. Maintains and prepares outdoor athletic facilities in season as required. Cleans gymnasium and other parts of building. Cleans floors using cleaning solvent or detergents. Polices areas, cuts grass, rakes leaves, shovels snow, etc. ____%

3. Serves as an exercise weight assistant in the area of resistance strength training and exercise. Assists exercise weight instructor in developing individual and group exercise and weight training programs. Monitors the body development center on weekends and evening hours to demonstrate equipment to users utilizing programs developed by Sports Specialist. ____%

4. Works as a lifeguard. Duties include but are not limited to serving as lifeguard, issue room attendant, and swimming instructor. Performs cleaning maintenance in the interior of the pool, e.g., vacuuming, algae removal and performing PH and chlorine readings. Enforces swimming pool rules on safety, conduct and cleanliness. Cleans swimming pool daily. Checks locker rooms and rest rooms periodically for needed cleaning and safety of patrons. ____%

Performs other duties as assigned.

Special Note: Incumbent must possess a current senior life-saving certificate and a water safety instructor certificate.

EVALUATION STATEMENT
Job No. A033__

1. References:

a. OPM, PCS, GS-189, May 80.

b. OPM, PCS, General Grade Evaluation Guide for Non-Supervisory Clerical Positions, Jan 79.

2. Series and Title Determination: This position requires a practical knowledge of recreational activities by providing support services to recreation specialists and program managers. The practical knowledges and skills are utilized in the areas of use and maintenance of recreation materials and equipment. The GS-189 series includes positions requiring a practical knowledge of one or more recreational activities. Accordingly, this position is properly classified in the GS-189 series and appropriately titled "Recreation Aid."

3. Grade Determination: The GS-189 series provides no grading criteria, so a comparison with reference 1b is provided.

Element A - Qualification required - Degree 2 - Detailed instructions on work to be performed requires training of several days to a few weeks.

Element B - Nature and Volume of Guidelines - Degree 3 - A large number of procedural guides cover substantive matters and because of their nature and volume present problems in adaptation and interpretation.

Element C - Subject Matter and Procedural Knowledges - Degree 3 - Familiarity with work to be done is essential in understanding the terminology used in the organization and related organizational segments.

Element D - Complexity of Clerical Assignment - Degree 3 - Moderately complex assignments require numerous procedural steps that vary significantly from one assignment to another.

Element E - Use of Judgement and Discretion - Degree 3 - Choices are made from a large number of guides by recognition of problems that must be referred to others because of non-available or inappropriate instructions.

Element	Degree	Tentative Grade Based on Summary of Elements
A	2	As per Tentative Grade Conversion Table on page 15
B	3	of cited standard, three or more elements at
C	3	Degree 3 equates to GS-3.
D	3	
E	3	

Influence of Supervisory Controls: Normal. Therefore, the tentative grade (GS-3) is also the final grade.

4. Classification: Recreation Aid, GS-189-3.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A057__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Personnel Management Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 201

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Responsible on a continuing basis for management information systems - primarily the Standard Civilian Personnel Management Information System (SCIPMIS); and the Civilian Personnel Information System (CIVPERSINS).

- Locally administers data collection and recording to control program reporting for accuracy and timeliness. Provides advice and guidance to users within the Civilian Personnel Office (CPO), the Equal Employment Opportunity (EEO) Office and all levels of management at the installation regarding system capabilities, available data, recurring and nonrecurring reports, and general operational matters. Determines priorities for informational requests based upon requirements, suspense dates, sequential operations, program needs and special instructions. Evaluates and approves special local products requested by functional specialists and any office or management activity serviced by the CPO.

- Serves as the link between the CPO and the Management Information Systems Office (MISO) in the implementation of SCIPMIS change packages which will produce the required output in a timely manner consistent with regulatory requirements.

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Represents and speaks for the CPO in meetings with counterparts in other offices and ADP specialists. Such meetings are for the purpose of troubleshooting systems, report design, etc. Identifies training requirements and provides instruction and guidance to CPO personnel involved in the input to SCIPMIS.

- Provides positive advice and assistance to management officials in order to ascertain their personnel information requirements. Explains the information that is available within the automated system to preclude the manual retrieval of desired information in the serviced organizations. To satisfy informational requests, identifies specific data elements to be used, develops applicable Personnel Information Retrieval System (PIRS) requests to retrieve data, and designs documents necessary to present data.

- Using a wide range of personnel management knowledges, analyzes the requirements for records specified in the Office of Personnel Management (OPM) regulations and devises plans for SCIPMIS to provide this data. Subsequently, advises the computer systems analyst from MISO on data requirements, and assists in converting present manual operations to automated applications. Applies a thorough understanding of personnel management and large-scale ADP systems to solve complex informational and operational problems.

- Performs quality analysis of computer output to assure processing accuracy and satisfaction of user requirements. Determines cause of errors or problems and takes corrective actions as soon as possible or recommends technical solutions to the MISO. When a significant problem is identified in the system, contacts higher headquarters to advise of problem(s). On problems of lesser magnitude or when suggesting system improvements, submits system improvements through MACOM to HQDA.

- As the designated focal point on management information systems, request all automated reports including standard and nonstandard report requests, reports to improve data accuracy, strength reports, and retrieval requests to aid manual reporting requirements.

- Responsible for the preparation of all necessary justification for the acquisition of ADP equipment.

Performs other duties as assigned.

Factor 1 - Knowledge Reuired by the Position

- Working knowledge of Federal personnel systems and regulations together with a knowledge of the underlying concepts, principles and techniques characteristic of the various personnel management specialties.

- Comprehensive knowledge of SCIPMIS, CIVPERSINS, and local automated civilian personnel information systems.

- Ability to communicate system capabilities to the users, and user requirements to the MISO.

- Skill to interpret information requests, analyze known and potential problems and develop required ADP specifications to retrieve actual data needed from the automated system.

- Familiarity with computer programming software and hardware.

Factor 2 - Supervisory Controls

- Receives general supervision from the Chief, Technical Services Office. Work is assigned in terms of objectives to be achieved and timeliness criteria. The incumbent works independently, initiating contacts as required and coordinating all assigned tasks. Completed work is reviewed in terms of overall effectiveness of system operation in support of the personnel program, timeliness of actions, and compliance with general policies.

Factor 3 - Guidelines

- Guidelines relative to SCIPMIS and CIVPERSINS are established and available for reference. Incumbent uses judgment in interpreting and adapting guidelines for application to specific cases or problems.

- Develops local operating instructions to reduce/eliminate problems.

Factor 4 - Complexity

- Within the CPO mission prescribed in AR 690-200, chapter 250.5, responsible on a continuing basis for management information systems.

- Is the focal point of authoritative information within the installation with respect to SCIPMIS, CIVPERSINS, and local personnel data systems all of which are continually changing.

- Provides advice and assistance in converting present manual operations to automated application.

Factor 5 - Scope and Effect

- The control of SCIPMIS/CIVPERSINS reporting for accuracy and timeliness reflects on the CPO at the Department of the Army, Department of Defense, and OPM level.

- The management information system supports personnel programs in all functional areas of the CPO and other program areas such as Comptroller, manpower, and program evaluation.

Factor 6 - Personal Contacts

- Personal contacts are with co-workers within CPO; management officials throughout the installation; EEO representatives; personnel of the installation MISO, and representatives of higher headquarters in related areas.

Factor 7 - Purpose of Contacts

- The primary purpose of contacts is to ascertain the personnel information requirements; explain the information that is available within the automated system to satisfy program reporting requirements and to identify and aid in resolving DA-wide problems.

Factor 8 - Physical Demands

- The work is sedentary. No special physical demands are required to perform the work. There may be some walking, bending, and carrying light items such as computer run-offs.

Factor 9 - Work Environment

- The work is performed in a normal office setting.

EVALUATION STATEMENT

1. Reference, Part II of the GS-201 Personnel Management Series, Jun 66, Dec 66, Jun 76.

2. Series and Title Determination. Applying the spectrum of personnel management knowledges, the position is responsible primarily for the operational effectiveness of management information system support to all functional areas of the Civilian Personnel Office. In this regard, the incumbent analyzes all personnel functions in terms of information requirements and determines the modifications in existing procedures to accommodate computer capabilities. Although a knowledge of computer technology is required, the knowledge of personnel management concepts, principles and techniques is paramount. As a result, position meets the series definition of reference. Since the position performs work typical of three or more specialized series - e.g., staffing, classification, and employee relations - Personnel Management Specialist is the authorized title.

3. Determination of Grade. Although the duties and responsibilities of the position meet the definition of the GS-201 Personnel Management Series, neither the specialization nor the illustrative examples in the standard compare directly to the position. Secondly, although a knowledge of the organizational structure and characteristics of the organization served is necessary, the nature of the jobs or organizations dealt with does not affect the level of difficulty of the position. Despite these shortcomings, reasonable extrapolation of the standard does provide criteria for grading the position. Since the position involves the direct performance of personnel work in an operating personnel office, the "program operations" portion of the standard is used for evaluation purposes.

Within the functions of operating Civilian Personnel Offices prescribed in AR 690-200, chapter 250.5, the incumbent has program responsibility for management information systems. In this regard, the duties and responsibilities encompass all personnel management specializations, particularly staffing, classification, and employee relations. The incumbent must be knowledgeable of the pertinent procedures, policies, and operations comprising the personnel specializations in order to fully integrate personnel management and ADP requirements and capabilities. The essence of these duties and responsibilities is comparable in difficulty to the GS-9 criterion where assignments regularly encompass problems of average difficulty. Problems are of average difficulty when their resolution requires the application of technical skill, knowledge, and judgment in the use of the fundamental principles, concepts, techniques, standards, and guides of the particular specialized field. Admittedly, the responsibility for integrating a comprehensive personnel management program and ADP requirements and capabilities does not correspond to the specialized fields presently described in the GS-201 standard. However, the combination of the diversity in knowledge and skill requirements represented by the different specialized fields in the job and the present and

future emphasis that automated application will have in the personnel arena is deemed equivalent to a specialized field.

In terms of management advisory service, the incumbent provides advice and guidance to others within the Civilian Personnel Office (CPO), the Equal Employment Opportunity Office, and all levels of management at the installation regarding system capabilities, available data, recurring and nonrecurring reports, and general operational matters. As such, the incumbent evaluates and approves special local products requested by functional specialists and any office of management activity serviced by the CPO. This situation is also comparable to the GS-9 level where advisory service is characterized by the fact that the personnel worker is expected to provide advice primarily in terms of his own personnel specialization.

The management advisory service functions in the position do not meet the GS-11 level. At this level (GS-11), performance is characterized by breadth of approach, i.e., identification of the true nature of a management problem and its consideration from the total personnel management viewpoint, not just from that of the specialized field represented by the personnel worker. Although the position encompasses the various personnel specialities, advice and assistance to management relates solely to the position's specialized field - the integration of personnel management and ADP requirements and capabilities.

4. Classification. Personnel Management Specialist, GS-201-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A002

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Military Personnel Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 204

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisory controls consist of assignment of work and general oral or written instructions concerning new assignments, priorities, changes in regulations, standing operating procedures, and policies. Work is performed on own initiative in compliance with regulations, policies, and procedures. Supervisor is available and does provide assistance and guidance in resolving unusual problems on interpretation of policy and regulations.

MAJOR DUTIES

Performs a wide variety of clerical tasks in one or more areas pertinent to assignment, enlistment, reenlistment, promotion, discharge, retirement, maintenance of files, and other processing actions for officer and enlisted personnel.

1. Processes personnel actions for arriving and departing military personnel.

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Examines personnel records for - primary and secondary military occupational specialty codes; the nature of last discharge; reserve obligation; eligibility for transfer to the various components; eligibility of lower grade officers for promotion; and eligibility for decorations and awards. Uses discretion in selecting the proper action from a large number of procedural guides. _____%

2. Interviews personnel to obtain data needed to complete actions, or obtains data from previously completed files and records. Initially determines eligibility of the individual for the requested action from a technical knowledge of applicable regulations. Implements new and revised regulations governing military personnel administration; plans necessary procedures to comply with these regulations; and assures that these are placed in effect. Answers a variety of inquiries from personnel being processed, e.g., explains well-defined policies of the Standby and Retired Reserve. Completes personnel actions in final form. _____%

3. Establishes and maintains all required forms, records, and files pertaining to assigned work. Makes additions, revisions, or deletions to records or files to keep them current, complete, and accurate to comply with regulations, policies, and procedures. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standard, GS-204, Military Personnel Clerical and Technician Series, Jun 67.

2. Series determination. Applying a knowledge of pertinent regulations, the purpose of the position is to perform a variety of clerical tasks associated with the assignment, enlistment, reenlistment, promotion, discharge, retirement, and other processing actions for officer and enlisted personnel. These duties meet the coverage of the above reference. This series includes positions which perform or supervise clerical or technical military personnel work when such, work requires a substantial knowledge of the characteristics, requirements, and procedures of military personnel programs and operations and the legislative, regulatory, policy, and procedural requirements applicable to military personnel transactions and activities.

3. Grade determination. The incumbent processes personnel actions for arriving and departing military personnel. Determines the primary and secondary military occupational specialty codes, reserve obligation, eligibility for transfer to the various organizational components and eligibility for decorations and awards. These duties are nearly identical to illustrative example #1 (reference 1 above, page 11) for the GS-04 level of difficulty.

In terms of nature of assignments, position does not meet the GS-05 level. At the GS-05 level, assignments are complicated by the need to reconstruct and verify many facts relating to the transaction. In contrast, this position has information readily available to process transactions.

Regarding the level of responsibility, work is performed on own initiative in compliance with regulations, policies, and procedures. The supervisor is available and provides assistance and guidance in resolving unusual problems on interpretation of policy and regulations. This work situation also meets the GS-04 level. At the GS-04 level, the supervisor is available to help solve unusual problems, but the majority of the transactions are processed without supervisory assistance.

The GS-05 grade level for this factor is not met. At the GS-05 level, clerks are responsible for accuracy and procedural and substantive sufficiency of the transactions processed or reviewed. Supervisory guidance and instructions relate to change in overall policies and procedures and discussions of the implications of new precedent setting decisions. Review of completed work focuses on precedent setting or policy implications of the proposed action as opposed to detailed verification of the accuracy of facts, interpretation of regulations, or soundness of conclusions.

Knowledge and skill requirements are comparable to those at the GS-04 level described in the standard, i.e., knowledge of format, content, and use of military personnel records; maintenance procedures, requirements, and rules; and regulation precedents, etc. relating to records processed. The employee must exercise judgment and discretion to interpret and apply guidelines. Contacts

are with persons within and outside of the activity to obtain and explain information.

The GS-05 level of this factor is also not met. In addition to GS-4 requirements, military personnel clerks possess and apply clerical expertise in area of assignment. Furthermore, clerks at this level have a background of specialized knowledge and experience, enabling them to interpret and apply precedents, and resolve complex procedural and substantive problems in-concluding transactions. They have effective contacts both inside and outside the office and are recognized as a primary point of contact for the work involved.

4. Title determination. Because the position equates to the GS-04 level, "Military Personnel Clerk" is the authorized title.

5. Classification. Military Personnel Clerk, GS-204-04.

DEPARTMENT OF THE ARMY DAPC-CPP 12/87
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A059

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION (Complete on organization copy only)

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

5. TITLE: Military Personnel Clerk (Typing)

6. PAY SCHEDULE: GS

7. OCC CODE: 204

8. GRADE: 6

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) (Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) (Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

The incumbent works with a great deal of independence, as the supervisor is on travel about 60% of the time or more. The incumbent's work derives from new contacts, applications in process, and from ongoing activities of the office. Typically there are no other employees available for assistance. There are established office/organization procedures and practices (SOP) which describe general practices and policies or provide basic program information. The incumbent must interpret much of this guidance, modify it by current practice and "informal" policy, and apply it to the case at hand, usually without the opportunity to consult with the supervisor.

The supervisor is kept apprised of applications in process, and reviews cases prior to release to the commissioning board for final decision. This review is an ongoing consultative process between the counselor and the incumbent as to the availability and adequacy of qualifications information, the method & sufficiency of problem resolution, and a decision to recommend commissioning. The supervisor usually reviews a case in detail only when

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unusual problems are present which may bear on the suitability or acceptability of the candidate (e.g., malpractice suit pending, or licensing or certification irregularities).

Reports and other periodic submissions (budget) are submitted to/through Regional Offices with only cursory review, or in some cases are reviewed after submission.

Major Duties

The incumbent serves as the sole assistant to the U.S. Army Medical Department (AMEDD) "Personnel Counselor," who is tasked to identify and recommend candidates for commissioning in the Army Reserves. Candidates are considered for the Medical Corps (MC), Dental Corps (DC), Veterinary Corps (VC), and Medical Service Corps (MSC). As such the incumbent performs the following duties:

1. The incumbent receives initial inquiries about reserve service with the Army. The incumbent ascertains basic eligibility, explains program options and application procedures, and arranges for preparation of an application and initial interview with the Counselor. Where immediate application and interview is not possible (usually due to hesitancy on the part of the prospect), arranges for follow-up contacts, either personally or by the Counselor. _____%

2. Assists candidates in completing applications, and reviews applications for substantive content, accuracy, and possible problems. Brings problems to the Counselor's attention with recommendation for resolution. Obtains independent written verification of information presented in the application (degrees, medical education, licensing, certification, insurance claims, etc.) with local, state and national bodies/boards/commissions/AMA, hospitals, universities). Investigates and resolves discrepancies by discussion with the candidate (and/or the candidates attorney), original verifier, or third party; obtains needed documentation, and assembles information to present clear, accurate status of candidate. Requests personal references, and diplomatically pursues their submission. _____%

3. Assembles nomination package in desired form and order, as suggested in the HPSA SOP and in supplementary written and oral guidance. Assembly not only requires assuring the presence of documents and the sequence, but a close review of content to identify and address unclear or inconsistent items. _____%

4. Callers, or (less frequently) walk-in prospects, are usually unfamiliar with details of the reserve program. The incumbent must be aware of currently needed specializations, unit vacancies, variations in service-performance options, grading criteria, and pay & entitlements. The incumbent must be able to explain all aspects of the reserve program to the caller, and yet not in such depth as to be confusing or threatening. _____%

5. Arranges physical examinations and required professional interview(s) for the applicant, to include travel orders and arrangements. _____%

6. The incumbent maintains office records, and prepares periodic reports on own initiative. Develops local budget, and accounts for expenditures. The incumbent types necessary correspondence, forms, charts and other documents. A qualified typist is required. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. REFERENCE: OPM PCS GS-204, Military Personnel Clerk & Technician, 06/67.

2. TITLE AND SERIES DETERMINATION: Military Personnel Clerk work involves applying various rules, regulations, and procedural requirements to the processing of paperwork. Such work requires a thorough knowledge of the purposes, content, and use of military personnel records and applicable rules, regulations, and procedures. It involves applying guidelines to the processing of documents and primarily requires assuring that documents conform with established procedures as to form and with substantive requirements as to contents. Technician work requires knowledge of one or more military personnel programs or systems (i.e., recruitment, assignment, retirement systems, or reserve or national guard programs). Technicians must analyze complex cases and identify, interpret, and apply a wide variety of legislative, regulatory, or procedural requirements or precedents to the resolution of problems presented by the assignment. Technician work requires the recognition of the implications of a given case or situation within the context of the intent of the regulations or program, and the ability to apply sound judgment based on prior experience, to resolving the issues involved.

This position requires extensive knowledge of the rules and procedural requirements regarding basic eligibility for participation in and application for the medical reserve program. The paramount purposes of this position are the proper assembly and disposition of application packages and decisions/recommendations on applicant's basic eligibility for participation in the program. Application packages must follow prescribed procedural formats, and the incumbent uses guidelines, knowledge of precedents, and judgment in determining if application documentation is adequate. The emphasis is on handling applications properly and not upon the Army reserve program or medical reserve program recruitment per se. The incumbent is not chiefly concerned with the implications of a given case upon other cases or upon the overall program. Therefore, the clerical title is correct. The parenthetical phrase "typing" is properly added, as the position requires a qualified typist. The title and series of this position is Military Personnel Clerk (Typing), GS-204.

3. GRADE DETERMINATION: The three classification criteria addressed in the reference are evaluated as follows:

a. NATURE OF ASSIGNMENT: GS-5 level assignments may involve such actions as making detailed regulatory and procedural reviews and recommending appropriate disposition of

special action cases such as fraudulent enlistments, convictions of military personnel by civil authorities, requests for early release from active duty, etc. This involves determining the procedural and substantive completeness of the record, the conformity of the transaction with currently applicable rules and regulations relating to subsequent rights or loss thereof, and similar matters. GS-5 assignments also involve complex and unusual procedural or substantive issues which are complicated by the need to reconstruct and verify a wide variety of facts relating to the transaction. GS-5's must select and apply various rules, regulations, procedures, and precedents, many of which are inherently complicated, difficult to interpret, and not widely or frequently applied. Advice and opinions provided by GS-5 employees frequently serve as the basis for personal decisions and actions by military personnel or officials in matters having substantial career consequences.

GS-6 level positions involve assignments in one or more of the three broad areas of military personnel administration, i.e., staffing, status, and relations. The work typically is "case oriented" and usually involves final decisions (or recommendations which are tantamount thereto) in matters of major career or service significance. Another illustrative GS-6 level assignment is serving as final clerical reviewer or "action officer" in the final review and approval of military personnel transactions of the type described at the GS-5 level. The GS-6 individual serves as an "authoritative source" in interpreting rules and regulations as applied to specific sets of circumstances.

This position exceeds the GS-5 level since the incumbent must not only determine the completeness of applications and applicants' eligibility through a detailed regulatory and procedural review, but must also explore and investigate evidence beyond that in the immediate documents at hand. This involves contacts with appropriate authorities and agencies, such as local, state, and national bodies/boards/commisions/ AMA; hospitals and universities; and upon occasion, applicants' attorneys. Some parties are more cooperative than others in revealing pertinent information, e.g., malpractice suits or ethical issues. The incumbent must use and analyze available evidence to determine applicant's eligibility and base a recommendation to the supervisor concerning proceeding with or dropping the application if serious professional or ethical circumstances are revealed. As such, the incumbent exercises the final clerical review and serves as the "authoritative source" on procedural/substantive application processes for the medical reserve program. Likewise, the incumbent regularly responds to applicants' questions and apprises the Personnel Counselor regarding the status and nature of applications that are in process.

While this position exceeds the GS-5 level, it does not meet the GS-7 level at which assignments are characterized by technical work usually within a segment of a major specialization. GS-7 assignments may also involve serving as a key assistant to a military officer in charge of one phase of an "operating" personnel program. GS-7 assignments typically involve extensive fact-finding, analysis, coordination of information and ideas, and application of guides which are general and describe intent, but often are only partially relevant and must be supplemented by various secondary guides and references. GS-7 technicians must apply logic and conceptual thinking in order to resolve problems, and they require skill in oral and written communications for expressing and securing information, for eliciting viewpoints, agreements, or other coordinating actions, and for discussing sensitive subjects. For actions which require final decisions by boards, GS-7's must technicallly analyze and develop the case. They present their findings (in the form of narrative summaries of salient facts and issues) to the supervisor. The summaries include the questions to be decided, the potential effects of alternate decisions, legal or regulatory issues involved, or policy and past decisions which directly/indirectly bear on the case. These recommendations may involve and assessment of character or other intangibles based on evidence acquired in the analysis. And at the GS-7 level, the incumbent's recommendations are provided for the board's consideration in rendering their decision.

While this position is the Personnel Counselor's key assistant, the assistance rendered is clerical and lacks the characteristics discussed above which hallmark GS-7 casework and key assistant roles. Although the application cases the incument handles are boarded for final decision, the incumbent's concern is the completeness of the application rather than developing a comprehensive recommendation for the board's consideration in adjudicating the case. As a result, the assignment factor is evaluated at GS-6.

b. LEVEL OF RESPONSIBILITY: GS-6 employees carry out assignments with a high degree of independence. They are relied upon to provide "authoritative" recommendations or decisions regarding the interpretation or application of regulations and precedent. These frequently are accepted with little or no supervisory review. GS-6 clerks are held responsible for the technical sufficiency and equity of their decisions in all non-controversial or non-policy matters within their sphere of assignment.

This position meets the GS-6 level, as the incumbent is relied upon to provide authoritative decisions on applicants' eligibility for entry into the medical reserve programs and the sufficiency of all supporting documentation. These decisions

are subject to only a most cursory review. The incumbent must make specific recommendations to the counselor regarding whether to proceed with applications where serious professional or ethical issues are involved or where the prospect qualifies for unneeded specialties.

While the incumbent's independence resembles that found at the GS-7 level, the position's responsibilities do not extend to work planning (e.g., implementing changes in legislation, policy, or directives affecting the function) as described at that level. Rather, the position's concern and associated independence is for authoritatively assuring compliance with the many details defined in the U.S. Army Health Professional Support Agency's standard operating procedure which covers the function.

c. SKILL AND KNOWLEDGE REQUIREMENTS: GS-6 level employees must posess a comprehensive knowledge of the majority of laws, rules, regulations, policies, procedures, and precedents relating to their particular areas of assignment. They must have the ability to apply this knowledge in interpreting and applying regulatory and procedural requirements to complex cases. This position meets that level with a demonstrated, comprehensive knowledge of regulatory and procedural matters governing the handling of applications for the medical reserve program. It does not meet the GS-7 level, where assignments are characterized by performance of technical work. The incumbent's assignments are of a clerical nature and do not require the degree of extensive fact-gathering, analysis, and coordination of information and ideas found at the GS-7 level.

3. CONCLUSION: As is discussed above, all three classification criteria meet the GS-6 level. As such this position is classified as Military Personnel Clerk (Typing), GS-204-6. (Typing duties are not individually evaluated as they are of a lower-grade value that do not influence the position's final grade).

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A124__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Position Classification Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 221

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

The supervisor provides guidance and assistance on priorities, progress reporting and actions that become difficult, controversial or require application of guides and methods unfamiliar to the employee. The employee performs regular duties independently. The supervisor technically reviews actions that constitute local precedents or have significant impact on serviced organizations, employee groups or other personnel functions.

Major Duties

1. Provides continuing position classification services to organizations whose work is a) primarily clerical, trades, crafts and laboring but complicated by large numbers of work units with closely related functions or unstable because of changing technology; and/or b) of a mental, judgmental, public contact or coordinative nature in a stable organizational environment with clear missions. Applies classification standards and guides issued by OPM, DA, and MACOMs to positions which generally lend themselves to direct application of guides or

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otherwise fall into typical patterns. Conducts site audits of positions, prepares written evaluation statements as required by DA/MACOM policy, and processes individual actions. _____%

2. Provides advice and assistance to serviced organizations in response to specific requests and individual problems. Recommends solutions to problems relying on well established precedents that present a few clear and apparent alternatives. Determines if problems impact other personnel functions and provides information on the problem and its ramifications to other specialists. Obtains the advice and assistance of the supervisor or higher graded specialists when problems are not readily resolved by reference to established precedents or have broader implications. Develops and maintains an effective working relationship with organizations served and furthers understanding of DA/MACOM position management and classification programs and policies as the opportunity arises. _____%

3. Conducts position management and classification studies and surveys following established procedures and supervisory guidance for scheduling, reporting, clearing and presenting results and recommendations. Provides information concerning principles and procedures of position management and classification to employees, supervisors and managers during the survey/study process. _____%

4. Acts on a variety of classification related programs including Fair Labor Standards Act (FLSA), Hazard Pay, Environmental Differential Pay (EDP), Locality Wage Surveys, draft classification standards and DA/MACOM initiatives. Coordinates actions with management and other personnel specialties as required. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. OPM PCS, GS-221, Position Classification Series, June 66

b. OPM PCS, GS-201, Personnel Management Series, Part II, Nonsupervisory Personnel Positions, June 66

2. Series and Title Determination: The duties of this position are to classify positions under Federal position classification systems and to provide advice on position management, classification and other related areas such as Fair Labor Standards Act, Environmental Differential Pay, etc. The position is properly allocated to the GS-221 Position Classification Series and titled "Position Classification Specialist."

3. Grade Level Determination: This position fully meets but does not exceed the GS-9 level. As is typical of the GS-9 level, the technical difficulty of this position's assignment is "average" and the scope of advisory services provided is limited. Specifically, the position classifies positions in clerical and trades occupations that exist in organizations that are complex in structure or unstable because of changing technology or positions whose work processes are of a judgmental nature in organizations whose missions are clear-cut. Guides and established patterns cover the jobs classified sufficiently. These characteristics are considered average in difficulty. The advisory service to management provided by this position is limited in that the advice is given in response to specific requests, generally involves individual positions or small groups of positions, resolved from alternatives that are readily apparent or conventional methods, and is centered on the position classification specialty.

The nature of the assignment of this position does not meet the GS-11 level criteria which involves similar technical difficulty but with difficult and responsible management advisory service or above average technical difficulty with similar limited advisory service.

This position works under general technical supervision. The supervisor assists the employee with work scheduling and priorities and technically reviews work in detail when results have a significant impact. This type of supervision is typical of the GS-9 level and distinguished from the GS-11 level at which technical review is usually cursory, the employee's recommendations are relied on heavily and the employee has greater authority for planning his/her own work.

Personal contacts of this position primarily involve obtaining information and explaining decisions, procedures and policies. The nature of these contacts are typical of the limited advisory services provided and the GS-9 level overall.

Based on the above, the position is properly allocated to the GS-9 level.

4. Conclusion: This position is properly classified as: Position Classification Specialist, GS-221-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A125__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Position Classification Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 221

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

The supervisor establishes program goals, objectives and priorities. The employee plans and schedules work independently and is relied upon to bring to the attention of the supervisor those problems which require supervisory review. Regular work is given only a cursory review; the employee's judgment and recommendations are relied on heavily.

Major Duties

1. Provides continuing position classification services to assigned organizations. Assignments are characterized by one or both of the following:

a) Activities performing work of a mental and judgmental nature such as that typical of professional, scientific, administrative and technical fields in organizational environments that are complex in structure and/or unstable because of frequent changes in technology or mission. Applies a thorough

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understanding of classification principles in interpreting classification guides to secure sound decisions on positions for which classification guides are often not directly applicable. Provides advice to management in response to specific requests and individual problems. Solves problems that are limited in scope and for which alternatives are readily apparent. Refers problems with broader implications to supervisor for assistance. Recognizes problems that impact other personnel specialties and provides information to other specialists. _____%

b) Activities are composed of positions primarily in clerical, trades, crafts and laboring occupations and complex in structure and/or unstable because of continual changes in technology or mission. Applies classification standards and guides to positions which generally lend themselves to direct application or otherwise fall into typical patterns. Provides full management advisory services such as planning and performing studies to identify long and short range personnel needs of an organization, advising management on organization structure to meet their needs or to facilitate career development, and solving problems dealing with morale, turnover, job dilution or expansion. Utilizes a comprehensive knowledge of classification and position management concepts, thorough understanding of assigned organizatons, working knowledge of other personnel fields and broad personnel management knowledge to identify and analyze problems, investigate and determine possible solutions, effect coordination with personnel in other specialties and present recommendations to management from a comprehensive management standpoint. _____%

2. Conducts position management and classification studies and surveys following established procedures for scheduling, reporting, clearing and presenting results and recommendations. Provides advice concerning principles and procedures of position management and classification. Conducts site audits of positions, prepares written evaluation statements as required by DA and MACOM policy, and processes individual actions. _____%

3. Acts on a variety of classification related programs including Fair Labor Standards Act (FLSA), Hazard Pay, Environmental Differential Pay (EDP), Locality Wage Serveys, draft classification standards and DA/MACOM initiatives. Coordinates actions with management and other personnel specialties as required. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. OPM PCS, GS-221, Position Classification Series, June 66

b. OPM PCS, GS-201, Personnel Management Series, Part II, Nonsupervisory Personnel Positions, June 66

2. Series and Title Determination: The duties of this position are to classify positions under Federal position classification systems and to provide advice on position management, classification and other related areas such as Fair Labor Standards Act, Environmental Differential Pay, etc. The position is properly allocated to the GS-221 Position Classification Series and titled "Position Classification Specialist."

3. Grade Determination: The position meets but does not exceed the GS-11 level.

Position classification assignments at the GS-11 levels as described in reference b involve either above average technical difficulty with limited management advisory service functions or average technical difficulty with full management advisory service functions. This position involves both types of assignments.

In assigned organizations that present above average technical difficulty, i.e., unstable and complex, characterized by work processes that are of a mental or judgmental nature for which classification guides are often not directly applicable, this position provides limited advisory services. The advisory services are limited in that they are provided in response to specific requests, are narrow in scope and are resolved through application of readily apparent alternatives.

Full management advisory services, i.e., comprehensive studies to resolve organization or management problems which require identification, investigation and analysis of the problem and development of possible solutions that encompass other personnel functions, are provided to assigned organizations that present average technical difficulty. The technical difficulty of these organizations is average in that work processes are primarily trades, crafts and clerical in nature and classification standards and guides are generally directly applicable to the positions although considerable judgment is required because of the complex or unstable nature of the organizations.

This position exceeds the criteria for the GS-9 level which is characterized by average technical difficulty combined with

limited management advisory services and does not meet the criteria for the GS-12 level which is characterized by above average difficulty combined with full management advisory services.

As is typical of GS-11 positions, this position works under very general supervision. The employee plans and schedules work independently and is relied upon to bring to the attention of the supervisor problems which require supervisory review. As is also typical of the GS-11 level, regular work is given only a cursory review and the employee's judgment is relied on heavily. At the GS-9 level, by comparison, the supervisor reviews significant decisions in detail and provides guidance on priorities, work scheduling and assignments that become difficult.

Based on the above, this position is properly allocated to the GS-11 level.

4. Conclusion: This position is properly classified as: Position Classification Specialist, GS-221-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A126__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Position Classification Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 221

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

The supervisor establishes program goals and objectives. The employee plans, schedules and accomplishes work independently and follows through on providing advice and conducting studies without recourse to supervisory assistance. The supervisor is kept informed of progress and significant developments. Work is reviewed from an overall standpoint of effectiveness.

Major Duties

1. Provides continuing position classification services to organizations which are composed of positions performing work of a mental and judgmental nature such as that typical of professional, scientific, administrative and technical fields and whose organizational setting is complex and unstable because of continual changes in technology and/or basic mission. Applies a thorough and comprehensive understanding of classification principles and concepts in interpreting and adapting classification guides to secure sound decisions on positions for which the

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guides are only partially applicable and few precedents exist. Conducts site audits of positions, prepares written evaluation statements as required by DA/MACOM policy and processes individual actions. _____%

2. Provides full and responsible management advisory services to assigned organizations such as planning and performing studies to identify long and short range personnel needs, advising management on organization structure to meet their needs or to facilitate career development and solving problems dealing with morale, turnover, job dilution or expansion. Anticipates problems that evolve from the complex and dynamic nature of the organizations served and provides innovative solutions which accomodate management needs without compromising fundamental personnel management principles. Utilizes a comprehensive knowledge of classification and position management concepts, thorough understanding of assigned organizations, sound working knowledge of other personnel fields and broad personnel management knowledge to identify and analyze problems, investigate and determine possible solutions, effect coordination with personnel in other specialties and present recommendations to management from a comprehensive management standpoint. _____%

3. Conducts position management and classification studies and surveys following established procedures for scheduling, reporting, clearing and presenting results and recommendations. Provides advice concerning principles and procedures of position management and classification to employees, supervisors and managers during the survey/study process. _____%

4. Acts on a variety of classification related programs including Fair Labor Standards Act (FLSA), Hazard Pay, Environmental Differential Pay (EDP), Locality Wage Surveys, draft classification standards and DA/MACOM initiatives. Coordinates actions with management and other personnel specialties required. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. OPM PCS, GS-221, Position Classification Series, June 66

b. OPM PCS, GS-201, Personnel Management Series, Part II , Nonsupervisory Personnel Positions, June 66

2. Series and Title Determination: The duties of this position are to classify positions under Federal position classification systems and to provide advice on position management, classification and other related areas such as Fair Labor Standards Act, Environmental Differential Pay, etc. The position is properly allocated to the GS-221 Position Classification Series and titled "Position Classification Specialist."

3. Grade Level Determination: This position fully meets but does not exceed the GS-12 level. As is typical of the GS-12 level, the technical difficulty of this position's assignments is "above average" and the advisory services provided are very difficult and responsible. Specifically, the above average technical difficulty evolves from classifying positions performing work of a judgmental nature such as professional, scientific, administrative and technical positions. Classification of these positions is further complicated by the complex and unstable organizations in which they operate and the indepth understanding of the work processes needed to apply classification standards and guides. This combination of characteristics constitutes an assignment of "above average" difficulty.

The advisory service to management provided by this position is very difficult and responsible in that the advice is provided on broad, comprehensive issues and requires an intensive search for sound solutions often involving other personnel specialties. Innovation and insight are required to accomodate management needs without compromising fundamental personnel principles.

The nature of the assignment of this position exceeds the GS-11 level in that the GS-11 level involves either above average technical difficulty with limited management advisory service or average technical difficulty with difficult and responsible advisory service.

As is typical of position classification positions providing significant advisory service, the supervision provided is very general. The employee plans and schedules work independently and keeps the supervisor informed of significant developments. The employee's recommendations are relied on heavily; and technical review is cursory unless the employee indicates a closer review is required.

As is also typical of positions with significant advisory service duties, personal contacts require persuasiveness and ability to obtain the confidence of management.

Based on the above, this positon is properly allocated to the GS-12 level.

4. Conclusion: This position is properly classified as: Position Classification Specialist, GS-221-12.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A127__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Equal Employment Manager

6. PAY SCHEDULE: GS

7. OCC CODE: 0260

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as the Equal Employment Manager (EEM) with full authority to plan, organize, direct, staff, carry out, review, and evaluate a management oriented affirmative employment program designed to assist management in accomplishing its mission at the operating level. As the principal staff advisor to the commander (and tenant commanders if applicable) provides expert advice on all matters related to the EEO program and on the feasibility and impact of EEO plans, policies, and decisions. The program functions in a small to medium-size organization of limited to moderate organizational complexity but which, nontheless presents significant demands for a fully functional, independently administered EEO program. The following duties are performed via either a full-time and/or collateral staff.

--Provides leadership to line and staff personnel in the development and implementation of the EEO Affirmative Employment Plan (AEP). Through analysis of management practices, organizational structures, employment patterns, lines of progression, determines EEO problem areas/barriers. Conceives methods to eliminate problems and/or overcome barriers, and

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personally monitors progress toward that end. Ensures actions are taken to eliminate underrepresentation by monitoring selections and establishing programs (in conjunction with the Civilian Personnel Office) which will obtain goals and objectives established in the plan. Develops policies and procedures for the overall EEO program which includes Army Special Emphasis Programs (SEPs), EEO counselling, complaints administration, and related training services. _____%

—Directs performance of SEPs including Federal Women's Program, Hispanic Employment Program, and Black Employment Program, and/or personally performs selected program management responsibilities as required. (Provides advice, assistance, statistical and other data needed for collateral managers to advise the Commander(s) on matters affecting employment of women and minorities in the workforce). Supervises program manager's (full-time and/or collateral) performance of program responsibilities. _____%

—Evaluates and prepares written analysis/briefings on the effectiveness of EEO program activities. Provides assistance in developing EEO critical elements of performance standards and in assuring appropriateness of ratings rendered in that element. Conducts studies and surveys of the use of minority group skills to identify obstacles, ineffective practices, and prepares reports of findings. Compiles and analyzes statistical and other data to evaluate progress on individual initiatives and overall program; identifies organizational, occupational, or other areas in need of improvement; and recommends specific remedial initiatives to address identified problems. Coordinates activities of mutual interest with appropriate staff elements. _____%

—Plans, develops, and presents equal employment opportunity training for supervisory development, employee orientation, and counselor training. Participates in the development and administration of the installation's/activity's upward mobility program. Monitors and assures the conduct of training on the Prevention of Sexual Harassment. Develops and promotes EEO program publicity and reference materials. _____%

—Assures that all requirements for precomplaint counseling and complaints processing are fulfilled in compliance with regulations and with full coordination with appropriate staff elements (e.g., with Legal Counsel and CPO). Determines the acceptability of formal complaints, rejecting those which do not meet acceptance criteria. Assures that every reasonable effort is made to reach an informal resolution. Failing resolution, delivers the commander's decision and advises complainant of appeal rights/procedures. Ensures the preparation of accurate and timely reports and maintains associated records. Analyzes individual complaints to identify common problems and trends. Develops preventive strategies to include training on improved management practices, affirmative action initiatives, modified personnel policies and procedures, etc. Exercises supervision over collateral counselors as they carry out assigned responsibilities and provides input on their performance evaluations. _____%

—Attends and conducts meetings with installation and community organizations to improve EEO relationships and interface with the applicant

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population. Serves on and assumes a leadership role on committees which are decision making or recommending bodies on matters concerning position management, recruitment, training, promotion, job design, contracting out, and reduction in force in order to assure appropriate consideration of EEO impacts and responsibilities. _____%

—Provides technical and administrative supervision to subordinate staff (full-time and/or collateral). Accepts, amends, or rejects work; evaluates performance; and advises on work and administrative matters. As required, interviews and selects candidates for vacancies; periodically reviews job descriptions for, currency and accuracy; recommends promotions or reassignment of subordinate employees; effects disciplinary measures and provides technical guidance and supervision to EEO counselors, especially in the resolution of complaints at the informal stage. Determines the need for program resources, to include personnel, money equipment, etc., and initiates action to obtain resources. Manages resources in the most efficient manner to ensure that program objectives are met. _____%

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position -- FL 1-7, 1250 points.

Knowledge and skill to effect a complete Department of the Army EEO program including:

--Knowledge of Federal equal employment opportunity principles, laws, regulations and policies, along with implementing Army regulations and procedures and relevant appeal/court decisions to recognize and solve individual EEO problems and make technical recommendations for decisions in complaint cases.

--Knowledge of the structure of serviced organizations, mission and functions, and composition of the civilian workforce (i.e., by pay plan, occupational series, career program coverage, relative grade levels, etc.). This knowledge is used to compile and analyze statistical and other data to evaluate affirmative action progress; pinpoint organizational and occupational underrepresentation, and assist in establishing goals/policies to remedy underrepresentation.

--Thorough understanding of the kinds of management actions, personnel administration practices, and organizational conditions that constitute barriers to equal employment opportunity (e.g., recruitment restricted to non-minority educational institutions, stereotypical remarks, repeated exclusive hiring from among non-minority groups when well qualified minorities are available, etc.) in order to isolate problems and develop workable solutions which management can implement.

—General knowledge of Federal personnel policies and practices including appeals/grievances, labor relations, position classification, recruitment and placement. More indepth knowledge of local personnel procedures (e.g., servicing agreements, etc.) is also required to isolate problems and coordinate proposed solutions with personnel practitioners.

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--Skill in managing a complete program which is accomplished through the efforts of a collateral and/or full time staff and personal participation. Negotiates for allocation of resources (space, money, and employees), trains both collateral and/or full time employees to perform assigned functions, and evaluates their accomplishment of assigned responsibilities.

--Oral communication and writing skills in order to make presentations, effect staffing/coordination, conduct training, negotiate settlements, represent the installation in EEO matters with community elements, and write decisions in complaint cases.

Factor 2, Supervisory Controls - Level 2-5, 650 points.

The supervisor provides general administrative direction, making assignments in terms of broadly defined goals and objectives to be achieved. Incumbent exercises full technical and administrative responsibility for planning, organizing, and directing the EEO program. Work is periodically reviewed by external evaluation teams to determine if the program meets DA, OPM, and EEOC requirements. Supervisor considers work products as authoritative and from them assesses the overall effectiveness and impact of the EEO program.

Factor 3, Guidelines, - Level 3-4, 450 points.

Guidelines include laws, Executive Orders, policy statements, court/appeal decisions; and EEOC, OPM, DOD, DA, and higher headquarters regulatory issuances. Guidelines are used to structure the local program initiatives and handle individual problems. Many significant problems are encountered which are not covered by the guidelines or for which the guidelines are vague or in conflict. The incumbent exercises judgment in interepreting existing guidelines to formulate affirmative action initiatives, complaints processing policies, and plans to meet EEO goals/objectives.

Factor 4, Complexity, - Level 4-4, 225 points.

Plans, directs, and systematically evaluates a complete EEO program which is accomplished via the participation of a full-time and/or collateral staff and personal involvement. Management processes include planning individual program activities, problem solving efforts, and recommending changes in the emphasis and level of monetary and collateral resources devoted to the program.

The program consists of solving equal employment opportunity problems in a small to medium-size organization of limited to moderate structural complexity. However, significant environmental issues affecting the organization (e.g.,such as the degree of underrepresentation, the magnitude of complaints activity, or higher-level management concerns) have resulted in the determination that a comprehensive EEO program is required. Advisory responsibilities include keeping managers of the organization aware of their EEO responsibilities, influencing changes in management practices, and presenting training to develop supervisor's knowledge of EEO requirements.

The work requires making decisions such as recommending disposition of individual complaints, developing organizational AEPs, setting program

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priorities within limited resources, selecting analysis/consultation methods for solving particular problems, conducting factfinding, supervising a subordinate work force (full-time and/or collateral) and developing coordinated solutions for management approval and implementation.

Factor 5, Scope & Effect, Level 5-4, 225 points.

Develops, directs, implements, and administers a complete EEO program for the installation and tenant/serviced activities. The program includes affirmative employment planning, SEPs, minority and female recruitment/placement planning, complaint investigation/adjudication, and associated training. The work efforts determine the overall adequacy of the local EEO program, the effectiveness of each of its components, and the equal employment opportunity of employees and job applicants.

Factor 6, Personal Contacts, Level 6-3, 60 points.

Contacts are with the managers and supervisors, employees, applicants, key staff officials, union representatives (if applicable), the full-time and/or collateral staff, personnel management specialists and legal counsel. Contacts outside the installation include community groups, attorneys representing complainants, USACARA and EEOC investigators, and HQDA/MACOM representatives. Contacts are moderately unstructured, issues are often sensitive in nature, meetings are not routine and the roles and authorities of the parties vary with each contact.

Factor 7, Purpose of Personal Contacts, Level 7-3, 120 points.

Contacts are to resolve difficult and emotionally charged employment problems, to obtain activity manager's agreement or necessary action on matters concerning employment policies/practices, and to negotiate fundamental changes in traditional policies/practices affecting equal opportunity employment. Contacts with others are to develop new sources for recruitment and exchange ideas and information.

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

Work is generally performed sitting at a desk but includes visits to worksites, conferences, meetings, and seminars. No special physical demands are required to perform the work.

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

The work is generally performed in an office setting but may include visits to protected areas of worksites which involves common risks and discomforts and normal safety precautions.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Equal Employment Manager, GS-260-12

Citations: USOPM PCS GS-260, November 1980. JD NO. A127

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See attached.
2. Supervisory Controls	650	FLD 2-5	See attached.
3. Guidelines	450	FLD 3-4	This level is appropriate since the program is developed within Army/MACOM guidelines to independently form the local program.
4. Complexity	225	FLD 4-4	See attached.
5. Scope & Effect	225	FLD 5-4	The incumbent manages a complete program which affects EEO for employees and applicants of a small-sized organization.
6. Personal Contacts	60	FLD 6-3	The role of consultant/negotiator requires non routine contacts where emotions are an issue & adversary relationships occur.
7. Purpose of Contacts	120	FLD 7-3	Contacts are to negotiate resolution to individual problems & modify local policies/practices. The goals are often not mutual and significant persuasion is required.
8. Physical Demands	5	FLD 8-1	No unusual demands.
9. Work Environment	5	FLD 9-1	Routine work environment.
SUMMARY: TOTAL POINTS	2990	(2755-3150 = GS-12)	
SUMMARY: GRADE CONVERSION	12	See Continuation.	

EVALUATION STATEMENT CONTINUATION, SD-A127__

Factor 1, Knowledge Required by the Position, FL 1-7, 1250 points. FL 1-6 is the level at which specialists perform "independent assignments for which there are precedents." This position, on the other hand, requires full technical knowledge of the function as well as limited (i.e., from the standpoint that there may only be a collateral subordinate structure) managerial skills to independently manage the installation EEO program. That combination of technical and managerial competency is described at FL 1-7, where managers direct equal employment opportunity programs that meet basic requirements for complying with laws, regulations, and agency policies. Since the position is responsible for managing, organizing, directing, and controlling a complete EEO program rather than sharing this managerial responsibility, FL 1-7 is credited. Even though the results of EEO initiatives taken at this installation might adapt behaviors and improve specific local EEO conditions, the limited employee/management population which is affected would not provide an environment in which the EEO would deal with the resolution of systemic issues on a regular and recurring basis. Likewise, the changes made by the EEO would deal with a series of individual circumstances but would not constitute "major" changes as described at FL 1-8.

Factor 2, Supervisory Controls. The supervisor does not set the overall objectives of the installation EEO program but instead relies upon the incumbent to be the technical expert in developing and implementing the program. This includes the incumbent's responsibility for determining the extent of personnel (collateral and/or full-time)and budget which are needed and developing both short and long-term plans to acquire both. Results of work are considered technically authoritative and are normally accepted without change. Overall program success is judged on the basis of fulfillment of program objectives and input from outside evaluation sources (e.g., the MACOM, DA, EEOC, etc.). This meets FL 2-5, 650 points.

Factor 4, Complexity. At FL 4-3, specialists perform complete assignments using various analytical and other techniques to solve the problem. Their assignments involve many interrelated facts which are available from several sources, some disputed facts, and concern for one or a few related simple issues. Generally, the parties dealt with are cooperative. This position not only performs these kinds of analyses, but also manages an EEO program consisting of several subfunctions (i.e., special emphasis programs, affirmative action planning, complaints processing/resoltuion, management advisory, training, etc.). FL 4-4 applies to EEMs who "direct day-to-day operations of an equal employment opportunity program or a major component of such a program. Generally, this level is reserved for the management of programs in a medium sized (i.e., 1,000 to 5,000 employee) organization. However, guidance in the standard clarifies that if the problems handled by the EEM in a small organization are of equivalent complexity and variety (i.e., notwithstanding the size caveat), then the higher level is the appropriate level for classifying the position. In Army, the presence of significant environmental issues at some small to medium installations/ activities have resulted in the determination that a comprehensive EEO program is required. In these situations, EEO problems handled/resolved range the full gamut of possibilities including problems with underrepresentation, complaints activity, extensive supervisory turnover which requires constant "reselling" of the program, etc. In such cases,

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small organizational size does not necessarily minimize the complexity and variety of problems with which EEMs deal. Rather, these aspects are complicated in some respects, since the EEM must perform a balancing act to assure that all facets of the program receive appropriate attention, either personally or via a limited or collateral staff. Since the standard permits crediting FL 4-4 for managing a major component of an equal opportunity program in a medium organization, managing comprehensive and complicated programs in small organizations is judged fully equivalent to FL 4-4.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A165__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community Recreation Officer

6. PAY SCHEDULE: GS

7. OCC CODE: 301

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves as Chief, Community Recreation Division, (CRD) at a small to medium-size installation/community composed of 4,000-15,000 active duty troops (2,000-7,500, OCONUS), 10,000-35,000 family members (6,000-18,000 OCONUS), 1,000-4,000 DA civilians (500-2,000 OCONUS) and 5,000-10,000 retirees. Through subordinate branch chiefs is responsible for the overall management and direction of the CRD to include, as a minimum, an arts and crafts center, a community recreation center, an automotive repair shop, a competitive sports program, a music and theater program, a library, outdoor recreation and equipment rentals, recreation areas, and a physical fitness center. In CONUS specific facilities may also be located at a subinstallation; for OCONUS, at dispersed communities. Provides policy guidance to insure the attainment of the established objectives of the division.

Program Planning. Directs, develops, and administers plans and procedures and implements regulations to provide for a continuing and aggressive community recreation program designed to meet the interests and needs of the military community. Based on marketing surveys and

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analyses, establishes current and long range program plans considering users' desires for programs/services, the installation mission, troop strength, budget, CRD staff and facilities. Prioritizes programs, program changes and construction projects in terms of user needs and affordability. Reviews program priorities and develops the IMWRF five-year plan covering projected program for personnel, funds and facilities. Ensures that construction programs and program modifications reflect real cost savings, efficiencies or increased services. Develops the CRD annual operating budget for appropriated and non-appropriated funds. Coordinates with CRD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel and facility renovation/ construction. Reviews, approves, modifies, or rejects changes in functions, structure, staffing and budgeting areas proposed by program managers. Recommends major changes in programs or operations to his/her supervisor. _____%

Program Execution. Reviews all activities and programs to ensure programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes statistical variance data and budget reports to monitor achievement of required operating profits. Measures established program performance standards and objectives, customer relations and satisfaction, personnel utilization and cost limitations. Where adverse trends are developing, initiates studies to determine causes and takes corrective actions. Observes each CRD activity to evaluate the effectiveness of leadership and operation, service provided to the community, conformance to operating standards and regulations. Develops and/or recommends methods, operations or programs for increasing locally-generated income. Establishes and maintains internal controls and audits procedures to ensure that personnel and funds are used in accordance with governing regulations. _____%

Coordination. Coordinates with other installation activities, unit commanders, and family and soldier activity councils to keep informed on operations and/or to coordinate operations and requirements. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects or for the modification and renovation of existing facilities. Publicizes CRD programs and serves as member on various installation activity committees and councils. Maintains contact with local media and city/council official to generate maximum publicity for installation events. In an overseas environment maintains liaison with local governmental authorities to insure conformance with host country laws, regulations and customs. Advises supervisor on problems involving the relationships of the work of the CRD to broader installation/community goals. _____%

Personnel Management. Through subordinate supervisors assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g. warnings and reprimands and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for a balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 points.

In addition to basic knowledge requirements for the occupation:

- Knowledge of a very wide range of the principles, concepts, and techniques of retail operations such as would be gained through extensive experience in planning and conducting recreation programs, which knowledge enables the employee to plan and conduct a community recreation program containing all of the components set forth in AR 215-1.

- Knowledge of the range of activities and services and of customer interests and needs typical of a small to medium installation/ community which enables the employee to develop and conduct a fully satisfactory community recreation program.

- Knowledge of general business principles of financial planning, reporting, and of budgetary methods and processes for appropriated and nonappropriated funds to ensure best use of resources and to plan for operating costs, major and minor construction, renovation and capital purchases.

- Skill in the application and utilization of such knowledges in planning and carrying out community recreation programs which meet, as fully as possible, the needs of the participating community in a cost effective manner.

- Skill in modifying and/or developing appropriate methods, approaches, and procedures for the most effective management of community recreation programs.

Factor 2 - Supervisory Controls - Level 2-4 - 450 points.

Performs under general supervision within objectives established by the supervisor who relies on the position to direct the Community Recreation Division in meeting those objectives. Exercises authority and independent judgment in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; and in coordinating efforts with other organizations. Refers to the supervisor only on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, service provided, and progress toward program objectives.

Factor 3 - Guidelines - Level 3-4 - 450 points.

General administrative guidelines are available, such as AR 215-1 which sets forth operational and policy guidance from the HQDA Community and Family Support Center, and program review feedback from higher echelons, and profitability/break-even goals prescribed by the MACOM. Little or no guidance for actual performance of the work is available.

The incumbent exercises considerable authority in interpreting and applying the general policies and guidelines. New methods and approaches must be developed to insure that recreation programs continue to serve changing needs and that they continue to operate effectively in a changing environment.

Factor 4 - Complexity - Level 4-4 - 225 points.

The varied range of activities include different and unrelated processes, methods, and procedures relating to traditional and conventional recreation activities typical of a program serving a small to medium-sized installation/community. Day-to-day management of the program involves developing an effective level of service that emphasizes the participants' physical and mental well-being while dealing with a variety of operational factors involving the availability, construction, maintenance/renovation, and staffing of recreational facilities to meet the needs of the installation population.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The work involves the application of basic program policies and standards to an installation Community Recreation Division. The diversity, volume and variety of activities exceed any single program area and there are several elements which must be dealt with in program planning and administration. On a day-to-day basis, the work involves the application of general standards to overall program planning and to the needs of specific projects; evaluating effectiveness and participant interest and needs; and analyzing and finding solutions to

program problems and questions, such as achieving the best balance between service and the need to generate revenue.

The recreation services provided to the military community affect the overall efficiency of the numerous military community activities of the base, and contribute substantially to the health, welfare, and morale of the entire military community.

Factor 6 - Personal Contacts - Level 6-3 - 60 points.

Personal contacts are with a very large number of people to include other IMWRF personnel, recreation specialists/managers from other government agencies and private organizations, contract personnel, and representative of the local media. OCONUS, contacts are also with representatives of the host government. The contacts typically take place in a moderately unstructured setting.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts with participants and base personnel are for the purpose of planning, implementing, and administering recreation programs, motivating participants, and arranging for necessary staff assistance. Contacts with the general public are for such purposes as promoting the cooperation and collaboration of local recreation organizations and groups, and for publicizing activities and events. In all these contacts, the employee must skillfully promote the highest possible degree of program participation and cooperation through highly motivating program planning and presentation, and through effective public relations methods and techniques. These skills in meeting and dealing with others are especially valuable in gaining the approval and cooperation of those which have goals which may run counter to those of the program or which have been heretofore uninterested.

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

Much of the work is done in an office setting. Some walking and driving to and from facilities is required. No special physical demands are made upon the employee.

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

Work is performed in an office that is adequately lighted, heated, and ventilated.

TOTAL POINTS - 2790

HQDA Evaluation Statement (A165__)
Community Recreation Officer, GS-301-12

1. References:

a. OPM PCS Recreation Specialist Series, GS-188, September 1979.

b. Supervisory Grade Evaluation Guide, January 1976.

c. OPM PCS Miscellaneous Administration and Program Series, GS-301, January 1979.

d. OPM General Introduction, Background, and Instructions, Section VII, Instructions for the Factor Evaluation System, May 1977.

e. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community Recreation Officer" and placed in the 301 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level is GS-12 (see attached FES evaluation statement).

4. Classification: Community Recreation Officer, GS-301-12.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Community Recreation Officer, GS-301-12

Citations: Recreation Specialist Series, GS-188

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	"
3. Guidelines	450	FLD 3-4	"
4. Complexity	225	FLD 4-4	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	60	FLD 6-3	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"
SUMMARY: TOTAL POINTS	2790		
SUMMARY: GRADE CONVERSION	GS-12		

Factor 1 - Knowledge Required by the Position. As discussed in reference 1e, the position is responsible for managing an IMWRF recreation program requiring knowledge and skills characteristic of level 1-7.

Factor 2 - Supervisory Controls. As discussed in reference 1e, the position's independence in performing program management and planning responsibilities support cediting level 2-4.

Factor 3 - Guidelines. As discussed in reference 1e, the incumbent is required to use initiative and resourcefulness in meeting level 3-4 of the Primary Standard.

Factor 4 - Complexity. As discussed in reference 1e, the position is concerned with responsibilities that involve complexities meeting level 4-4 criteria.

Factor 5 - Scope and Effect. As discussed in reference 1e, the overall impact of the CRD program meets level 5-4 criteria.

Factor 6 - Personal Contacts. As discussed in reference 1e, the type of contacts characteristic of the position meet level 6-3 criteria.

Factor 7 - Purpose of Contact. As described in reference 1e, the purpose of the position's contacts meet level 7-3 of the criteria.

Factor 8 - Physical Demands. See reference 1e.

Factor 9 - Work Environment. See reference 1e.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A164__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community Recreation Officer

6. PAY SCHEDULE: GM

7. OCC CODE: 301

8. GRADE: 13

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves as Chief, Community Recreation Division (CRD) at a large installation composed of 20,000 or more active duty troops (10,000 or more, OCONUS), 40,000 or more family members (20,000 or more, OCONUS) 4,000 or more DA civilians (2,000 or more, OCONUS) and 10,000 or more retirees, often with several tenant activities with differing missions. Through subordinate branch chiefs is responsible for a program covering arts and crafts, automotive repair shops, community recreation centers, competitive sports programs, music and theater, main and branch libraries, outdoor recreation and equipment rentals, parks and recreations areas and physical fitness centers. In CONUS, specific facilities may also be located at a subinstallation or at a recreation area with destination lodging; or for OCONUS, in dispersed communities. Provides policies and guidance to insure the attainment of the established objectives of the division.

Program Planning. Directs, develops, and administers plans and procedures and implements regulations to provide for a comprehensive community recreation program widely recognized for addressing a broad

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range of interests and needs of the military community and for instituting innovative programs to meet future needs. Based on marketing surveys and analyses, establishes current and long range program plans considering users' desires for program/services, the installation mission, troop strength, budget, CRD staff and facilities. Prioritizes programs, program changes, and construction projects in terms of user needs and affordability. Reviews program priorities and develops the IMWRF five-year plan covering projected programs for personnel, funds and facilities. Ensures that construction programs and program modification reflect real cost savings, efficiencies, or increased services. Develops the CRD annual operating budget for appropriated and nonappropriated funds. Coordinates with CRD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel, and facility renovation/construction. Reviews, approves, modifies, or rejects changes in functions, structure, staffing and budgeting areas proposed by program managers. Recommends major changes in programs or operations to his/her supervisor. _____%

Program Execution. Reviews all activities and programs to ensure programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes statistical variance data and budget reports to monitor achievement of required operating profits. Measures established program performance standards and objectives, customer relations and satisfaction, personnel utilization and cost limitations. Where adverse trends are developing, initiates studies to determine causes and takes corrective actions. Uses information from all sources to experiment with innovative CRD programs, and to improve, curtail or terminate existing ones. Observes each CRD activity to evaluate the effectiveness of leadership and operation, service provided to the community, conformance to operating standards and regulations. Develops and/or recommends methods, operations or programs for increasing locally-generated income. Establishes and maintains internal control and audit procedures to ensure that personnel and funds are used in accordance with governing regulations. _____%

Coordination. Coordinates with other installation activities, unit commanders, and family and soldier activity councils to keep informed on operations and/or to coordinate operations and requirements. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects or for the modification and renovation of existing facilities. Publicizes CRD programs and serves as a member on various installation activity committees and councils. Maintains contact with local media and city/council officials to generate maximum publicity for installation events. In an overseas environment maintains liaison with local governmental authorities to insure conformance with host country laws, regulations

and customs. Maintains liaison with civilian and other military recreational and athletic associations to keep abreast of the state of the art and to exchange ideas and information on developing trends, new recreational activities and new equipment and tools. Works with other division chiefs to develop innovative joint programs and activities. Advises supervisor on problems involving the relationships of the work of the CRD to broader installation/community goals.

_____%

Personnel Management. Through subordinate supervisors assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisor and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs.

_____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points.

In addition to basic knowledge requirements for Level 1-7:

- Mastery of the concepts, operating principles and techniques of recreation and in-depth knowledge of the range of activities and services and of customer interests and needs typical of a large installation/community, which enables the incumbent to develop and conduct a widely recognized community recreation program.

- Very broad knowledge, experience, and expertise in the techniques of management to ensure maximum use of resources to provide quality services and to generate revenue in an environment characterized by complex or sensitive problems.

- A high degree of entrepreneurial skill in developing innovative programs, activities, approaches or methods to resolve complex or sensitive problems or to enhance the overall coummunity recreation program.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points.

Performs under general supervision within objectives established by the supervisor who relies on the position to direct the Community Recreation Division in meeting those objectives. Exercises authority and independent judgement in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; in experimenting with new ideas; and in coordinating efforts with other organizations. Refers to the supervisor only on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, services provided, and progress toward program objectives.

Factor 3 - Guidelines - Level 3-4 - 450 Points.

General administrative guidelines are available, such as AR 215-1 which sets forth operational and policy guidance from the HQDA Community and Family Support Center, and program review feedback from higher echelons. There may also be profitability/break-even goals prescribed by the MACOM. Little or no guidance for actual performance of the work is available.

The incumbent exercises considerable authority in interpreting and applying the general policies and guidelines. New methods and approaches must be developed to insure that recreation programs continue to serve changing needs and that they continue to operate effectively in a changing environment.

Factor 4 - Complexity - Level 4-5 - 325 points.

Work at a large installation/community, or at an installation/community characterized by complex, sensitive problems (e.g., changes in mission or tenants with differing missions, special interest groups, significant protocol activities), requires exceptionally careful management, constant attention to program trends, and continuing liaison with individuals and groups outside of the CRD.

Decisions needed to maintain an outstanding program in a complex environment require intensive program evaluation and other information-gathering and analytical efforts to determine the nature and scope of problems, changing needs and interests. The work requires constant attention to new developments and continuing efforts to integrate new ideas and approaches into the community recreation programs.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The work involves the application of basic program policies and standards to an installation Community Recreation Division. The diversity, volume and variety of activities exceed any single program area

and there are several elements which must be dealt with in program planning and administration. On a day-to-day basis, the work involves the application of general standards to overall program planning and to the needs of specific recreation projects; evaluating program effectiveness and participant interests and needs; and analyzing and finding solutions to program problems and questions, such as achieving the best balance between service and the need to generate revenue.

The recreation services provided to the military community affect the overall efficiency of the numerous military activities of the base, and contribute substantially to the health, welfare, and morale of the entire military community.

Factor 6 - Personal Contacts - Level 6-3 - 60 points.

Personal contacts are with a very large number of people to include other IMWRF personnel, recreation specialists/managers from other government agencies and private organizations, contract personnel, and representatives of local media. OCONUS, contacts are also with representatives of the host government. The contacts typically take place in a moderately unstructured setting.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts with participants and base personnel are for the purpose of planning, implementing, and administering recreation programs, motivating participants, and arranging for necessary staff assistance. Contacts with the general public are for such purposes as promoting the cooperation and collaboration of local recreation organizations and groups, and for publicizing activities and events. In all these contacts, the employee must skillfully promote the highest possible degree of program participation and cooperation through highly motivating program planning and presentation, and through effective public relations methode and techniques. These skills in meeting and dealing with others are especially valuable in gaining the approval and cooperation of those which have goals which may run counter to those of the program or which have been heretofore uninterested.

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

Much of the work is done in an office setting. Some walking and driving to and from facilities is required. No special physical demands are made upon the employee.

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

Work is performed in an office that is adequately lighted, heated, and ventilated.

Total Points: 3190

HQDA Evaluation Statement (A164__)
Community Recreation Officer, GM-301-13

1. References:

a. OPM PCS Recreation Specialist Series, GS-188, September 1979.

b. Supervisory Grade Evaluation Guide, January 1976.

c. OPM PCS Miscellaneous Administration and Program Series, GS-301, January 1979.

d. OPM General Introduction, Background and Instructions, Section VII, Instructions for the Factor Evaluation System, May 1977.

e. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community Recreation Officer" and placed in the 301 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level is GS-13 (see attached FES evaluation statement).

4. Classification: Community Recreation Officer, GM-301-13

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Community Recreation Officer, GM-301-13

Citations: Recreation Specialist Series, GS-188

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1550	FLD 1-8	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	"
3. Guidelines	450	FLD 3-4	"
4. Complexity	325	FLD 4-5	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	60	FLD 6-3	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"

SUMMARY		
	TOTAL POINTS	3190
	GRADE CONVERSION	GM-13

Factor 1 - Knowledge Required by the Position. As discussed in reference 1e, the position is responsible for managing an IMWRF program requiring knowledges and skills characteristic of level 1-8.

Factor 2 - Supervisory Controls. As discussed in reference 1e, the position's independence in performing program management and planning responsibilities support crediting level 2-4.

Factor 3 - Guidelines. As discussed in reference 1e, the incumbent is required to use initiative and resourcefulness in meeting level 3-4 of the Primary Standard.

Factor 4 - Complexity. As discussed in reference 1e, the position is concerned with responsibilities that involve complexities meeting level 4-5 of the Primary Standard.

Factor 5 - Scope and Effect. As discussed in reference 1e, the overall impact of the CRD program meets level 5-4 criteria.

Factor 6 - Personal Contacts. As discussed in reference 1e, the type of contacts characteristic of the position meet level 6-3.

Factor 7 - Purpose of Contacts. As discussed in reference 1e, the purpose of the contacts is characteristic of level 7-3.

Factor 8 - Physical Demands. See reference 1e.

Factor 9 - Work Environment. See reference 1e.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A003

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Messenger (Motor Vehicle Operator)

6. PAY SCHEDULE: GS

7. OCC CODE: 302

8. GRADE: 02

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under general supervision performing recurring assignments in accordance with established office procedures and mail run schedules. Supervisor provides necessary instructions or directions for nonroutine tasks and changes to established procedures and mail schedules. Supervisor is available to advise, assist, and answer questions on procedures or problems that may occur. Supervisor periodically checks work for timeliness and adherence to instructions.

MAJOR DUTIES

Performs general messenger work such as receiving, delivering, and collecting incoming and outgoing mail or other documents and items. Lifts mail sacks, packages, etc., weighing up to 50 pounds. Operates motor vehicles having a gross weight up to and including 7000 pounds.

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1. Collects and delivers classified and unclassified mail and a variety of other papers, documents, packages, and administrative material within the immediate area and throughout the installation or activity. Follows established routes in making deliveries and pickups. Makes special runs as required to hand-carry materials to assigned locations. Ensures expeditious handling of materials. When classified materials are involved, inspects to see that security regulations have been followed. Safeguards material intransit by being careful not to lose or mislay the material and to ensure delivery to the proper person. Takes special precautions when handling insured, registered, and other material marked for special handling. Lifts and empties mail sacks weighing up to 50 pounds. _____%

2. Operates motor vehicles capable of carrying loads up to and including 1 ton to transport mail, articles, and material throughout the activity. Loads and unloads material. Performs driver maintenance in accordance with established rules and regulations. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report when required. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Position Classification Standards, GS-302, Messenger Series, Dec 73.

b. OPM Job Grading Standard, WG-5703, Motor Vehicle Operator Series, Nov 68.

c. OPM Position Classification Standards, General Introduction, Background and Instructions, Jan 79.

2. Title and series determination. This is a mixed position containing duties that require knowledge and skills from both the General Schedule (GS) and the Wage Grade System (WS). To determine the proper pay category, the primary duty or purpose of the position must be identified. The primary duty in this case is the distribution of mail and other administrative material. The operation of a motor vehicle is ancillary to these functions. The OPM Position Classification Standards Messenger standard states that positions that require operating automotive equipment to perform messenger duties are normally allocated to the GS-302 series. The career progression of the position is also another indicator of the proper pay category. Messenger positions are normally located in administrative offices such as mail rooms where the career progression is to other GS positions. The example illustrating this logic in the GS-302 standard is a position required to operate a motor vehicle 100 percent of the time to deliver messages and is located in an organization where all other positions in the organization are GS. The position would be placed in the schedule (GS) that provides proper career progression. Once the proper pay category has been determined, it must be used to evaluate the position. Messenger (Motor Vehicle Operator) is the proper title for positions that perform messenger work requiring driving of an automobile or light-duty truck.

3. Grade level determination. The GS-302 standard describes grade level criteria in terms of three classification factors: Nature and variety of work; supervision exercised over the work; and knowledge, abilities, and other qualities required for performance of work.

a. Nature and variety of work. The GS-01 level includes the performance of routine repetitive messenger work involving the general collection and delivery of a variety of mail and other material on a predetermined route and time schedule to designated individuals or offices within an established messenger route. The GS-01 level does not include classified materials requiring a continuing knowledge of security regulations required for handling such documents. Subject position involves collecting and delivering security classified mail and material requiring special handling and knowledge of security regulations and administrative procedures. Incumbent is also required to operate a motor vehicle to deliver material. These duties are typical of the GS-02 level, which involves messenger work requiring some judgment and knowledge of a limited number of regulations such as security regulations. Also described at the GS-02 level is messenger work requiring the operation of a motor vehicle. Thus, GS-02 is appropriate for this factor.

b. Supervision exercised over the work. Supervision over the work is the same at the GS-01 or GS-02 level.

c. Knowledge, abilities, and other qualities required. These characteristics are basically the same at both the GS-01 and GS-02 levels. However, at the GS-02 level, positions that involve operating a motor vehicle require a knowledge of State and local traffic laws, collection and delivery points, and availability of parking or stopping areas; and alertness and resourcefulness to avoid accidents. These are typical of subject position; thus, GS-02 is appropriate for this factor.

4. Classification. Messenger (Motor Vehicle Operator), GS-302-02.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A080__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Mortuary Affairs Technician

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	303	06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Supervisory Controls

Duties are performed under the general supervisory control of a supervisor assigned the installation responsibility for the care and disposition of remains and personal effects. The supervisor provides guidance regarding the scope of the mortuary affairs function as it relates to the overall mission of the installation. The incumbent is expected to perform independently exercising wide latitude and initiative in carrying out assigned responsibilities encompassing the care and disposition of remains and personal effects. Where required, receives or requests guidance on new or revised procedures and on specific technical matters from the DA Casualty and Memorial Affairs Operations Center, Alexandria VA. Incumbent uses own judgment in solving problems related to the disposition of remains and personal effects, following the general guidance in applicable Army regulations, installation supplements, and existing contractual agreements and specifications. Overall performance is evaluated by periodic review of completed case files and by consideration of letters, reports, or comments received concerning services rendered and cases handled.

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Major Duties

Serves as a Mortuary Affairs Officer at a specific US Army military installation and is responsible for a designated Casualty Area Command (CAC) which may consist of all the counties of a particular State or encompass portions of several States. Is responsible for the care and disposition of remains and personal effects for active duty military, including reserve and national guard members who die on active duty, and DOD civilians on TDY, and for the interpretation of regulations pertaining thereto. Determines allowable costs for the transportation of remains of dependents of active duty members and the remains of retirees who die in military medical facilities. When requested, arranges for the transportation of remains of dependents. Provides assistance and guidance to local commanders involved in the search for, recovery of, and identification of remains. Serves as the contracting officer representative (COR) for the Army requirements contract for mortuary services and all one-time Army mortuary service contracts within the CAC. In accomplishment of the above duties, the incumbent is required to coordinate with the following: Hospital officials, local civil authorities (medical examiners, police, etc.), other Government and non-Government agencies, funeral directors, cemetery superintendents, and CAC and HQDA staff regarding the identification, processing, and movement of remains to final burial site; the Casualty Assistance Officer (CAO) who is assigned by the CAC to assist the next of kin (NOK); the SJA on problems involved in determining the primary NOK and the recipient of personal effects. Maintains contacts with the NOK, CAO's and other authorized parties to answer inquiries regarding mortuary benefits, procedures, and arrangements. Contacts with NOK must be performed with the appropriate solemnity and the utmost care, dignity, respect and understanding in dealing with people who have suffered a great personal loss and may be emotionally distraught.

1. Upon notification of death from the Casualty Operations Office, determines the primary NOK based on regulatory definition to direct the disposition of remains. If location of NOK is within a reasonable distance from the installation , the incumbent will accompany the CAO to the NOK to explain mortuary entitlements and obtain written disposition instructions. Otherwise, the incumbent will obtain instructions through the CAO and by direct telephonic contact with the NOK. Informs the NOK of authorized mortuary entitlements as specified in applicable regulations based upon the status of the decedent at time of death, e.g., active duty, dependent, etc. Depending on the extent of authorized entitlements, arranges for some or all of the following: Obtains release of the remains from the medical examiner or hospital, arranges for the contractor to perform all required mortuary services, directs the remains to the regular contract funeral home, or for mortuary services/burial outside the performance area of the contract funeral home, to a one-time contract funeral home for the preparation, casketing and shipment to a receiving funeral home or national cemetery. Provides uniforms, insignias, identification tags, name tags, flags, and other necessary items as required. Contacts decedent's unit or NOK for uniform or, if required, initiates forms for purchase from the AAFES or commercial sources. Inspects uniforms for completeness in accordance with Army regulations. Inspects remains after embalming and before dressing to ensure the quality of restorative/preparation services and to determine if they are properly clothed or wrapped in accordance with the Armed Services Specifications. Obtains escort and briefs on the appropriate procedures and responsibilities. Arranges through the local transportation office for the transportation of the remains and the escort to the location designated by the NOK and coordinates with the appropriate funeral directors. If shipment is to be

overseas, ensures that the method in which the remains are encased and marked meet the destination country requirements and coordinates with the consulate when necessary. If applicable, makes arrangements with post or national cemetery superintendent for interment based on the request of the NOK. Determines survivors' authorization to travel to place of burial and initiates and coordinates the issuance of travel orders for the survivors. Requests the appointment of a summary court officer for and monitors the disposition of personal effects, following up to ensure their delivery to designated NOK. Arranges for reimbursement to NOK who decide to make their own arrangements. As requested by DA, provides mortuary assistance on group burials and services for remains from overseas. When the death of another services member occurs in the CAC, coordinates with the parent service of the decedent and furnishes services as requested by that service. Answers oral and written enquiries from family members, Congressional personnel, and Government and non-Government agencies pertaining to the care and disposition of remains and personal effects. _____%

2. Is designated by installation procurement personnel as the contracting officer representative (COR) for the Army contract for mortuary services and Army mortuary contracts awarded on a one-time basis in the CAC. Furnishes the procurement officer with the Armed Services Specifications for Mortuary Services and the requirements for mortuary services which must be negotiated. In developing requirements, contacts local funeral homes to ascertain the prevailing prices for services being furnished the general public. Contacts other mortuary officials and DA to consult on current burial procedures and programs available in other areas and the prevailing cost. Selects those services which will be required and a reasonable cost for the services based on the ability to perform the services as exhibited by local funeral homes. Based on review of past mortuary statistics, estimates the number of deaths which will occur during the contract period and obligates funds to purchase services and supplies. Forwards the mortuary services requirements to installation procurement personnel for issuance of bids, and upon receipt of the bids, attends meetings with the contract specialist and bidder to determine the capability of the bidder to perform the services as prescribed in the contract. Inspects funeral homes with procurement personnel prior to the award of the contract. For one-time purchase order contracts furnishes procurement officer with mortuary services required, a list of available funeral homes performing these services, and their attendant costs. Monitors all mortuary contracts from inception to conclusion. Initiates corrective action on contractor performance and recommends penalties, changes, or termination if nonconformance to contract specifications occurs. Evaluates and determines allowable costs for payment of memorial services, funeral and/or interment expenses, transportation, recovery/storage charges, etc., for deceased active duty members, and transportation charges for dependents of active duty members and retired service members. Certifies payment statements, forwards to Finance and Accounting for payment, and controls the payment of statements for services rendered. _____%

3. Provides assistance to local commanders involved in the search for, recovery of, and identification of remains by ensuring that all required reports and forms such as dental records, fingerprint charts, and other necessary documentation are prepared and forwarded to DA. Serves as a member of a disaster response team normally composed of, but not limited to, the fire and provost marshals and medical authorities. As required, assists the disaster reponse team in the search for and the recovery and identification of remains at the installation accident site.

Assistance may involve sketching the accident site, tagging the remains, and removing the remains to a designated area for identification processing. Ensures that identification of remains is substantiated by supporting documentation.

_____%

4. Prepares or oversees preparation of and submits all required reports, forms, and files to DA. Coordinates and furnishes input to DA regulations on the care and disposition of remains and personal effects and prepares local SOPs. Orders and maintains an adequate supply of interment flags, flag cases, forms, and other items for processing of remains and maintains accountability. Provides estimates of funds required for the program. _____%

Performs other duties as assigned.

HQDA (DAPC-CPP)
Evaluation Statement

1. References:

a. OPM PCS Contact Representative Series, GS-962, April 1971

b. OPM PCS Miscellanous Clerk and Assistant Series, GS-303, January 1979

c. OPM PCS Procurement Clerical and Assistance Series, GS-1106, June 1962

d. OPM PCS Purchasing Series, GS-1105, February 1969.

2. Series and Title Determination: The position is responsible for the care and disposition of the remains of deceased active duty military and those personnel for which the Department of the Army is responsible under the regulatory auspices of the Casualty and Memorial Affairs and Line of Duty Investigation (AR 600-8-1). Responsibilities involve providing information to the next of kin (NOK) regarding their basic entitlements involving the removal, preparation, transportation and interment of remains. Additional responsibilities involve coordination with the installation contracting personnel in the providing the specifications for the processing of remains, and in ensuring the desired mortuary services are procured and the services outlined in the contract are satisfactorily performed by the contractor. Performance of the above responsibilities requires a working knowledge of the Armed Services Specifications for Mortuary Services, a practical knowledge of procurement operations and common business practices involving the prices of goods and services, and a comprehensive knowledge of the mortuary benefits and entitlements to be provided the decedent's NOK. Due to the specialized nature of mortuary affairs work, there is no established occupational series into which the functions of the position may be adequately classified. However, several specific standards have been selected as a foundation for cross-comparison of the position's major duties. One of these standards is the Contact Representative Series, GS-962. This series includes positions that primarily involve personal contact with public for the purpose of, (1) providing information on the rights, benefits, privileges, or obligations under a body of law; (2) explaining pertinent regulations and administrative practices; (3) and assisting individuals in preparing documents and resolving delays. The GS-962 responsibilities require a high degree of skill in oral communication and a good knowledge of applicable laws, regulations, precedents and agency procedures. In comparison, the position's responsibility for initiating contact with the decedent's NOK to thoroughly explain entitlements for mortuary benefits parallels certains aspects of the

GS-962 series. Intuitive knowledge of the AR 600-8-1 and the Armed Services Specifications for Mortuary Services is required when counselling the NOK on the scope of mortuary benefits and in dealing with mortuaries regarding the solicitation and review of services provided. As the installation focal point for the mortuary affairs program, the position is expected to maintain necessary contact with local medical examiners, hospital personnel, law enforcement officials, and funeral directors to coordinate the proper and expeditious processing of the decedent's remains.

However, while these responsibilities are analogous to the GS-962 series, a classification to the series is not appropriate as positions allocated to the GS-962 series are typically found in organizations that administer programs that involve benefits (e.g., retirement pensions and benefits), privileges (e.g., naturalization and citizenship), or obligations (e.g., taxation) that affect a large segment of the public. The mortuary affairs position deals with a limited program that encompasses or affects an equally limited segment of the public.

Likewise, review of the Purchasing Series, GS-1105, and the Procurement Clerical and Assistance Series, GS-1106, finds these standards appropriate for cross-comparison of the position's responsibility for surveying local mortuary services in developing contracts and in functioning as the contracting officer representative. However, the position does not perform the full range of contract procurement or purchasing responsibilities to merit allocation to these series.

Accordingly, the purpose of the Miscellaneous Clerk and Assistant Series, GS-303, is to address one-grade interval work which is not classifiable elsewhere. Since the position is involved in performing specialized one-grade interval technician work for which no other established classification series is appropriate, and as the position requires a knowledge of the procedures and techniques involved in accomplishing the work of an organization, it is classified to the GS-303 series and provided the constructed title "Mortuary Affairs Technician" in accordance with Section III F. (Suggested Principles for the Construction of Class Titles for Positions in Series Not Covered by Published Position Classification Standards) of the General Introduction, Background, and Instructions.

3. Determination of Grade

Refer to the attached OPM Classification Appeals Office, Washington, D.C., reconsideration decision, 24 Nov 87, for evaluation of the position's mortuary benefit entitlements and counselling responsibilities.

The position's contracting operator representative (COR) and requirements survey responsibilities are cross-compared to the Procurement Clerical and Assistance Series, GS-1106, and the Purchasing Series, GS-1105.

Procurement Clerical and Assistance Series, GS-1106

This standard addresses two factors: Nature of assignment and Level of responsibility.

A. Nature of assignments.

At the GS-6 level contract administration functions address involvement in substantive matters, e.g., what to buy, where to buy, under what terms, etc. Such functions involve compiling data and information on the availability of equipment that meet procurement specifications needed by contract negotiators e.g., data on the production of goods, or on the availability of equipment that meet procurements specifications. These functions match the responsibilities of the position in conducting requirements surveys of funeral homes to determine casket requirements, preparation costs, and transportation charges based on guidance in the Armed Services Specifications for the Mortuary Services. The position is then expected to recommend a potential source(s) to the contracting personnel, assist the contractor in the inspection of the contract funeral home prior to the awarding the bid, and monitor the performance of the contract once awarded. The functions are also a match to GS-6 level criteria where contract administration duties involve the discussion and exchange of information regarding procedural and regulatory procurement matters with contacts in the organization and in private industry. Responsibilities at the GS-5 level involve monitoring the progress of deliveries or work being performed on contracts involving standard commodities or services such as office machines, groceries, clothing, limousine or taxi service. The monitoring of a requirements contract where the service provided is the preparation of human remains for interment or cremation exceeds the GS-5 level and approaches the GS-6 examples of basic service provided to the organization, e.g., printing, cleaning, mechanical repair, building maintenance, plumbing, roofing, etc. The complexity of the GS-7 level where functions involve determining whether contractors are in compliance with contracts that include such terms as the provision of Government-owned raw materials or machinery to a contractor, the involvement of progress payments, or extensive subcontracting for additional equipment does not match the position's responsibilities. Therefore, this factor is evaluated to the GS-6 level.

B. Level of responsibility.

At both the GS-5 and GS-6 levels the nature of supervision provided the position is similar, e.g., day-to-day work is

performed independently with minimal guidance provided to the position. However, the nature of work performed is more characteristic of GS-6 level assignments. The performance of requirements surveys of local mortuary services is analogous to the assembling of documentation and the preparation of drafts for a specific type of contract to purchase a particular kind of service that must adhere to government specifications. At times the GS-6 procurement assistant will review supporting documents to determine the need for a standard term or clause in the draft. This is also similar to the position's coordination with contract specialists in recommending the need for any changes or modifications to standard terms or clauses in the draft contract based on past or current requirements surveys. The GS-7 procurement assistant also performs technical work in supporting procurement agents or contract specialists. At this level, however, guidelines seldom apply directly to the duties assigned and must be adapted to each situation encountered. Also the nature of supervision is different at the GS-7 because work at this level shifts from ensuring that the procedural and regulatory aspects of transactions are correct to much larger technical considerations, e.g., providing specialists with data and recommendations on which firms have the capacity to produce complex technical commodities such as aircraft with special navigational and photographic equipment, or whether penalties should be imposed on a contractor because non-delivery of raw materials to the contractor will not permit the contractor to meet the contract schedule. The position's COR responsibility for the oversight of the contractor's performance partially meets this level of responsibility, but is not considered of a significant complexity to match the overall GS-7 criteria. Accordingly, this factor is appropriately classified to the GS-6 level.

As both factors are evaluated to the GS-6 level, the position's contract requirements and administration functions are evaluated to the GS-6 level.

Purchasing Series, GS-1105

This standard addresses two factors: Assignment characteristics and Level of responsibility.

A. Assignment characteristics

Services purchased at the GS-6 level include contracting for specialized plumbing and heating services, or for routine building repair and maintenance work. As such, these types of services involve more skilled trades, more precise specifications, and greater planning than the shipping, storage, custodial or laundry services characteristic of the GS-5 level. As the installation focal point for the care and disposition of remains, the position performs requirements surveys of local mortician services based on knowledge of the

technical specifications, casket parameters, and transportation charges outlined in the Armed Services Specifications for Mortuary Services and the AR-600-8-1. Coordination of information from the requirements survey with the contracting office is required prior to the development of the contract, the issuance of the bid, and the position's eventual inspection of the funeral home with the contract personnel to determine the bidder's capability to provide mortuary services. Such services are similar to those described at the GS-6 level involving skilled trades and more precise specifications. Contracts at the GS-6 also involve formal advertisement, negotiation, and invitation for bid which is characteristic of the basic requirements contract developed for mortuary services. At the GS-7 level services purchased are specialized and require substantial amounts of contracting done outside the local area. These services cover basic engineering or design, planning alterations, repair of roads, or short-term research projects. Purchases at GS-7 level are more complex than the GS-6 level because they frequently require adaptation of precedent contracts and development of clauses relating to specifications, testing, inspection, shipping and special handling. The position's primary requirements review responsibilities do not parallel the GS-7 level complexity and accurately place this factor at the GS-6 level.

B. Level of responsibility

Employees at the GS-6 level are authorized to independently purchase items and services assigned at this level and to make firm commitments on all but formal contracts. This criteria parallels the position's independent responsibility to assist contract personnel in the development of the formal requirements contract and also to formulate, when necessary, the informal one-time requirements contract for mortuary services. The contract specialist is responsible for the overall technical accuracy of the formal and informal contract documents. On formal contracts the GS-6 employee makes recommendations based on the responsiveness of offerings to terms and bid conditions. Occasionally,contractor offers are analyzed based more on the ability to provide the service than on price because time is usually of a paramount importance. This is normally characteristic of one-time requirements contracts.

At the GS-7 level the employee works independently and carries assignments to the point of final approval. This is similar to the GS-6 level where the agent is expected to carry purchasing assignments through to the point of award recommendation. The difference between the two levels is the scope and impact of purchasing actions which are greater at the GS-7 level. The position's purchasing and contract responsibilities do not meet the GS-7 level; therefore, this factor is evaluated to the GS-6 level.

As both factors are evaluated at the GS-6 level, the position's contract requirements responsibilities are evaluated to the GS-6 level.

4. Conclusion:

The position's COR and contract requirements duties are evaluated to the GS-6; the position's mortuary affairs functions, which constitute a majority of the position's responsibilities, are also evaluated to the GS-6 based on the OPM, Washington, D.C., reconsideration decision. The position is, therefore, evaluated and classified as a "Mortuary Affairs Technician", GS-303-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A034—

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: File Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 305

8. GRADE: 02

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Incumbent performs a combination of the following duties:

- Receives and sorts documents into like categories by alphabet, date, or other similar classification. Files/re-files materials in established file folders identified by name, social security number, numerical control number or other file designation. Inserts materials into corresponding folder and ensures proper arrangement of contents such as placement on left or right side, chronological filing by date or other established procedure. ____%

- Assists users of the filing system by retrieving file(s) from bins, shelves, drawers or similar file containers. Requests may be in person or submitted in written form. Completes charge out card or other control record with date, users name/activity, etc. Obtains any required signatures for receipt of files and releases files; files charge-out card/control card in designated area for accountability. ____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Prepares file labels for new files. Follows examples and procedures contained in regulations or office guides for placement of information onto label and to affix label onto folder. Follows instructions to move filed materials from one designated area to another based on disposition instructions. ____%

- Prepares routine reports. Extracts available information to complete work counts, usage, or other types of reports related to files. Computes sub-totals, totals or similar mathematical computations. ____%

- Receives and/or places telephone calls to verify, report, obtain or exchange information related to files. Performs routine search for record material when search is limited to a few designated or obvious places within the files or readily identified locations outside the files unit. ____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-1 - 50 points

- Knowledge of filing procedures and operations to sequence materials, match items to be filed in the corresponding folder, locate items from specific sources and refile items in an existing system. Skill to write in a legible manner in order to prepare charge-out cards and/or other control documents.

- Ability to communicate to exchange information related to files.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-2 - 125 points

Assigned work is performed independently following established procedures. Supervisor is available to resolve unusual problems. Work is reviewed for accuracy and promptness by systematic spot-check.

FACTOR 3 - GUIDELINES - Level 3-1 - 25 points

Both oral and written guidelines are specific and complete and most of them may be readily memorized. Employee works in conformance to guides, referring deviations to the supervisor. Written guides are limited to Standing Operating Procedures, the Army Functional File System.

FACTOR 4 - COMPLEXITY - Level 4-1 - 25 points

Work involves arranging and filing materials in alphabetical or numerical order. Performs related duties to include searching for missing files where actions and steps to be taken are easily discernible.

FACTOR 5 - SCOPE AND EFFECT - Level 5-1 - 25 points

The purpose of the work is to provide efficient mail service to serviced units. Performance of these functions on a timely basis facilitates the work performed in the serviced units.

FACTOR 6 - PERSONAL CONTACTS - Level 6-2 - 25 points

Contacts are with employees in the immediate unit and with personnel from serviced units.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-1 - 20 points

The purpose of contacts is to provide or obtain information related to the immediate work unit.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-2 - 20 points

The work requires prolonged periods of standing, walking, bending, stooping, reaching and pulling in filing activities. Requires constant reading and adjustment to various shades of printed materials (very light to dark) which may cause eye strain. As required, employee is responsible for moving work related materials to and from the work area not to exceed 40 pounds.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 points

The work is performed in an office, secure files area or similar setting; there is adequate heat, light and ventilation.

TOTAL POINTS: 320

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: File Clerk, GS-0305-02

FES Standard & Date: OPM FES PCS, Mail & File Ser, GS-305, TS-27, May 77 Position #: A034

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	50	FL 1-1	Numerical and/or alphabetical file system is used.
2. Supervisory Controls	125	FL 2-2 BMK-305-2-1	Incumbent works independently; follows established procedures w/ no deviations; spot check
3. Guidelines	25	FL 3-1 BMK-305-2-1	Oral instructions and available SOP which is easily memorized
4. Complexity	25	FL 4-1	Names & SSNs are contained on all documents to be filed i.e. alphabetic & numerical systems
5. Scope and Effect	25	FL 5-1 BMK-305-2-1	Work facilitates the work of others
6. Personal Contacts	25	FL 6-2	Contacts are w/ personnel in the immed and serv units
7. Purpose of Contacts	20	FL 7-1' BMK-305-2-1	Contacts are to receive or exchange infor related to daily work
8. Physical Demands	20	FL 8-2	Prolonged periods of standing & bending over file bins; eye strain to read various shades of print (i.e., light to dark)
9. Work Environment	5	FL 9-1	Secure files area or an ofc setting
SUMMARY			
TOTAL POINTS	320		Remarks: Point Range 255-450 equates to GS-2
Grade Conversion	GS-2		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A035__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Mail Clerk

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	305	03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Employee works in an administrative services office receiving, distributing, and dispatching mail and providing supply services to offices with relatively distinct functions within the organization. May perform a combination of the following duties:

Mail:

- Receives, sorts, and routes incoming mail to approximately 8-12 distribution points by organizational designation, name, subject, distribution formula, etc. Reads mail that is undesignated and determines proper routing by subject matter content.

- Reads incoming messages and corresondence to determine if suspense control is needed and prepares suspense control form, assigning due date in consideration of amount of time allowed by originator for reply or based on established procedures. Maintains suspense data for replies and follows up on over-due responses.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Screens outgoing materials to assure that they are complete (enclosures attached, dated, signed, etc.). Returns or contacts originator or appropriate office to resolve errors or discrepancies.

- Makes regular and special trips to deliver and pick up classified and unclassified mail and documents. Advises persons at pick up point on the correct procedures for preparing classified material. Operates a motor vehicle of less than 1½ ton capacity between numerous widely separate buildings.

Clerical: _____%

- Maintains office supply room (including stock of blank form/supplies and maintains specified stock level by completing necessary requisitions for replenishment stock). Requisitions new items of stock. Requisitions new items of supply or blank forms by reference to appropriate GSA, DA and local catalogs and indices.

- Maintains reference library of DA, MACOM and installation regulations and publications for use by administrative, technical and professional personnel of the organizations. Removes or inserts superseded/revised pages, makes pen and ink changes, files new regulations, remove rescinded and superseded publications and posts indices as appropriate.

- Performs operator maintenance on copying equipment and operates "telecopies" for the organization.

- May operate and perform operator maintenance on audio visual equipment for the organization such as 16mm and 35mm projectors, viewgraph projectors, etc.

- Operates interim remote terminal equipment which is linked to a computerized telecommunications system. Receives messages and reads subject-matter content to determine appropriate action officer.

- Types as necessary to complete forms, receipts, operates the key board of computerized equipment, etc. Services of a qualified typist are not required.

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-2 - 200 points

- Basic knowledge of the structure and functions of the organization and subject matter content of the materials processed in order to sort and route mail to a few distribution points (8 to 12) which are relatively distinct in functions.

- Knowledge of postal regulations and organizational administrative regulations applicable to processing of all types of mail.

- Knowledge of organizational supply and publications regulations and catalogs to enable employee to requisition new or replenishment stock of office supplies, publications, and blank forms.

- Knowledge of various types of usage of reference publications, indices thereto, and procedures for maintenance thereof.

- Skill in operating and performing limited maintenance on various types of equipment such as copying equipment, telecopier, audio-visual, and procedures for maintenance thereof.

- Skill in operating a motor vehicle. A government driver's license is required.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-2 - 125 points

Supervisor assigns work, advises on procedural changes, and is available for assistance when required. Normal work is performed independently following prescribed procedures. Work is reviewed in terms of accuracy, adequacy, and timeliness of service provided.

FACTOR 3 - GUIDELINES - Level 3-1 - 25 points

Procedures are well established. Written and oral guides provide specific instructions for processing material. A substantial portion of these instructions may be memorized and there is little interpretation necessary. When instructions do not apply, problems are referred to the supervisor.

FACTOR 4 - COMPLEXITY - Level 4-2 - 75 points

The work involves a variety of discrete types of mail processing duties. Some routing requires consideration of subject matter content. Both security classified and unclassified materials are processed. Clerical duties involved in maintenance of stock of office supplies and blank forms requires understanding of various descriptive material in catalogs.

FACTOR 5 - SCOPE AND EFFECT - Level 5-1 - 25 points

The purpose of the work is to provide prompt service in the daily flow of mail to and from operating units and to provide necessary operating supplies and blank forms as needed. The work affects the general efficiency of the serviced units.

FACTOR 6 - PERSONAL CONTACTS - Level 6-2 - 25 points

There are recurring contacts with personnel in various operating units of the organization.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-1 - 20 points

Contacts are for the purpose of obtaining and exchanging information relative to daily mail receipt and distribution as well as for obtaining and issuing office supplies and blank forms.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-2 - 20 points

Work requires long periods of walking and standing while sorting and routing mail, maintaining reference library, and in stocking and maintaining supply room and blank forms stock. Requires recurring lifting and carrying of moderately heavy packages, boxes, bags, etc.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 points

The work is performed in an office setting that is adequately lighted, heated, and ventilated.

Total Points: 520

EVALUATION STATEMENT
(Factor Evaluation System)

1. References:

a. OPM. FES PCS, Mail and File Series, GS-305, May 77.

b. OPM, PCS, General Introduction, Background and Instructions, Sec VII, Instructions for the Factor Evaluation System, TS 27, May 77.

c. OPM, PCS, Supply Clerical and Technical Series, GS-2005, Jun 68.

d. OPM, PCS, Messenger Series, GS-302, Dec 77.

2. Determination:

a. Point Rating:

EVALUATION FACTORS	POINTS ASGN	STANDARD USED (Bmk #, FL #, etc.)	COMMENTS
1. Knowledge Required by the Position	200	FL 1-2	* See Below
2. Supervisory Controls	125	Bmk 2-2	Fully Equivalent
3. Guidelines	25	Bmk 3-1	Fully Equivalent
4. Complexity	75	FL 4-2	Fully Equivalent
5. Scope and Effect	25	FL 5-1	Fully Equivalent
6. Personal Contacts	25	Bmk 3-1	Fully Equivalent
7. Purpose of Contacts	20	FL 7-1	Fully Equivalent
8. Physical Demands	20	FL 8-2	Fully Equivalent
9. Work Environment	5	FL 9-1	Fully Equivalent
SUMMARY: TOTAL POINTS	520		
SUMMARY: GRADE CONVERSION	GS-3		

* Credit for Level 2 is given in this instance since a greater knowledge is required than depicted at Level 1. Although distribution is made to only a limited number of points, basic knowledge of the functions of administrative technical and professional units is required in order to assign suspenses, distribute by subject-matter content, etc. This is a substantial match to FL 1-2.

b. The supply clerical work entailed in this position is evaluated by reference 1c above to the GS-3 level as duties are a substantial match to illustrative assignments appearing on pages 12 and 13 of that standard.

c. Duty involving making special and regular trips in a motor vehicle to pick up and deliver classified and unclassified materials is evaluated by reference 1d. This duty equates to the GS-2 level (see page 5 of reference).

3. Job Classification:

a. Justification of Series: Primary purpose of the position is, and the majority of time is spent in, receipt, distribution, and dispatch of incoming and outgoing mail for the organization and maintenance of reference library. Therefore, the GS-305 series is appropriate with a title of Mail Clerk.

b. Title, Series and Grade: Mail Clerk, GS-305-3.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A036__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Mail and File Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 305

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Employee works in an administrative services office with responsibility for establishing and maintaining office files; maintaining a reference library; and receiving, distributing, and dispatching mail for the primary organization. Interprets and applies the various administrative guides and regulations governing assigned areas. Identifies problems within assigned areas and makes recommendations for improved processes, methods, or procedures to rectify problems and increase efficiency.

Filing: ____%

- Sets up, classifies, cross-references, and maintains a variety of subject matter files arranged alphabetically, numerically, or chronologically, containing correspondence, reports, memoranda, and miscellaneous data. Both classified and unclassified material may be included, requiring a knowledge and application of security regulations. Periodically segregates, screens, selects, and assembles file material for destruction or transfer to a records depository, in accordance with established instructions, procedures, etc.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

Mail: _____%

- Receives, sorts, and routes incoming mail to approximately 150 or more distribution points by organizational designation, name, subject, etc. Reads mail that is undesignated and determines proper routing by subject matter content. Mail is scientific, technical, and administrative in nature. Maintains suspense data for replies and follows-up on over-due responses. Screens outgoing materials to assure that they are in proper format and assembled and addressed in accordance with appropriate regulations; returns or contacts originator or appropriate receiving office to resolve errors or discrepancies. Processes incoming and outgoing registered, classified, insured, and certified mail, completing and/or maintaining associated forms and receipts.

- Makes regular and special trips to deliver and pick up classified and unclassified mail and documents. Advises persons at pick-up point on the correct procedures for preparing classified material. Operates a motor vehicle of less than 1½ ton capacity between numerous widely separate buildings.

Clerical: _____%

- Maintains office supply room (including stock of blank forms) for the organization. Issues blank forms/supplies and maintains specified stock level by completing necessary requisitions for replenishment stock. Requisitions new items of supply or blank forms by reference to appropriate GSA, DA and local catalogs and indices.

- Performs operator maintenance on copying equipment and operates the telecopier for the organization. Operates and performs operator maintenance on audio-visual equipment for the organization such as 16mm and 35mm projectors, viewgraph projectors, etc. Operates computer equipment which is linked to a central computer system. Receives messages on terminals, reads subject matter content to determine appropriate action officer and routes to action officer. Types as necessary to complete forms and receipts. Services of a qualified typist are not required.

- Maintains in current status the nontechnical reference library for assigned elements of the organization (primarily publications such as regulations, manuals, etc.). Receives and posts changes to this material. Checks availability and requisitions new publications which apply to various phases of administration.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-3 - 350 points

- Knowledge of the functions performed within various offices and divisions of assigned organization sufficient to analyze incoming material by subject matter content, together with a thorough knowledge of DA correspondence and records

management procedures to enable employee to establish and maintain a variety of subject matter files, periodically screen/prepare files for retention or disposition, assign suspense dates, monitor suspense dates, and route materials requiring action.

- Knowledge of postal regulations, security regulations, and other administrative regulations applicable to processing classified and unclassified mail.

- Knowledge of organizational supply and publications regulations and catalogs to enable employee to requisition new or replenishment stock of office supplies, publications, and blank forms.

- Knowledge of various types and usage of reference publications, indices thereto, and procedures for maintenance thereof.

- Skill in operating and performing limited maintenance on various types of equipment such as copying equipment, telecopiers, audio-visual equipment, and the procedures for maintenance thereof.

- Skill in operating a motor vehicle. A government driver's licence is required.

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

Incumbent performs duties independently, using initiative in solving normal day-to-day problems. Supervisor provides guidance for unusual problems and on policy or procedural changes. Supervisor occasionally spot-checks work for accuracy of determinations.

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

There are several written procedural guides or regulations governing assigned areas, which together with standing oral instructions cover most situations. Employee must use judgment in selection and applying the proper guidance or in recommending an alternative when the need arises.

Factor 4 - Complexity - Level 4-2 - 75 points

The work involves a variety of discrete types of file and mail processing duties. Some routing requires consideration of subject matter content. Both security classified and unclassified materials are processed. Clerical duties involved in maintenance of stock of office supplies and blank forms require understanding of various descriptive material in catalogs.

Factor 5 - Scope and Effect - Level 5-1 - 25 points

The purpose of the work is to provide prompt service in the daily flow of mail to and from operating units, to provide needed files for the organization, and to provide necessary operating supplies and blank forms. The work affects the general efficiency of the serviced units.

Factor 6 - Personal Contacts - Level 6-2 - 25 points

There are recurring contacts with personnel in various operating units of the organization and with postal workers and other mail and file personnel within the command.

Factor 7 - Purpose of Contacts - Level 7-1 - 20 points

Contacts are for the purpose of obtaining and exchanging information relative to daily mail receipt and distribution as well as for obtaining and issuing office supplies and blank forms.

Factor 8 - Physical Demands - Level 8-2 - 20 points

Work requires long periods of walking and standing while sorting and routing mail, maintaining reference library, and in stocking and maintaining supply room and blank forms stock. Requires recurring lifting and carrying of moderately heavy packages, boxes, bags, etc.

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

The work is performed in an office setting that is adequately lighted, heated, and ventilated. Work is performed outside for brief periods of time to load, unload and drive 1½ ton motor vehicle.

Total Points: 770

EVALUATION STATEMENT
(Factor Evaluation System)

1. References:

a. OPM, FES PCS, Mail and File Series, GS-305, May 77.

b. OPM, PCS, Supply Clerical and Technical Series, GS-2005, Jun 68.

c. OPM, PCS, Messenger Series, GS-302, Dec 77.

2. Determination of Grade:

a. Mail and file work is evaluated through reference 1a, as follows:

EVALUATION FACTORS	POINTS ASGN	STANDARD USED (Bmk #, FL #, etc.)	COMMENTS
1. Knowledge Required by the Position	350	FL 1-3	Fully Equivalent
2. Supervisory Controls	125	FL 2-2	Fully Equivalent
3. Guidelines	125	FL 3-2	Fully Equivalent
4. Complexity	75	FL 4-2	Fully Equivalent
5. Scope and Effect	25	FL 5-1	Fully Equivalent
6. Personal Contacts	25	FL 6-2	Fully Equivalent
7. Purpose of Contacts	20	FL 7-1	Fully Equivalent
8. Physical Demands	20	FL 8-2	Fully Equivalent
9. Work Environment	5	FL 9-1	*See comment below
SUMMARY: TOTAL POINTS	770		
SUMMARY: GRADE CONVERSION	GS-4		

*9. Although some duties are not performed in an office environment - loading, unloading, and driving 1½ ton motor vehicle - they do not meet FL 9-2 in that the time spent in these duties is only 10% and do not match the degree of exposure to weather, noise, and moving equipment described for FL 9-2.

b. The supply clerical work entailed in this position is evaluated by reference 1b above to the GS-3 level as duties are a substantial match to illustrative assignments appearing on pages 12 and 13 of that standard.

c. Duty involving making special and regular trips in a motor vehicle to pick up and deliver classified and unclassified materials is evaluated by reference 1c. This duty equates to the GS-2 level (see page 5 of reference).

3. Job Classification:

a. Justification of Series: Primary purpose of the position is, and the majority of time is spent in, receipt, distribution, and dispatch of incoming and outgoing mail for the organization and maintenance of reference library. The GS-305 series cover positions of this nature. Accordingly, position is appropriately classified in the GS-305 series. Since this position contains duties related to both mail distribution and filing, it is appropriately titled Mail and File Clerk.

b. Title, Series and Grade: Mail and File Clerk, GS-305-4.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A037__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Clerk-Stenographer

6. PAY SCHEDULE: GS

7. OCC CODE: 312

8. GRADE: 4

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Stenography: ____%

Records and transcribes dictation for a variety of material (e.g., correspondence, staff studies, technical papers, manuals, memoranda, disposition forms) involving the use of nonspecialized terminology and phraseology with responsibility for correct punctuation, capitalization, spelling, grammar, format and arrangement and spacing of material. Assembles supplemental or back-up material from files for attachment to the end product.

2. Clerical: ____%

- Answers telephone and personal inquiries relative to the activities of the office when the information required can be supplied from own knowledge of office activities or can be located in office files or records. Screens telephone calls and visitors and makes appropriate referrals to other persons in the office or to other organizational segments.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Maintains office files according to established functional file system involving the classification of material into a large number of subject headings and sub-headings. Searches for and withdraws material when requested.

- Composes correspondence of a routine and nontechnical nature based upon oral instructions, brief notes, or information which is readily available in the files and records of the office. Adapts model letters in answering inquiries where judgement is required in selecting the proper letter or paragraph.

- Compiles statistical data for reports, charts, or records, extracting data from documents and posting or tabulating same to work sheets or other office records. Verifies accuracy of computations or computes quantities such as totals, subtotals, percentages, averages, and balances following standard procedures.

3. Typing: ____%

Types a variety of material from rough draft or clean copy with responsibility for format, spelling, punctuation, arrangement and spacing of material. Refers to style manuals, technical or nontechnical dictionaries.

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-3 - 350 points

- Skill of a fully qualified stenographer to take dictation of nonspecialized terminology.

- Knowledge of grammar, spelling, capitalization and punctuation to transcribe material dictated accurately.

- Knowledge of the formats, forms, clerical procedures, and usual terminology of the organizational unit or units for which the work is done.

- Skill of a fully qualified typist to operate a manual, electric or automatic typewriter.

- Knowledge of clerical procedures used in performing the work of the office.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-2 - 125 points

Works under general supervision receiving instructions initially or on unusual assignments with responsibility for carrying work through to completion without additional guidance. Work is reviewed for accuracy, and compliance with instructions and established procedures. Exercises initiative, discretion, and judgement in planning and coordinating duties.

FACTOR 3 - GUIDELINES - Level 3-2 - 125 points

Guidelines consist of Correspondence Manual, pertinent Army Regulations, Staff Procedures Guide, dictionaries, standing operating procedures and other local policies. The employee uses judgement in locating, selecting and applying the most appropriate authorized alternative among the various guidelines covering similar situations.

FACTOR 4 - COMPLEXITY - Level 4-2 - 75 points

The work consists of duties that involve related steps, processes or methods. The formats vary depending on the nature of the material. Material normally is dictated by one individual without regard to recording speed of the stenographer. Actions to be taken differ in such things as making changes in text to improve clarity, correcting grammar and eliminating colloquial, idiomatic expressions in the final form.

FACTOR 5 - SCOPE AND EFFECT - Level 5-1 - 25 points

The purpose of the work is to provide stenographic services where the incumbent performs the usual tasks required to produce materials in final form, e.g., selecting the proper format, correcting grammar, assembling documents in the proper order, checking citations and references, etc.

The services performed facilitate the work of the originators of the material.

FACTOR 6 - PERSONAL CONTACTS - Level 6-1 - 10 points

The personal contacts are employees (e.g., dictators) within the immediate organization, office, project or work unit and in related or support unit.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-1 - 20 points

Contacts are for such purposes as receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, correcting typed material, clarifying terminology, delivering completed work, and reporting equipment malfunctions.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 points

The work is sedentary. Typically the employees may sit comfortably to do work. There may be some walking, standing, bending and carrying light items such as papers and books.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 points

The work is normally performed in an office setting.

TOTAL POINTS: 740

CLERK-STENOGRAPHER
GS-312-04

EVALUATION STATEMENT

JOB NUMBER: A037__

1. References:

a. OPM PCS, Clerk Stenographer and Reporter Series, GS-312, Jan 79.

b. Typing and Stenography Grade Evaluation Guide, Jan 79.

c. General Grade Evaluation Guide for Nonsupervisory Clerical Positions, Jan 79.

2. Title and Series Determination: This position requires the performance of stenography work in combination with clerical work; therefore, it is accurately classifiable in the Clerk Stenographer and Reporter Series, GS-312. The title "Clerk-Stenographer" is appropriate for this position since the job involves the recording and transcription of material.

3. Grade Determination:

a. The stenography duties, outlined in paragraph 1 of the job description, are graded using Part II of the Typing and Stenography Grade-Evaluation Guide. (See attached FES evaluation form).

b. The clerical duties, contained in paragraph 2 of the job description, are graded using the General Grade-Evaluation Guide for Nonsupervisory Clerical Positions as follows:

Element A. Qualifications Required (degree 3).

Incumbent works under general supervision performing recurring duties independently in accordance with established procedures. During on-the-job training, detailed instructions on work to be performed, the guides to be followed, and the sequence of various steps and tasks are provided by the supervisor. Approximately several weeks to a few months of on-the-job training are needed for incumbent to reach full performance capability; therefore, this element is assigned degree 3. This position exceeds degree 2 in which only several days to a few weeks of on-the-job training are needed for the employee to become capable of full work performance. This position does not meet the requirements of degree 4 in which the work is of such difficulty, variety, or complexity that a development period of several months to a year is needed for the incumbent to reach full performance.

Element B. Nature and Volume of Available Guidelines and Instructions (degree 2).

Guidelines include Correspondence Manual, pertinent Army Regulations, Staff Procedures Guide, dictionaries, standard operating procedures, and other local policies. The guides are procedural, detailed, and specific to all aspects of the work; always available; and present no unusual problems in determining their applicability. Therefore, this element is assigned degree 2. This element exceeds degree 1 in which very few guides or instructions are needed. This element does not meet the requirements of degree 3 which involve the use of a very large number of complex guides.

Element C. Subject-Matter and Procedural Knowledges Required (degree 3).

Work involves a knowledge of the formats, forms, clerical procedures and usual terminology of the organization. A knowledge of grammar, spelling, capitalization, and punctuation is also needed to adequately perform the duties of this position. Therefore, this element is assigned degree 3. This position exceeds the requirements of degree 2 in which no subject-matter knowledge is required beyond that included in the guides and instructions. This position does not meet degree 4 in which the knowledges are more substantive in nature.

Element D. Complexity of the Clerical Assignment (degree 3).

Clerical duties such as consolidating data, arranging statistical data and materials, maintaining records, and preparing simple charts, graphs, or tables usually involve many procedural steps which may vary in nature and sequence. Therefore, this element is assigned degree 3. This position exceeds degree 2 in which assignments are repetitive and rarely vary. This position does not meet the requirements of degree 4 in which the work consists of a series of numerous procedural and substantive steps which vary in nature and sequence because of the variations in each assignment.

Element E. Use of Judgement and Discretion in Selecting a Course of Action (degree 2).

Statistical materials and documents require the use of judgement in determining form and preparation, yet selectivity is limited to the guides used on a regular basis by the incumbent. Deviations from guidelines must be authorized by the supervisor. Guidelines are easily available and involve limited discretion; therefore, this element is assigned degree 2. Subject position exceeds degree 1 in which no discretion or selectiveness of any significance is involved. This position does not reach degree 3 in which selection is among a large number of guides and instructions which are frequently not applicable.

Clerical duties are credited with three factors at degree 3 and two factors at degree 2. In accordance with the conversion table contained in the standard, a grade of GS-03 is applicable for these duties.

c. The typing duties are graded using Part I of the Typing and Stenography Grade-Evaluation Guide. (See attached FES evaluation form).

The stenographic duties of this position equate to the G-04 level. Because these duties represent the paramount duties, this position is appropriately assigned the GS-04 grade.

4. Final Classification: Clerk-Stenographer, GS-312-04.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Clerk-Stenographer, GS-312-04

FES Standard & Date: Typ & Steno GEG, Jan 79 (Part I) Position #: A037

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	200	FL 1-2	This level is appropriate for most typ work, & requires a fully qual typ w/ knowledge of norm formts, forms, & typ pols
2. Supervisory Controls	125	FL 2-2	Instns are given on priorts, general instns on limitations, deadlines and how the work is to be completed
3. Guidelines	125	FL 3-2	Established procds; uses judgment to select most appropriate guides; signft deviations referred to supervisor
4. Complexity	75	FL 4-2	Work requires related clerical tasks-work involves searching files, checking dates, etc.
5. Scope and Effect	25	FL 5-1	The purpose of the work is to perform typing svcs-facilitates the work of the unit
6. Personal Contacts	10	FL 6-1	Contacts are within the immediate work unit and in related or support units
7. Purpose of Contacts	20	FL 7-1	Contacts are to receive work asgts and instrts or given or receive work related info
8. Physical Demands	5	FL 8-1	The work is sedentary-some walking, standing, bending & carrying light items
9. Work Environment	5	FL 9-1	Normal office setting
SUMMARY			
TOTAL POINTS	590	Remarks: Evaluation of typing duties.	
Grade Conversion	GS-03		

4

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Clerk-Stenographer, GS-312-04

FES Standard & Date: Typ & Steno GEG, Jan 79 (Part II) Position #: A037

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	FL 1-3	"SEE ATTACHED"
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	740	Remarks: Evaluation of stenography duties.	
Grade Conversion	GS-04		

5

Evaluation of Stenography Duties

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION.

This level is appropriate for most stenographic work and requires the skill of a fully qualified stenographer. Knowledge of grammar, spelling, capitalization, and punctuation is needed to transcribe material accurately. Must possess knowledge of the formats, forms, clerical procedures, and general terminology of the organizational unit.

FACTOR 2 - SUPERVISORY CONTROLS.

General instruction is provided on recurring assignments with additional guidance on difficult matters. Initiative, discretion, and judgement is used in assembling supplemental material. Work is reviewed for adherence to materials dictated, correctness, and compliance with instructions and established procedures.

FACTOR 3 - GUIDELINES.

Follows established procedures; uses judgement in locating, selecting, and applying appropriate authorized alternative among various guidelines.

FACTOR 4 - COMPLEXITY.

Duties involve related steps, processes, or methods. Records and transcribes a variety of materials, e.g., correspondence, staff studies, technical papers, manuals, memoranda, disposition forms. Formats may vary. Final forms may require changes in text to improve clarity, grammar corrections, and the elimination of colloquial, idiomatic expressions.

FACTOR 5 - SCOPE AND EFFECT.

Purpose of work is to provide stenographic services to facilitate the work of the originators.

FACTOR 6 - PERSONAL CONTACTS.

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

FACTOR 7 - PURPOSE OF CONTACTS.

Contacts are to receive work assignments, instructions, or information; to report progress, problems, or equipment malfunctions; and to correct, clarify, or deliver completed work.

FACTOR 8 - PHYSICAL DEMANDS.

Work is sedentary - some walking, standing, bending, and carrying light items.

FACTOR 9 - WORK ENVIRONMENT.

Normal office setting.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A038__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Secretary (Typing)

6. PAY SCHEDULE: GS

7. OCC CODE: 318

8. GRADE: 5

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

The incumbent actively participates in the management of an organization by performing routine administrative and miscellaneous clerical work. Based upon a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office.

Clerical: ____%

- Receives calls, greets visitors, and directs to supervisor or other staff members only those contacts needing their attention or action. Takes care of routine matters, and on the basis of knowledge of the command programs and functions, project assignments, internal procedures and relationships, and current work status, refers other inquiries to appropriate personnel. Incumbent personally responds to routine and nontechnical requests for information such as status of reports, suspense date for matters requiring compliance, and similar information readily available from the files. Places both local and long distance calls for supervisor or staff members. Maintains supervisor's calendar and schedules appointments based on knowledge of supervisor's interest and commitments.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Composes correspondence on administrative support or clerical functions of the office. Composes routine correspondence on other subjects as outlined in regulations and procedures or specifically requested by supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy, and returns to originator that correspondence requiring corrections.

- Receives and reviews all incoming mail for the organization. Determines which items should be brought to the attention of the supervisor as opposed to those that should be sent directly to other appropriate staff members for action. Reviews outgoing mail for enclosures, dates, signature, complete addresses, and destinations. Maintains suspense records on all correspondence and action documents and follows-up to ensure a timely reply or action.

- Prepares in final form all types of documentation and forms incident to office management. Prepares travel requests and all associated actions and documentation. Assembles, prepares and submits office reports of staff time charges, and maintains personnel time cards.

- Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as: preparation and processing of correspondence, filing, mail procedures, preparation of travel orders/vouchers, and security procedures.

- Provides guidance and assistance on applicable procedures, instructions, and regulations to other support clerical personnel within the organization as required.

- Establishes and maintains files; revises and disposes of files in accordance with governing regulatory procedures. Maintains ready-reference files of frequently consulted regulations, policies, rosters, directives, and other material. Establishes and maintains lists and registers, by various categories, of persons or organizations frequently contacted.

Typing: _____%

- Types into final form from written material, brief instructions and/or voice recordings pertaining to military and non-military correspondence, narrative and tabulated reports, travel documents, personnel actions, etc., using manual, electric, or automated typing equipment. Utilizes knowledge of regulations and procedures in determining number of copies required and arranging material in proper format. Proofreads completed work for accuracy in spelling, grammatical construction, and punctuation, and checks to assure presence of necessary enclosures.

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-3 - 350 points

KNOWLEDGE TYPE III

Knowledge of the substantive programs of the organization as they relate to the clerical and administrative functions of the office. Knowledge of the duties, commitments, goals, and priorities of the supervisor and organizational staff members to perform assigned tasks and advise other clerical support personnel of such matters as the application of instructions and regulations and their effect on the work of the staff.

Knowledge of spelling, punctuation, capitalization, arrangement, grammar, and required formats.

Skill in operating a typewriter. A qualified typist is required.

WORK SITUATION A

The organization may be subdivided into subordinate elements responsible for specific programs or projects assigned to the organization. Internal procedures and controls are normally established for recurring actions. The supervisor usually coordinates the work of the organization through face-to-face discussions with the staff.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-3 - 275 points

Supervisor issues work assignments in terms of general instructions and desired results. The incumbent plans and carries out duties independently. The supervisor gives a spot check of completed work to ensure compliance with established policies and procedures.

FACTOR 3 - GUIDELINES - Level 3-2 - 125 points

Specific guidelines are available as needed for reference purposes. They include dictionaries, directives pertaining to administrative practices and clerical procedures, security regulations, correspondence manuals, and prescribed filing systems. Incumbent uses judgment in selecting guidelines for application to individual cases.

FACTOR 4 - COMPLEXITY - Level 4-2 - 75 points

The work consists of duties involving several related sequential steps, processes, and methods.

Decisions made by incumbent in performing the work require recognizing the differences among a few easily recognizable situations.

Differences in actions taken and responses made by incumbent depend on the source of information, type of transaction, or other factual matters.

FACTOR 5 - SCOPE AND EFFECT - Level 5-2 - 75 points

The purpose of the position is to relieve the supervisor of the routine administrative and miscellaneous clerical work. The work affects the accuracy and reliability of further processes.

FACTOR 6 - PERSONAL CONTACTS - Level 6-2 - 25 points

Personal contacts include visitors from other offices within the command, organizations from outside the command, and industry.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-2 - 50 points

The incumbent plans and coordinates the work of the office. This includes contacts for purposes such as clarifying or exchanging information, scheduling and arranging meetings, and providing organization personnel with help on applicable procedures.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 points

The work places no special physical demands 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 setting.

TOTAL POINTS: 985 = GS-5

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Secretary (Typing), GS-318-5

FES Standard & Date: OPM PCS, Secretary, GS-318, Jan 79 Position #: A038

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	BMK 5-1 FL 1-3	Knowledge Type III Work Situation A
2. Supervisory Controls	275	BMK 5-1 FL 2-3	Supv defines priorts & deadlines. Incbnt plans & carries out duties in accdnce with established policies.
3. Guidelines	125	BMK 5-1 FL 3-2	Contained in various procdrs & operating mnls which require interpretation. Deviations referred to supv.
4. Complexity	75	BMK 5-1 FL 4-2	Dtrmines what needs to be done initiates action within established procedures.
5. Scope and Effect	75	BMK 5-1 FL 5-2	Work affects the accuracy, reliability or acceptability of further services.
6. Personal Contacts	25	BMK 5-1 FL 6-2	Subject matter specialists in the agency and other offices.
7. Purpose of Contacts	50	BMK 5-1 FL 7-2	To plan and coordinate work efforts, clarify and exchange information.
8. Physical Demands	5	BMK 5-1 FL 8-1	No unusual physical requirements.
9. Work Environment	5	BMK 5-1 FL 9-1	Office setting
SUMMARY			
TOTAL POINTS	985		
Grade Conversion	GS-5		

Remarks: As per the Grade Conversion Table on pg 9 of cited standard, 985 points equate to a GS-5. Knowledge Type III, Work Situation A, the incumbent utilizes a substantive knowledge of the organization and

(Cont.)

carries out administrative and clerical tasks for the supervisor and staff members. A position functioning in this manner is thereby properly classified by the GS-318 series. The typing duties correspond to the GS-03 level and are not the grade controlling duties.

Classification: Secretary (Typing), GS-318-5

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Secretary (Typing)

FES Standard & Date: Typ & Steno GEG, Jan 79 (Part I) Position #: A038

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	200	FL 1-2	This level is appropriate for most typ work, & requires a fully qual typ w/ knowledge of norm formts, forms, & typ pols
2. Supervisory Controls	125	FL 2-2	Instns are given on priorts, general instns on limitations, deadlines and how the work is to be completed
3. Guidelines	125	FL 3-2	Established procds; uses judgment to select most appropriate guides; signft deviations referred to supervisor
4. Complexity	75	FL 4-2	Work requires related clerical tasks-work involves searching files, checking dates, etc.
5. Scope and Effect	25	FL 5-1	The purpose of the work is to perform typing svcs-facilitates the work of the unit
6. Personal Contacts	10	FL 6-1	Contacts are within the immediate work unit and in related or support units
7. Purpose of Contacts	20	FL 7-1	Contacts are to receive work asgts and instrts or given or receive work related info
8. Physical Demands	5	FL 8-1	The work is sedentary-some walking, standing, bending & carrying light items
9. Work Environment	5	FL 9-1	Normal office setting
SUMMARY			
TOTAL POINTS	590	Remarks: Evaluation of typing duties.	
Grade Conversion	GS-03		

3

Evaluation of Stenography Duties

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION.

This level is appropriate for most stenographic work and requires the skill of a fully qualified stenographer. Knowledge of grammar, spelling, capitalization, and punctuation is needed to transcribe material accurately. Must possess knowledge of the formats, forms, clerical procedures, and general terminology of the organizational unit.

FACTOR 2 - SUPERVISORY CONTROLS.

General instruction is provided on recurring assignments with additional guidance on difficult matters. Initiative, discretion, and judgement is used in assembling supplemental material. Work is reviewed for adherence to materials dictated, correctness, and compliance with instructions and established procedures.

FACTOR 3 - GUIDELINES.

Follows established procedures; uses judgement in locating, selecting, and applying appropriate authorized alternative among various guidelines.

FACTOR 4 - COMPLEXITY.

Duties involve related steps, processes, or methods. Records and transcribes a variety of materials, e.g., correspondence, staff studies, technical papers, manuals, memoranda, disposition forms. Formats may vary. Final forms may require changes in text to improve clarity, grammar corrections, and the elimination of colloquial, idiomatic expressions.

FACTOR 5 - SCOPE AND EFFECT.

Purpose of work is to provide stenographic services to facilitate the work of the originators.

FACTOR 6 - PERSONAL CONTACTS.

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

FACTOR 7 - PURPOSE OF CONTACTS.

Contacts are to receive work assignments, instructions, or information; to report progress, problems, or equipment malfunctions; and to correct, clarify, or deliver completed work.

FACTOR 8 - PHYSICAL DEMANDS.

Work is sedentary - some walking, standing, bending, and carrying light items.

FACTOR 9 - WORK ENVIRONMENT.

Normal office setting.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A039__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Secretary (Stenography)

6. PAY SCHEDULE: GS

7. OCC CODE: 318

8. GRADE: 5

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

The incumbent actively participates in the management of an organization by performing routine administrative and miscellaneous clerical work. Based upon a good working knowledge of the office and the programs under the supervisor's control, the incumbent resolves problems associated with the administrative and clerical work of the office. Performs a combination of the following duties:

Clerical: ____%

- Receives calls, greets visitors, and directs to supervisor or other staff members only those contacts needing their attention or action. Takes care of routine matters, and on the basis of knowledge of the command programs and function, project assignments, internal procedures and relationships, and current work status, refers other inquiries to appropriate personnel. Incumbent personally responds to routine and nontechnical requests for information such as status of reports, suspense date for matters requiring compliance, and similar information readily available from the files. Places both local and long distance calls for supervisor or staff members. Maintains supervisor's calendar and schedules appointments based on knowledge of supervisor's interest and commitments.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Composes correspondence on administrative support or clerical functions of the office. Composes routine correspondence on other subjects as outlined in regulations and procedures or specifically requested by supervisor. Reviews outgoing correspondence for procedural and grammatical accuracy, and returns to originator that correspondence requiring corrections.

- Receives and reviews all incoming mail for the organization. Determines which items should be brought to the attention of the supervisor as opposed to those that should be sent directly to other appropriate staff members for action. Reviews outgoing mail for enclosures, dates, signature, complete addresses, and destinations. Maintains suspense records on all correspondence and action documents and follows-up to ensure a timely reply or action.

- Takes and transcribes dictation on a regular basis for a variety of purposes including letters, endorsements, memoranda, reports, policies and procedures, etc., which involves vocabulary peculiar to the functions of the office. Material is normally dictated without regard to the recording speed of the incumbent with limited freedom for interruption. Is responsible for selection of proper format, correct paragraphing, spelling, punctuation, grammar, capitalization, arrangement and spacing of typed materiel, etc. Stenographic notes are usually typed in final form without intermediate rough draft, and presented with all related supplemental material completely assembled.

- Prepares in final form all types of documentation and forms incident to office management. Prepares travel requests and all associated actions and documentation. Assembles, prepares and submits office reports to staff time charges, and maintains personnel time cards.

- Reads directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures for such matters as: preparation and processing of correspondence, filing, mail procedures, preparation of travel orders/vouchers, and security procedures.

- Provides guidance and assistance on applicable procedures, instructions, and regulations to other support clerical personnel within the organization as required.

- Establishes and maintains files; revises and disposes of files in accordance with governing regulatory procedures. Maintains ready-reference files of frequently consulted regulations, policies, rosters, directives, and other material. Establishes and maintains lists and registers, by various categories, of persons or organizations frequently contacted.

Typing: ____%

- Types into final form from written material, brief instructions and/or voice recordings pertaining to military and non-military correspondence, narrative and tabulated reports, travel documents, personnel actions, etc., using manual, electric, or automated typing equipment. Utilizes knowledge of regulations and procedures in determining number of copies required and arranging material in proper format. Proofreads completed work for accuracy in spelling, grammatical construction, and punctuation, and checks to assure presence of necessary enclosures.

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-3 - 350 points

KNOWLEDGE TYPE III

Knowledge of the substantive programs of the organization as they relate to the clerical and administrative functions of the office. Knowledge of the duties, commitments, goals, and priorities of the supervisor and organizational staff members to perform assigned tasks and advise other clerical support personnel of such matters as the application of instructions and regulations and their effect on the work of the staff.

Knowledge of spelling, punctuation, capitalization, arrangement, grammar, and required formats.

Skill in taking and transcribing dictation is required at 80 wpm. A qualified stenographer is required. Skill in operating a typewriter. A qualified typist is required.

WORK SITUATION A

The organization may be subdivided into subordinate elements responsible for specific programs or projects assigned to the organization. Internal procedures and controls are normally established for recurring actions. The supervisor usually coordinates the work of the organization through face-to-face discussions with the staff.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-3 - 275 points

Supervisor issues work assignments in terms of general instructions and desired results. The incumbent plans and carries out duties independently. The supervisor gives a spot check of completed work to ensure compliance with established policies and procedures.

FACTOR 3 - GUIDELINES - Level 3-2 - 125 points

Specific guidelines are available as needed for reference purposes. They include dictionaries, directives pertaining to administrative practices and clerical procedures, security regulations, correspondence manuals, and prescribed filing systems. Incumbent uses judgement in selecting guidelines for application to individual cases.

FACTOR 4 - COMPLEXITY - Level 4-2 - 75 points

The work consists of duties involving several related sequential steps, processes, and methods.

Decisions made by incumbent in performing the work require recognizing the differences among a few easily recognizable situations.

Differences in actions taken and responses made by incumbent depend on the source of information, type of transaction, or other factual matters.

FACTOR 5 - SCOPE AND EFFECT - Level 5-2 - 75 points

The purpose of the position is to relieve the supervisor of the routine administrative and miscellaneous clerical work. The work affects the accuracy and reliability of further processes.

FACTOR 6 - PERSONAL CONTACTS - Level 6-2 - 25 points

Personal contacts include visitors from other offices within the command, organizations from outside the command, and industry.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-2 - 50 points

The incumbent plans and coordinates the work of the office. This includes contacts for purposes such as clarifying or exchanging information, scheduling and arranging meetings, and providing organization personnel with help on applicable procedures.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 points

The work places no special physical demands 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 setting. The work area is typically well lighted, heated, and ventilated.

TOTAL POINTS 985: GS-5

4

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Secretary (Stenography), GS-318-5

FES Standard & Date: OPM PCS, Secretary, GS-318, Jan 79 Position #: A039

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	BMK 5-1 FL 1-3	Knowledge Type III Work Situation A.
2. Supervisory Controls	275	BMK 5-1 FL 2-3	Supv defines priorities & dead lines. Incumbent plans & carries out duties in accordance with established policies.
3. Guidelines	125	BMK 5-1 FL 3-2	Contained in various procdrs & operating manuals which require interpretation. Deviations referred to supv.
4. Complexity	75	BMK 5-1 FL 4-2	Determines what needs to be done; initiates action within established procedures.
5. Scope and Effect	75	BMK 5-1 FL 5-2	Work affects the accuracy, reliability or acceptability of further services.
6. Personal Contacts	25	BMK 5-1 FL 6-2	Subject matter specialists in the agency and other offices.
7. Purpose of Contacts	50	BMK 5-1 FL 7-2	To plan coordinate work efforts, clarify and exchange information.
8. Physical Demands	5	BMK 5-1 FL 8-1	No unusual physical requirements
9. Work Environment	5	BMK 5-1 FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	985		
Grade Conversion	GS-5		

Remarks: As per the Grade Conversion Table on pg 9 of cited std, 985 points equate to a GS-5. Knowledge Type III, Work Situation A, the incumbent carries out administrative and clerical tasks for the supervisor and staff (Cont)

members. A position functioning in this manner is thereby properly classified by the GS-318 series. The typing duties equate to the GS-3 level and the stenographic duties do not exceed the GS-4 level which is required at a rate of speed of 80wpm.

Classification: Secretary (Stenography), GS-318-5

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Clerk-Stenographer, GS-312-04

FES Standard & Date: Typ & Steno GEG, Jan 79 (Part I) Position #: A039

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	200	FL 1-2	This level is appropriate for most typ work, & requires a fully qual typ w/ knowledge of norm formts, forms, & typ pols
2. Supervisory Controls	125	FL 2-2	Instns are given on priorts, general instns on limitations, deadlines and how the work is to be completed
3. Guidelines	125	FL 3-2	Established procds; uses judgment to select most appropriate guides; signft deviations referred to supervisor
4. Complexity	75	FL 4-2	Work requires related clerical tasks-work involves searching files, checking dates, etc.
5. Scope and Effect	25	FL 5-1	The purpose of the work is to perform typing svcs-facilitates the work of the unit
6. Personal Contacts	10	FL 6-1	Contacts are within the immediate work unit and in related or support units
7. Purpose of Contacts	20	FL 7-1	Contacts are to receive work asgts and instrts or given or receive work related info
8. Physical Demands	5	FL 8-1	The work is sedentary-some walking, standing, bending & carrying light items
9. Work Environment	5	FL 9-1	Normal office setting
SUMMARY			
TOTAL POINTS	590	Remarks: Evaluation of typing duties.	
Grade Conversion	GS-03		

3

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Clerk-Stenographer, GS-312-04

FES Standard & Date: Typ & Steno GEG, Jan 79 (Part II) Position #: A039

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	FL 1-3	"SEE ATTACHED"
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	740	Remarks: Evaluation of stenography duties.	
Grade Conversion	GS-04		

4

Evaluation of Stenography Duties

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION.

This level is appropriate for most stenographic work and requires the skill of a fully qualified stenographer. Knowledge of grammar, spelling, capitalization, and punctuation is needed to transcribe material accurately. Must possess knowledge of the formats, forms, clerical procedures, and general terminology of the organizational unit.

FACTOR 2 - SUPERVISORY CONTROLS.

General instruction is provided on recurring assignments with additional guidance on difficult matters. Initiative, discretion, and judgement is used in assembling supplemental material. Work is reviewed for adherence to materials dictated, correctness, and compliance with instructions and established procedures.

FACTOR 3 - GUIDELINES.

Follows established procedures; uses judgement in locating, selecting, and applying appropriate authorized alternative among various guidelines.

FACTOR 4 - COMPLEXITY.

Duties involve related steps, processes, or methods. Records and transcribes a variety of materials, e.g., correspondence, staff studies, technical papers, manuals, memoranda, disposition forms. Formats may vary. Final forms may require changes in text to improve clarity, grammar corrections, and the elimination of colloquial, idiomatic expressions.

FACTOR 5 - SCOPE AND EFFECT.

Purpose of work is to provide stenographic services to facilitate the work of the originators.

FACTOR 6 - PERSONAL CONTACTS.

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

FACTOR 7 - PURPOSE OF CONTACTS.

Contacts are to receive work assignments, instructions, or information; to report progress, problems, or equipment malfunctions; and to correct, clarify, or deliver completed work.

FACTOR 8 - PHYSICAL DEMANDS.

Work is sedentary - some walking, standing, bending, and carrying light items.

FACTOR 9 - WORK ENVIRONMENT.

Normal office setting.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A123__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Clerk-Typist

6. PAY SCHEDULE: GS

7. OCC CODE: 322

8. GRADE: 2

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Performs typing and general clerical duties.

1. Types a variety of material such as letters, reports, memoranda, tabulated data and forms involving terminology common to the organization served using manual, electric and automatic typewriters. Insures grammar, spelling and punctuation are correct and that material is typed in proper format. Refers to dictionaries, style manuals and established typing/correspondence polices of the organization served. Prepares documents in draft for originator review and revision. Incorporates changes in final product.

2. Provides clerical support to the orgainzation served. Receives and refers callers and visitors. Files documents in subject-matter, alphabetical and chronological files according to the office file plan. Posts regulations. Opens, distributes and controls mail in accordance with established prodedures. Assembles correspondence.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - FL 1-2 200 pts.

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-- Skill in operating a manual, electric or automatic typewriter. A qualified typist is required.

-- Knowledge of grammar, spelling, punctuation in order to accurately and properly prepare documents.

-- Knowledge of established office practices for filing, distributing mail and referring callers.

Factor 2 - Supervisory Controls - FL 2-1 25 pts.

The supervisor provides detailed written and oral instructions for work accomplishment. The employee performs duties as instructed and refers all matters not specifically covered by instructions to the supervisor for guidance. Typing is usually prepared and reviewed in draft and again in final to insure revisions are properly incorporated.

Factor 3 - Guidelines - FL - 3-1 25 pts.

Guidelines consist of established office procedures and instructions as well as standard references such as dictionaries and equipment operating manuals. Duties are fully and specifically covered by the guidelines. There is little or no choice required in applying the guides.

Factor 4 - Complexity FL 4-1 25 pts.

Typing and clerical tasks are clear-cut and routine. Actions to be taken are obvious from the work assigned and instructions provided.

Factor 5 - Scope and Effect FL 5-1-25 pts.

Typing and general clerical duties facilitate the work of the organization served.

Factor 6 - Personal Contacts FL 6-1 10 pts.

Contacts are with employees in the immediate work unit and in related units.

Factors 7 - Purpose of Contacts FL 7-1 20 pts.

Contacts are for the purpose of receiving assignments and instructions and providing information.

Factor 8 - Physical Demands FL 8-1 5 pts.

The work is sedentary. However, there may be some walking, standing, bending and carrying light items such as papers and books.

Factor 9 - Work Enviorment FL 9-1 5 pts.

The work is performed in an office setting. The work area is typically well lighted, heated and ventilated.

Total Points: 340
GS-2 (225-450)

Evaluation Statement

1. References:
   a. OPM PCS Clerk-Typist, GS-322, Jan 79.
   b. OPM Typing and Stenography Grade Evaluation Guide, Jan 79.
   c. OPM Grade Evaluation Guide for Nonsupervisory Clerical Work, Jan 79

2. Series and Title Determination: The purpose of this position is to perform typing and general clerical support work. The skill of a fully qualified typist is the paramount requirement of the position. The clerical support work is general in nature and does not require any specialized experience or training. This position is therefore properly classified to the GS-322 Clerk-Typist series and titled "Clerk-Typist."

3. Grade Level Determination:
   a. Typing duties are evaluated by reference to the Typing and Stenography Grade Evaluation Guide as summarized on the attached.

   b. Clerical duties are evaluated by reference to the General Grade Evaluation Guide for Nonsupervisory Clerical Work.

Element A - Qualifications required: Clerical work primarily includes mail distribution, filing and receptionist duties each of which is covered by separate guides. A developmental period of several days to a few weeks is generally required before the employee is fully oriented to the work.
Degree 2

Element B - Nature and volume of available guidelines and instructions: Numerous guides pertaining to the filing of documents in various types of files, posting regulations, distributing and controlling mail, and referring callers are detailed and specific and present no unusual problems in determining applicability. Degree 2

Element C - Subject matter and procedural knowledges required: No specific subject-matter knowledge is required other than understanding the terminology of the organization in order to file documents and control mail. Guides and instructions cover procedures for the work.
Degree 2

Element D - Complexity of the clerical assignment: The work involves several repetitive clerical steps controlled by guides and instructions.
Degree 2

Element E - Use of judgement and descretion in selecting a course of action: Various clerical duties are independent of each other and fully covered by specific guides. There is no discretion of any significance involved in deciding what to do or how to do it. Degree 1

Summary: Four elements at Degree 2 and one element at degree 1 converts to a tentative grade of GS-2. Supervisory control is normal for this type of work. Therefore, the proper grade for the clerical work is GS-2.

Based on evaluation by references b and c, this position is properly classified at the GS-2 level.

4. Classification: Clerk-Typist, GS-322-2

POSITION EVALUATION STATEMENT

1. TITLE	2. SERIES
Clerk-Typist	GS-322

3. ORGANIZATION	4. POSITION NUMBER	5. GRADE
	A123	

6. CITATION

OPM PCS GS-322 Clerk-Typist, Jan 79; OPM T&SGEG, Jan 79

EVALUATION FACTORS	Points Assigned	Standards Used	Comments
Knowledge required by the position	200	FL 1-2	Fully qualified typist required. Knowledge of grammar, spelling formats and typing policies.
Supervisory controls	25	FL 2-1	Detailed instructions provided. Work reviewed both in draft and final.
Guidelines	25	FL 3-1	Specific, detailed guides cover all tasks. Little or no choice required.
Complexity	25	FL 4-1	Clear cut, routine tasks. Little choice in deciding what must be done.
Scope and effect	25	FL 5-1	
Personal contacts	10	FL 6-1	
Purpose of contacts	20	FL 7-1	
Physical demands	5	FL 8-1	
Work environment	5	FL 9-1	

SUMMARY

TOTAL POINTS =	340	GRADE CONVERSION =	GS -2

7. REMARKS

8. POSITION CLASSIFICATION SPECIALIST	9. DATE

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A004__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Clerk-Typist

6. PAY SCHEDULE: GS

7. OCC CODE: 322

8. GRADE: 03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Incumbent provides typing and clerical support to the organization assigned.

1. Operates a manual or electric typewriter or word processor, to prepare a variety of narrative and tabular material (e.g., correspondence, reports, technical papers, charts, statistical tables, manuals, travel orders, messages and other documents) involving the common terminology of the unit for which the work is done and requiring accuracy in spelling, grammar, and syllabication. Work is either performed in draft or final form. Refers to technical dictionaries, textbooks, research reports, or similar material as reference tools to facilitate assignments. Assures the propriety of formats, spacings, arrangements, and preparation of typed material in final form as prescribed by style manuals. Uses judgment regarding form and arrangement of statistical or tabular material involving numerous headings and subheadings. ____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

2. Selects, rearranges, and consolidates data from a number of source documents based on instructions. Maintains a variety of office files. Receives visitors and telephone calls and refers them to proper person or furnishes information requested. Routes, controls, and distributes mail and other office communications in accordance with established procedures and knowledge of the organization and assigned personnel.

_____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position -- Level 1-2 -- 200 points.

- Skill in operating a manual or electric typewriter or word processor. A qualified typist is required.

- Knowledge of grammar, spelling, capitalization, and punctuation needed to accurately type a variety of material from written sources or voice recordings.

- Knowledge of coding to enter, store, and retrieve material and formats.

- Knowledge of formats, forms, typing policies, and common terminology of the program for which the work is to be performed.

- Knowledge of office filing system and agency filing procedures.

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

- Works under general supervision, performing recurring duties in accordance with established procedures. Receives instructions on new or revised procedures or new assignments. The supervisor is available for advice and assistance on difficult problems encountered.

- Work is reviewed for adequacy of overall product, accuracy, and conformance with instructions and procedures. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the position description.

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

- Guidelines consist of specific office instructions, directives, notices, publications, manuals, or technical dictionaries. The employee uses judgment in locating, selecting, and applying the most appropriate authorized alternative among the various guidelines.

- Situations involving significant deviation from established guidelines or the absence of adequate guidelines are referred to the supervisor.

Factor 4 - Complexity -- Level 4-2 -- 75 points.

- The work requires related clerical tasks that precede or follow other duties, such as searching files for additional information and checking dates. The employee must recognize the propriety of correspondence formats, the need for certain routing arrangements, and comparable established requirements. Correction of spelling and grammar in typed material is required along with being familiar with the style and requirements of each originator.

Factor 5 - Scope and Effect -- Level 5-1 -- 25 points.

- The primary purpose of the work is to perform typing services where the employee performs the usual tasks required to produce the items in final form (e.g., selecting the proper format, spacing and arranging the material, checking references and clearances, correcting misspellings).

- The services performed facilitate the work of the originators of the material.

Factor 6 - Personal Contacts -- Level 6-1 -- 10 points.

- The personal contacts are with employees (e.g., originators) within the immediate work unit and in related or support units outside the immediate organization.

Factor 7 - Purpose of Contacts -- Level 7-1 -- 20 points.

- Contacts are for such purposes as receiving assignments, getting instructions, receiving or giving information, reporting progress or problems, and correcting typed material.

Factor 8 - Physical Demand -- Level 8-1 -- 5 points.

- The work is sedentary. However, there may be some walking, standing, bending, and carrying light items, such as papers and books.

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

- The work is normally performed in an office setting. The work area is typically well lighted, heated, and ventilated.

590 points equate to GS-03.

EVALUATION STATEMENT

1. References.

a. OPM Position Classification Standards, GS-322, Clerk-Typist Series, Jan 79.

b. OPM General Grade Evaluation Guide for Nonsupervisory Clerical Positions, Jan 79.

c. OPM Typing and Stenography Grade Evaluation Guide, Jan 79.

2. Title and series determination. The position consists primarily of typing and clerical duties in support of organization staff. The incumbent is a qualified typist requiring the operation of a manual or electric typewriter or word processor. The clerical work performed does not require any specialized experience or training which would constitute the paramount qualification requirement for the position. The duties of the position match the series definition for the Clerk-Typist Series, GS-322. The appropriate title according to the standard is Clerk-Typist.

3. Grade determination. The clerical duties of the position are evaluated in accordance with reference 1b. Reference 1c. was used to determine the grade level of the typing duties of the position. Summary evaluation statements are attached.

The clerical duties are evaluated at the GS-02 grade level and the typing duties at the GS-03 level. Therefore, the appropriate grade level for the position is GS-03.

4. Classification. Clerk-Typist, GS-322-03.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards - General Grade Evaluation Guide for Nonsupervisory Clerical Positions, Jan 79.

ELEMENT A - Qualifications Required - Degree 2

Training involves detailed instructions and requires several days to a few weeks before the employee is capable of full performance.

ELEMENT B - Nature and Volume of Available Guidelines and Instructions - Degree 2

Numerous procedural guides consisting of style manuals, technical dictionaries, textbooks, reports, and documentation which requires no unusual problems.

ELEMENT C - Subject-Matter and Procedural Knowledges Required - Degree 2

Knowledge of clerical procedures and subject matter knowledge of terminology and work of the organization.

ELEMENT D - Complexity of the Clerical Assignment - Degree 2

Assignments require several clerical steps usually repetitive with procedures varying with each assignment. Clear and applicable instructions are provided for each assignment that varies from the normal.

ELEMENT E - Use of Judgment & Discretion in Selecting a Course of Action - Degree 2

Discretion and selectivity is limited to choosing the appropriate procedural guide for each assignment.

# ELEMENTS	# DEGREES	Tentative Grade Based on Summary of Elements:
A	2	As per Tentative Grade Conversion Table on page 15 of cited standard, all 5 elements at degree 2 equate to GS-02.
B	2	
C	2	
D	2	
E	2	

Influence of Supervisory Controls: - Normal - Supervisor available for difficult problems; work checked for adequacy; supervisor is authoritative source of information.

2. Classification. GS-322-02.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Clerk-Typist, GS-322-03

FES Standard and Date: OPM Position Classification Standards Typ and Steno Grade Evaluation Guide Jan 79 Position #: _____

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	200	FL 1-2	Knowledge of formats, grammar terminology used in orgn to type from written material or voice recordings.
2. Supervisory Controls	125	FL 2-2	General supervision: receives instructions on new work. Work is spot checked.
3. Guidelines	125	FL 3-2	Procedures are established. Specific guidelines are available but require interpretation and adaptation.
4. Complexity	75	FL 4-2	Incumbent determines sequence of work and is responsible for accuracy.
5. Scope and Effect	25	FL 5-1	Types material in final form. Work affects the work of the office.
6. Personal Contacts	10	FL 6-2	Personal contacts are with people (work originators) within the organizational and outside units.
7. Purpose of Contacts	20	FL 7-1	Contacts are for receiving assignments or exchanging information.
8. Physical Demands	5	FL 8-1	Work is sedentary.
9. Work Environment	5	FL 9-1	Work is performed in an office setting.
SUMMARY			
TOTAL POINTS	590		
Grade Conversion	GS-03		

Remarks: As per Grade Conversion Table on Page 7 of reference 1c, 590 points equates to a GS-3. Knowledges required do not exceed factor level 1-2, since typing work that requires considerable training & experience in particular keyboard procedures or

Remarks (continued)

training and experience in particular keyboard procedures or in the case of typing from voice recordings, continual use of specialized terminology is not required. Specialized terminology includes: 1) Chemical compound descriptions; 2) scientific conference reports on energy research and development in the nuclear power field; 3) verbatim transcripts of court martials covering subject matter in diverse technical fields, chemical analysis, aerospace equipment, and medical or legal terminology. Material regarding administrative matters which include technical terms in the field of medicine, law, science, and engineering, are examples of nonspecialized terminology.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A128

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Clerk-Typist

6. PAY SCHEDULE: GS

7. OCC CODE: 322

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

Operates specialized automated typing or word processing equipment to type documents in camera ready form for publication.

-- Receives and reviews a wide variety of rough copy drafts of material to be published as pamphlets, regulations, technical manuals, brochures and newsletters. Determines extent of layout required in terms of format, spacing, headings, subheadings, type style, illustration space etc. Obtains clarification from originator as required. _____%

-- Types copy into specialized automated equipment utilizing the full range of copy preparation keys, codes, proofing symbols, functions and applications to produce a camera ready product. Corrects grammar, spelling and punctuation as needed. _____%

-- Performs operator care of equipment. Maintains logs and records of work requests. _____%

Performs other duties as assigned.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

Factor 1 - Knowledge Required by the Position FL 1-3 350 Points

-- Knowledge of specialized coding and proofing symbols and publications formatting procedures to type a variety of material such as pamphlets, regulations, technical manuals and brochures in camera ready form for publication.

-- Knowledge of the full range of copy preparation rules, procedures, keyboard commands, photocomposition coding systems, and editorial marking symbols in order to operate special equipment features.

-- Skill of a fully qualified typist.

Factor 2 - Supervisory Controls - FL 2-2 125 Points

The supervisor provides instructions on priorities concerning categories of assignments along with general instructions on limitations, deadlines, and how the work is to be completed. The employee works independently in carrying out the usual run of assignments. Further instructions are provided when unusual assignments present problems, call for deviations from established procedures or otherwise require specific instructions. Completed work is usually spot checked for compliance with procedures of the office, appearance, completeness, and typographical accuracy. When the work is unusual, it is also spot checked for adherence to specific instructions provided.

Factor 3 - Guidelines - FL 3-2 125 Points

Guidelines for formatting and marking copy and equipment operation are available. The employee uses judgement in locating, selecting and applying the best alternative among those provided in guides. Situations requiring significant deviation from established guides are referred to the supervisor.

Factor 4 - Complexity - FL 4-2 75 Points

The work involves several related steps including editing, coding, typing and proofing copy. The employee must recognize the format requirements of each document and enter the proper codes and functions to produce a camera ready product.

Factor 5 - Scope and Effect FL 5-1 25 Points

The purpose of the work is to prepare documents in camera ready form for publication. Services performed facilitate the work of the originators of the material.

Factor 6 - Personal Contacts - FL 6-1 10 Points

Regular contacts are with originators and employees within the immediate work unit and in related support units.

Factor 7 - Purpose of Contacts - FL 7-1 20 Points

Contacts are for such purposes as receiving or giving information, reporting progress or problems, correcting typing material, clarifying terminology, and delivering completed work.

Factor 8 - Physical Demands - FL 8-1 5 Points

The work is sedentary. Typically the employee may sit comfortably to do the work. There may be some walking, standing, bending, and carrying light items, such as papers and books.

Factor 9 - Work Environment - FL 9-1 5 Points

The work is normally performed in an office setting which is adequately lighted, heated and ventilated. No special safety precautions are required.

TOTAL POINTS: 740

POSITION EVALUATION STATEMENT

1. TITLE	2. SERIES
Clerk-Typist	GS-322

3. ORGANIZATION	4. POSITION NUMBER	5. GRADE
		GS-4

6. CITATION

OPM, GS-322, Jan 79; OPMT & SGEG, Jan 79

EVALUATION FACTORS	Points Assigned	Standards Used	Comments
Knowledge required by the position	350	FL 1-3	Utilizes specialized equipment to produce documents in camera ready form for publication.
Supervisory controls	125	FL 2-2	
Guidelines	125	FL 3-2	
Complexity	75	FL 4-2	
Scope and effect	25	FL 5-1	
Personal contacts	10	FL 6-1	
Purpose of contacts	20	FL 7-1	
Physical demands	5	FL 8-1	
Work environment	5	FL 9-1	

SUMMARY

TOTAL POINTS =	740	GRADE CONVERSION =	GS 4

7. REMARKS

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A129

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Clerk-Typist

6. PAY SCHEDULE: GS

7. OCC CODE: 322

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Types documents involving specialized medical and/or scientific terminology from voice recordings.

-- Types a variety of documents such as technical reports, analyses and memos from voice recordings. Documents regularly involve specialized medical and/or scientific terminology requiring the typist to recognize root words, suffixes, prefixes and the intended meaning of the terms from their context in order to prepare an accurate typed document. Formats documents as required by standing procedures insuring that paragraphs, headings, punctuation, grammar, and spelling are accurate and convey the meaning provided in the voice recording. Refers to a variety of specialized and standard dictionaries and writing guides as necessary. _____%

-- Operates an automatic typewriter or word processing machine capable of storage, retrieval and formatting. Maintains logs, records and files of documents using machine capability. Performs operator care of equipment. _____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

-- Assembles and annotates documents for action or file insuring enclosures are properly labeled. Routes documents to appropriate offices. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position FL 1-3 - 350 Points

-- Knowledge of the specialized scientific or medical terminology of the organization served including the basic meaning of root words, suffixes and prefixes and ability to distinguish homophones and near homophones in order to accurately type a variety of material from voice recordings.

-- Skill of a qualified typist in order to operate automatic typewriting or word processing equipment.

-- Knowledge of spelling, grammar, punctuation, capitalization and the variety of formats used by the organization served.

Factor 2 - Supervisory Controls - FL 2-2 - 125 Points

Instructions on priorities concerning categories of assignments are provided along with general instructions on limitations, deadlines, and how the work is to be completed. The employee works independently in carrying out the usual run of assignments. Further instructions are provided when unusual assignments present problems, call for deviations from established procedures or otherwise require specific instructions. Completed work is usually spot checked for compliance with procedures of the office, appearance, completeness, and typographical accuracy. When the work is unusual, it is also spot checked for adherence to specific instructions provided.

Factor 3 - Guidelines FL 3-2 - 125 Points

Guidelines include specialized technical and regular dictionaries, writing handbooks, equipment operating manuals and established procedures for formats, arrangements and distribution of documents. The employee uses judgement in locating, selecting and applying the most appropriate authorized alternative among the various guidelines covering similar situations. Situations involving significant deviation from established guides or the absence of adequate guides are referred to the supervisor.

Factor 4 - Complexity FL 4-2 - 75 Points

The employee must recognize the difference between homophones and near homophones; determine the proper format, arrangement and distribution; and insure the document is grammatically correct. Actions to be taken

differ according to format requirement to research specialized terminology and the degree to which sentences need to be altered to be grammatically correct.

Factor 5 - Scope and Effect - FL 5-1 - 25 Points

The purpose of the work is to perform typing service where the employee performs the usual tasks required to produce the items in final form (e.g., selecting the proper format, spacing and arranging the material, insuring proper grammar, spelling etc.). The services performed facilitate the work of the originators of the material.

Factor 6 - Personal Contacts - FL 6-1 - 10 Points

Contacts are with originators and employees within the immediate work unit and in related support units.

Factor 7 - Purpose of Contacts - FL 7-1 - 20 Points

Contacts are for such purposes as receiving or giving information, reporting progress or problems, correcting typing material, clarifying terminology, and delivering completed work.

Factor 8 - Physical Demands - FL 8-1 - 5 Points

The work is sedentary. Typically the employee may sit comfortably to do the work. There may be some walking, standing, bending, and carrying light items, such as papers and books.

Factor 9 - Work Environment - FL 9-1 - 5 Points

The work is normally performed in an office setting. The work area typically is adequately lighted, heated and ventilated.

POSITION EVALUATION STATEMENT

1. TITLE	2. SERIES
Clerk-Typist	GS-322

3. ORGANIZATION	4. POSITION NUMBER	5. GRADE
		4

6. CITATION
OPM PCS, GS-322, Jan 79; OPM T&SGEG, Jan 79

EVALUATION FACTORS	Points Assigned	Standards Used	Comments
Knowledge required by the position	350	FL 1-3	Regular typing of specialized terminology from voice recordings.
Supervisory controls	125	FL 2-2	
Guidelines	125	FL 3-2	
Complexity	75	FL 4-2	
Scope and effect	25	FL 5-1	
Personal contacts	10	FL 6-1	
Purpose of contacts	20	FL 7-1	
Physical demands	5	FL 8-1	
Work environment	5	FL 9-1	

SUMMARY

TOTAL POINTS =	740	GRADE CONVERSION =	GS-4

7. REMARKS

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A040__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Computer Programer

6. PAY SCHEDULE: GS

7. OCC CODE: 334

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Maintains, modifies, and periodically develops portions of standard and/or unique data processing systems concerned with supply, materiel acquisition, cataloging, accounting, equipment maintenance, personnel, etc., either alone or as a member of a team.

- Analyzes requirements outlined in general systems specifications of approved project requests and confers with subject matter specialists, senior project leader or supervisor to obtain needed supplementary information or guidance and/or clarify objectives. ____%

- Develops new programs or program modifications to internal program structure of files and records as required. Identifies work processes and data items, ensuring that all conditions and actions necessary to produce desired products are considered and present. Determines effect of subsequent processes and provides for additional actions to change, add, or delete data as required in subsequent steps. ____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Develops flow charts, formats, layout for files and records, and run-to-run interfaces for local systems. Determines length and content of tape and disk files and records and/or adds intermediate runs, sorts, and edits as feasible. Determines detailed logic necessary, codes, tests and debugs program, and prepares operator instructions and documentation in accordance with established procedures. Makes corrections to meet unexpected program exceptions by diagnosing and correcting errors in logic and coding. ____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-6 - 950 points

Knowledge of the overall design, function and approach of the installation computer systems with which concerned in order to understand the relationship of the whole to the portion assigned. Detailed and specific knowledge of the work processes, procedures, work volume, file design and similar characteristics of the applications to which assigned.

Knowledge of programing techniques, system software, utility programs, programing aids, and capabilities, logic, timing and operating principles of the installation's computer equipment necessary to develop, modify, and/or maintain application programs/modules where the overall design framework has been established.

Knowledge of ADP standards, policies and techniques approved for use at the installation.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-3 - 275 points

Incumbent works under the supervision of the Chief of the element who provides work assignments, priorities, and deadlines. The supervisor or project leader assigns particular programs or sets of programs to the employee and is available for consultation on the more difficult problems. The employee plans and carries out the assignments, makes day-to-day decisions on his/her own, and resolves problems and deviations in accordance with established practices. Status of the assignment is reported both orally and in writing at the completion of specified phases. Completed work is evaluated by achievement of objectives, adequacy and timeliness of meeting objectives, and efficiency of the program written in terms of machine resources used.

FACTOR 3 - GUIDELINES - Level 3-3 - 275 points

Guidelines include documentation and instructions from the design centers concerning the standard systems. Programming standards, published subject-matter procedures, computer vendors' reference manuals and publications and precedents are also employed. The employee monitors aspects of the standard system's performance and uses judgement in alerting the project leader to potential trouble areas such as error trends. The guidelines used in development of programs for

local systems are seldom completely applicable, e.g., the employee typically determines what types of supplementary information must be gathered from the users and how existing programs can be adapted to new requirements. Judgement is also required in devising logic, selecting appropriate programing techniques, computer equipment and adapting utility routines from the organization's library for local applications programs.

FACTOR 4 - COMPLEXITY - Level 4-3 - 150 points

The work consists of independent accomplishment of those basic stages in an automation project where primary emphasis is on programing modifications on the basis of detailed statements of requirements and systems design. Programs range from minor to moderate projects in terms of complexity. Programs may be of stand alone project where the programer does all the work pertaining to the project or a segment of a major system application. Analysis is required to plan the detailed logic and sequence of actions to effect the changes, to develop adequate test data, and to anticipate the effects of changes on subsequent stages in the system.

FACTOR 5 - SCOPE AND EFFECT - Level 5-3 - 150 points

The work involves analyzing various factors and conditions such as need for supplementary information, error conditions to be tested for, interrelationships with other systems, etc. Programs developed and maintained affect management-type requirements for mission accomplishment and higher headquarters reporting.

FACTOR 6 - Personal Contacts - Level 6-2 - 25 points

Contacts are primarily with ADP technicians and subject matter specialists within the installation and subordinate activities.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-1 - 20 points

Contacts are to clarify objectives, obtain additional information regarding the project and review of test output product to ensure all conditions of the work requirement have been met and include adequate controls.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 points

The work is sedentary in nature.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 points

The work is performed in an office environment.

TOTAL POINTS: 1855 = GS-9

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Computer Programer, GS-334-9

FES Standard & Date: OPMPCS, Computer Spec, GS-334, Dec 80 Position #: _____

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	950	BMK 9-2 FL 1-6	Knowledge of overall design methods & skill in applying knowledge of the work processes and procedures.
2. Supervisory Controls	275	BMK 9-3 FL 2-3	Incbnt plans & carries out the assnmts; resolves problems. Completed work is evltd by efficiency of programs written.
3. Guidelines	275	BMK 9-3 FL 3-3	Guidelines are seldom applicable & judgement is required in adapting guidelines.
4. Complexity	150	BMK 9-1 FL 4-3	Various segments of an application involving different methods. Analyze plans to discern deviations.
5. Scope and Effect	150	BMK 9-2 FL 5-3	The work affects local systems which in turn affects performance of local operations.
6. Personal Contacts	25	BMK 9-2 FL 6-2	Personal contacts are with people (work originators) within the organization and outside units.
7. Purpose of Contacts	20	FL 7-1	Provide, clarify, or exchange info on work processes.
8. Physical Demands	5	BMK 9-2 FL 8-1	No unusual physical requirements.
9. Work Environment	5	BMK 9-2 FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	1855	Remarks: As per the Grade Conversion Table on pg 22 of cited std, 1855 pts equate to a GS-9. Primary duties are the maintenance and modification of program changes through the translation of systems designs into computer logic and instructions.	
Grade Conversion	GS-9		

Final Classification: Computer Programer, GS-334-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A041__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Computer Systems Programer

6. PAY SCHEDULE: GS

7. OCC CODE: 334

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: [X] EXEMPT [ ] NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a data base analyst engaged in designing, building and rebuilding, testing and restoring data bases and terminal screen maps. Serves as an expert in all aspects of terminal applications design, development, coordination and control. Performs duties related to the total file management program which consists of guidance and direction in the areas of file design, storage, integration and retrieval techniques, and supporting data element dictionary (DED).

- Develops plans and policy for new design or conversion of existing systems to Data Base Management Systems (DBMS). These include data definitions, restart and recovery procedures, access alternatives and reach strategies, analysis of performance diagnostics, data security management and control. Determines the relationship among data in the design of a data base developed in-house. Investigates and manages security aspects of the DBMS by developing standards and procedures to insure data integrity is maintained. Assigns and controls passwords for individual data base access. ____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Develops a data element tracking system which provides visibility of data element names, size and description, and security controls. Provides advice on file reorganization concepts being formulated in the area of data correlations and overall file planning. Assists users in determining their logical file design employing data base management principles and disciplines. Participates in developing policies and procedures for content and format of DED. _____%

- Provides technical terminal applications assistance to computer specialists in designing and developing terminal applications systems. Assists in the development of detailed system design to assure effectiveness in the data base environment. Defines data bases or maintains the status of data base definition trees. Prepares Job Control Language (JCL) to execute scratching and allocation of data base files and recataloging, fast dumps and fast restores of data base sets. Prepares JCL and natural language syntax (query language) to restore the data base system, query the system, update the data base, insert strings and functions into the data bases, define them, change passwords and authorities, and dump data base updates and files. Restores data base files, rebuilds the files and indices when data bases are damaged, unloads and reloads data base files and indices for redefinition of the data definition tree, reorganizes data base indices, and retrieves and formats data for complex reports. Coordinates disk space and system process time requirements for new and expanding applications. Monitors network performance and develops terminal utilization reports. Assists in the development and maintenance of the data element dictionary. Prepares and maintains documentation and standard operating procedures for all the aforementioned tasks. _____%

- Assists data base users on matters regarding data base interaction and use. Designs appropriate access methods consistent with user requirements. Establishes criteria and procedures for migration of data to and from immediate access storage and historical type storage. Moves programs, copy members and/or screen source code to production source library. Assists staff operational and technical data base users in utilizing the data base to satisfy their requirements. _____%

Participates in meetings, conferences, and seminars regarding data element standardization and/or content and format of DED. Participates in work group meetings and team visits to other installations or activities as requested to provide advice and assistance in DED and table management areas. _____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION - Level 1-7 - 1250 points

- Knowledge of overall Federal, DOD, and Agency policy, rules and regulations regarding data element standardization and knowledge of the Army's general ADP standards sufficient to advise systems designers on the use of elements and codes in the assigned application area. Familiarity with work processes and

terminology in the applications area, organization and structure sufficient to recognize probable areas of overlap or duplication in data elements and determine coordination required to resolve problems.

- Knowledge of the overall system software to recognize interrelationships with assigned area of responsibility. Knowledge of application programing techniques along with knowledge of the local computer equipment characteristics and the assigned system software in order to determine the source of failures without delay. Knowledge of analysis and design techniques to develop data base modifications. Knowledge of DA/MACOM and ADP standards and policies.

- Knowledge of systems analysis and design techniques to develop a data element tracking system. Knowledge of the objectives and design to related computer systems to recognize system interactions and relationships with assigned system. Skill in systems analysis and design techniques sufficient to design automated systems and ability to write clear procedural instructions for user personnel.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-4 - 450 points

The supervisor provides general outlines of objectives, scope and potential problems in the assigned area of responsibility. Independently plans activities and carries out assignments within the framework of established policies, guidance, etc., and provides technical advice as necessary. Coordinates projects with system users and other ADP personnel. Consults with supervisor or higher graded specialist on significant problems and precedent setting matters. Completed work is reviewed for its effectiveness in meeting user requirements, timeliness and overall accomplishment of objectives.

FACTOR 3 - GUIDELINES - Level 3-3 - 275 points

Guidelines consist of DOD, and Army ADP standards and policies, equipment, manufacturer's manuals, system software vendor's literature and established test practices. The guidelines seldom provide solutions to specific design or operational problems. The employee must use judgment in gathering significant data from users on future mission emphasis (and consequently workload) and local equipment performance prior to determining the worth of proposed changes in the installation's environment.

FACTOR 4 - COMPLEXITY - Level 4-4 - 225 points

The work primarily involves a depth of analysis in a specialty area which requires a variety of techniques and methods to evaluate alternatives. Different technical approaches often must be tested and projections made. Interrelationship of existing and proposed systems must be analyzed. Deciding what has to be done typically involves assessment of situation complicated by conflicting requirements which must be analyzed to determine the applicability of established methods. Different technical approaches often must be devised

and staffed with concerned users. A wide variety of data must be evaluated in the process of formulating overall recommendations. Consideration must be given to probable future changes that would impact data element and data base actions.

FACTOR 5 - SCOPE AND EFFECT - Level 5-3 - 150 points

The work involves analyzing and solving a variety of problems, formulating projects, establishing criteria, analyzing and investigating various systems' problems and questions, and establishing programing specifications. The work affects the design and operation of standard computer applications' systems utilized by functional users throughout the Department of the Army. However, it primarily affects local operation.

FACTOR 6 - PERSONAL CONTACTS - Level 6-3 - 60 points

Personal contacts are with co-workers within the ADP organization, personnel in comparable installation's computer organizations, the agency's ADP center, non-agency personnel in user's groups, and vendors with whom contracts exist.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7-2 - 50 points

Contacts are to coordinate work, resolve problems and provide information. Contacts also require coordinating and persuading affected users and ADP team members to cooperate in meeting deadlines and adopting desired solutions.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 points

The work is sedentary.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 points

The work is performed in a typical office setting.

TOTAL POINTS: 2470 = GS-11

EVALUATION STATEMENT
(Factor Evaluation System)
A041__

1. Reference: OPM PCS, Computer Specialist Series, GS-334, Dec 80.

2. Point Rating:

EVALUATION FACTORS	POINTS ASGN	STANDARD USED (Bmk #, FL #, etc.)	COMMENTS
1. Knowledge Required by the Position	1250	FL 1-7	* See Comments
2. Supervisory Controls	450	FL 2-4	"
3. Guidelines	275	BMK 11-7 FL 3-3	"
4. Complexity	225	BMK 11-7 FL 4-4	"
5. Scope and Effect	150	FL 5-3	Fully Meets
6. Personal Contacts	60	BMK 11-6 FL 6-3	*See Comments
7. Purpose of Contacts	50	BMK 11-6 FL 7-2	"
8. Physical Demands	5	FL 8-1	Fully Meets
9. Work Environment	5	FL 9-1	Fully Meets
SUMMARY: TOTAL POINTS	2470		
SUMMARY: GRADE CONVERSION	GS-11		

*COMMENTS:

1. This factor is considered to be an exact match to FL 1-7 both in knowledges required as well as type of assignments performed which require these knowledges. No substantial difference in technical knowledges required were noted between this position and the GS-12 position (at least as would require a difference in level assignment).

2. Incumbent functions independently, as described in FL 2-4, within assigned area of data base systems software. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or achieving expected results rather than being reviewed for technical aspects as described in FL 2-3.

3. Reference GS-12 position. Team leaders are responsible for the complex analysis for which guidelines are unavailable. The GS-11 personnel receive parameters within which they must work from the GS-12 team leaders. Position does not fully meet FL 3-4.

4. Project assignments require a variety of techniques and methods to evaluate alternative. Deciding what has to be done typically involves assessment of situations complicated by conflicting requirements which must be analyzed to determine the applicability of established methods. A wide variety of data must be evaluated in the process of formulating overall recommendations. The depth of analysis depicted in FL 4-5 is performed by the GS-12's.

5. Incumbent not only has contacts within the agency, but also deals with DBMS vendor's representatives on a regular basis.

6. Incumbent coordinates work, resolves problems, and provides information. Negotiation of complex situations are performed by team leaders.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A005

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Computer Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 335

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

The employee receives, checks, and assembles information for input into the computer system.

1. Receives user originated input materials (cards, tapes, and code sheets). Arranges for conversion of raw data to cards or tapes. Makes minor modifications to materials to change information prior to input. Verifies accuracy of project information (i.e., personnel assigned, estimated and actual man-hours, funding authorization, etc.). Checks to ensure that reports are not duplicated (i.e., that the same project information is not reported by two separate activities, that project information is consistent). ____%

2. Checks output for correct format, customer and program identification, accuracy of project information, and duplication of information. Inputs corrections and modifications as required. ____%

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3. Checks status of projects through a direct inquiry remote terminal to establish or update data files. Performs searches for reports as required. _____%

4. Serves as a point of contact for activities. Works with professional and technical personnel providing assistance on particular job requests. Verifies and provides information to determine whether report requests are valid. _____%

Performs other duties as assigned.

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

- Knowledge of data base (i.e., software routines, report writers, merge commands, etc.) to provide information and assistance to users and programmers on basic requirements.

- Knowledge of processing terminology and abbreviations related to the programs and equipment as well as knowledge of standardized data processing rules, operations, and procedures to explain reporting requirements to users and to perform variations in work methods.

- Knowledge of entry, command, and action codes to retrieve standardized reports and search for special reports.

- Knowledge of agency programs and projects and user-oriented processing language to provide output support to subject matter users.

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

- The supervisor makes assignments in terms of general objectives to be achieved. Employee performs recurring work independently within established procedures making adjustments to work methods based on precedents and work experience. Difficult or unusual problems are discussed with the supervisor; unfamiliar situations or deviations are referred to the supervisor for resolution. Completed work is reviewed in terms of overall effectiveness, timeliness, and compliance with program objectives. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the job description.

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

- Guidelines for recurring work are contained in various procedural and operating manuals. New work is defined by written or verbal instruction. The manuals and other guides (such as those consisting of sample forms and reports established and maintained by the incumbent) require selection and interpretation by the incumbent for each assignment according to program, operating system, or documentation requirements. Deviations from or conflicts in existing guidelines are discussed with the supervisor.

Factor 4 - Complexity -- Level 4-2 -- 75 points.

- The employee maintains manuals, related records, and on-line data files for a variety of program applications, which vary in content and documentation requirements. The employee determines what needs to be done to update or complete records and manual entries, and initiates actions to acquire needed information and data from users, specialists, and operators. Actions to be taken are determined by the employee after identifying necessary modifications.

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

- The employee supports professional and technical personnel in the agency by assuming input and summary report functions, data collection, and records and documentation maintenance functions. The work affects the accuracy of the data file and the timeliness and availability of reports and project status information.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points.

- Personal contacts are primarily with employees (operating officials and programmers) within the agency. There is almost daily contact with users and subject-matter specialists in the agency and occasionally in other offices.

Factor 7 - Purpose of Contacts -- Level 7-1 -- 20 points.

- Contacts are to provide, collect, or exchange information about the work processes and products.

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

- Physical demands are limited to normal walking, carrying small batches of documents or punched cards, or walking to other work locations in the vicinity of the office. Work requires long periods of sitting at the terminal. There are no unusual physical requirements.

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

- The work is performed in an office setting and requires no special safety precautions.

805 points equate to GS-04.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Computer Clerk, GS-335-04

FES Standard and Date: OPM Position Classification Standards Comp Clk and Asst Ser, Feb 80 Position #: _____

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	FL 1-3	Data base, processing term, processing rules, operations to solve recurring problems.
2. Supervisory Controls	125	FL 2-2	Performs recurring work independently. Deviations referred to supervisor for resolution.
3. Guidelines	125	FL 3-2	Contained in various proc and operating manuals which require interpretation. Deviations referred to supv.
4. Complexity	75	FL 4-2	Determines what needs to be done; initiates action within established procedures.
5. Scope and Effect	75	FL 5-2	Affects accuracy of data file and timeliness and availability of reports and project status information.
6. Personal Contacts	25	FL 6-2	Subject matter specialists in the agency and other offices.
7. Purpose of Contacts	20	BMK 4-03	Provide, collect, or exchange information on work processes.
8. Physical Demands	5	BMK 4-03	No unusual physical requirements.
9. Work Environment	5	FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	805		
Grade Conversion	GS-04		

Remarks: As per the Grade Conversion Table on page 15 of cited standard, 805 points equate to a GS-04.
Classification: Computer Clerk, GS-335-04

DEPARTMENT OF THE ARMY **JOB DESCRIPTION** For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A160__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Community and Family Activities Program Manager		
	6. PAY SCHEDULE GM	7. OCC CODE 340	8. GRADE 13
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☐ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor provides occasional guidance orally or in writing on the policy, scope and objectives of the Installation/Community Morale, Welfare and Recreation Fund (I/CMWRF) program. Manages the community services, support and business aspects of the IMWRF program and directs, through a subordinate staff, all functions in support of community and family activities. Complex problems and those without precedent are discussed with the supervisor with the incumbent providing sound recommendations and comprehensive technical advice and assistance. Performance is evaluated based on overall accomplishment of program objectives and the effectiveness of results achieved.

MAJOR DUTIES

Functions as the Assistant Director of Community and Family Activities (ADCFA) and the Single Fund Manager of the IMWRF. Performs a variety of duties and related responsibilities with delegated authority to assist his/her supervisor in the long-range planning, coordination and supervision of matters pertaining to the IMWRF activities. The ADCFA

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scope of operations involves the direction of a staff of more than 75 full-time equivalent appropriated fund (APF) and NAF employees and military serving an installation population composed of ____ active duty military, ____ family members, _____ DA civilians, and/or ____ military and civilian retirees. Assures optimum management of activities through a continuous review of IMWRF accomplishments against established objectives. Reviews and evaluates programs to improve existing programs and to affect negative trends within those programs. Operates activities under the aegis of "self-sufficiency", e.g., the generation of necessary NAF revenue to meet and support IMWRF financial objectives.

1. Program Planning: Responsible for the development of the IMWRF five-year plan and the integration of the plan into the APF and NAF Annual Operating Budget, the installation planning, programming and budget execution system and the installation master plan for IMWRF facility requirements. Ensures that the five-year plan contains detailed requirements as provided by division program personnel to support projections for supply and equipment needs, program improvements and facility renovations and that construction plans, funding sources, and program modifications reflect real cost savings, efficiencies, or increased or improved services. Reviews program achievements and discusses changes in goals or objectives with subordinate supervisors, ensuring objectives and goals are attainable and economically feasible. Provides immediate supervisor with information, alternatives and recommendations on current and long-range plans pertaining to managerial, administrative and financial management procedures and operations. Develops and presents recommendations to the IMWRF Council to improve operations and increase profitability.

_____%

2. Program Execution: Monitors the execution of higher echelon budget guidance, ensuring that NAF and APF are synchronized, that the Table of Distribution and Allowances (TDA) coincides with manpower allocations, and that authorizations in Personnel Requirements Documents (PRD) are justified. Oversees the implementation of program changes based on the five-year plan, synchronizing changes in workload, allocation of APF and NAF resources, and construction/renovation of facilities. Directs division chiefs to establish procedures to achieve goals, and periodically evaluates goal achievement/program execution. Provides recommendations to the immediate supervisor on the feasibility of continuing or disestablishing project/program. Establishes internal controls and audit programs for all aspects of resource management to ensure that personnel and dollars are used effectively and in accordance with governing regulations. Responds to inspections, audits and assistance visits by analyzing findings, directing adoption of useful recommendations, and preparing reclamas where appropriate. Responds to complaints in the same manner. Takes corrective action and revises operating procedures to prevent recurrence of deficiencies. Requires reports on

actions/plans for integration of IMWRF programs, progress toward goals, and suggestions for developing more cost-effective operations. Briefs immediate supervisor as requested on specific IMWRF activities. _____%

3. Coordination: Maintains coordination with installation organizations within and outside the directorate, e.g., DEH, DOL, Comptroller, and the Civilian Personnel Office, on programs and priorities, sources of funding, and plans and requirements for IMWRF operations. Participates in conferences and meetings with installation tenant units, civilian and soldier action councils, operational advisory boards, and other elements of the installation. Provides information on programs and plans and explains, defends and justifies requirements. Briefs, as required, installation support and staff elements regarding the programs, the planning and the status of installation IMWRF initiatives, new or changed policies and procedures, proposed projects, and related information. Maintains contact with local media and city/county officials to generate publicity for installation events. In OCONUS communities maintains liaison with local authorities to insure compliance of activities and facilities with host country law, regulation and customs. Where designated, serves as a permanent non-voting member of the IMWRF Council and, as requested, briefs the council on programs, plans and recommendations. _____%

4. Personnel Management: Through subordinate managers and supervisors assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and program managers and holds them accountable for the performance of their organizational elements. Establishes workload priorities and intiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and handles the more serious unresolved cases accordingly. Effects disciplinary measures. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors. Provided for a balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment, of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

HQDA Evaluation Statement (A16Q__)
Community and Family Activities Program Manager, GM-340-13

1. References:

a. OPM PCS Program Management Series Definition, GS-340, Janauary 1981.

b. OPM PCS Supply Program Management Series Definition, GS-2003, June 1972.

c. OPM PCS Miscellaneous Administration and Program Series, GS-301, January 1972.

d. OPM PCS General Business and Industry Series Definition, GS-1101, February 1969.

e. Supervisory Grade Evaluation Guide, January 1976.

f. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community and Family Activities Program Manager" and placed in the GS-340 occupational series (see reference 1f for rationale).

3. Grade Determination: The appropriate grade level is GS-13 based on the following application of the GS-2003 Grade-Level Conversion Chart:

Factor 1 - Nature of IMWRF Program Managed

		Points
Element A	Degree B	8
Element B	Degree B	4
		12

12 Points equates to Level 2 for Factor 1

Factor 2 - Nature and Scope of IMWRF Managerial Responsibilities

Element A	Degree A	2
Element B	Degree B	2
Element C	Degree B	2
		6

6 Points at Factor 2 combined with Level 2 at Factor 1 converts to GS-13 (see reference 1f for evaluation rationale).

4. Final Classification: Community and Family Activities Program Manager, GM-340-13.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A161__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community and Family Activities Program Manager

6. PAY SCHEDULE: GM

7. OCC CODE: 340

8. GRADE: 13

9. FAIR LABOR STANDARDS ACT: [ ] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

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(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor provides occasional guidance orally or in writing on the policy, scope and objectives of the Installation/Community Morale, Welfare and Recreation Fund (I/CMWRF) program. Manages the community services, support and business aspects of the IMWRF program and directs, through a subordinate staff, all functions in support of community and family activities. Complex problems and those without precedent are discussed with the supervisor with the incumbent providing sound recommendations and comprehensive technical advice and assistance. Performance is evaluated based on overall accomplishment of program objectives and the effectiveness of results achieved.

MAJOR DUTIES

Functions as the Assistant Director of Community and Family Activities (ADCFA) and the Single Fund Manager of the IMWRF. Performs a variety of duties and related responsibilities with delegated authority to assist his/her supervisor in the long-range planning, coordination and supervision of matters pertaining to the IMWRF activities. The ADCFA

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

scope of operations involves the direction of a staff of more than 300 full-time equivalent appropriated fund (APF) and NAF employees and military serving an installation population composed of ____ active duty military, ____ family members, _____ DA civilians, and/or ____ military and civilian retirees. Assures optimum management of activities through a continuous review of IMWRF accomplishments against established objectives. Reviews and evaluates programs to improve existing programs and to affect negative trends within those programs. Operates activities under the aegis of "self-sufficiency", e.g., the generation of necessary NAF revenue to meet and support IMWRF financial objectives.

1. Program Planning: Responsible for the development of the IMWRF five-year plan and the integration of the plan into the APF and NAF Annual Operating Budget, the installation planning, programming and budget execution system and the installation master plan for IMWRF facility requirements. Ensures that the five-year plan contains detailed requirements as provided by division program personnel to support projections for supply and equipment needs, program improvements and facility renovations and that construction plans, funding sources, and program modifications reflect real cost savings, efficiencies, or increased or improved services. Reviews program achievements and discusses changes in goals or objectives with subordinate supervisors, ensuring objectives and goals are attainable and economically feasible. Provides immediate supervisor with information, alternatives and recommendations on current and long-range plans pertaining to managerial, administrative and financial management procedures and operations. Develops and presents recommendations to the IMWRF Council to improve operations and increase profitability.

_____%

2. Program Execution: Monitors the execution of higher echelon budget guidance, ensuring that NAF and APF are synchronized, that the Table of Distribution and Allowances (TDA) coincides with manpower allocations, and that authorizations in Personnel Requirements Documents (PRD) are justified. Oversees the implementation of program changes based on the five-year plan, synchronizing changes in workload, allocation of APF and NAF resources, and construction/renovation of facilities. Directs division chiefs to establish procedures to achieve goals, and periodically evaluates goal achievement/program execution. Provides recommendations to the immediate supervisor on the feasibility of continuing or disestablishing project/program. Establishes internal controls and audit programs for all aspects of resource management to ensure that personnel and dollars are used effectively and in accordance with governing regulations. Responds to inspections, audits and assistance visits by analyzing findings, directing adoption of useful recommendations, and preparing reclamas where appropriate. Responds to complaints in the same manner. Takes corrective action and revises operating procedures to prevent recurrence of deficiencies. Requires reports on

actions/plans for integration of IMWRF programs, progress toward goals, and suggestions for developing more cost-effective operations. Briefs immediate supervisor as requested on specific IMWRF activities. _____%

3. Coordination: Maintains coordination with installation organizations within and outside the directorate, e.g., DEH, DOL, Comptroller, and the Civilian Personnel Office, on programs and priorities, sources of funding, and plans and requirements for IMWRF operations. Participates in conferences and meetings with installation tenant units, civilian and soldier action councils, operational advisory boards, and other elements of the installation. Provides information on programs and plans and explains, defends and justifies requirements. Briefs, as required, installation support and staff elements regarding the programs, the planning and the status of installation IMWRF initiatives, new or changed policies and procedures, proposed projects, and related information. Maintains contact with local media and city/county officials to generate publicity for installation events. In OCONUS communities maintains liaison with local authorities to insure compliance of activities and facilities with host country law, regulation and customs. Where designated, serves as a permanent non-voting member of the IMWRF Council and, as requested, briefs the council on programs, plans and recommendations. _____%

4. Personnel Management: Through subordinate managers and supervisors assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and program managers and holds them accountable for the performance of their organizational elements. Establishes workload priorities and intiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and handles the more serious unresolved cases accordingly. Effects disciplinary measures. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors. Provided for a balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment, of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

HQDA Evaluation Statement (A161__)
Community and Family Activities Program Manager, GM-340-13

1. References:

a. OPM PCS Program Management Series Definition, GS-340, Janauary 1981.

b. OPM PCS Supply Program Management Series Definition, GS-2003, June 1972.

c. OPM PCS Miscellaneous Administration and Program Series, GS-301, January 1972.

d. OPM PCS General Business and Industry Series Definition, GS-1101, February 1969.

e. Supervisory Grade Evaluation Guide, January 1976.

f. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community and Family Activities Program Manager" and placed in the GS-340 occupational series (see reference 1f for rationale).

3. Grade Determination: The appropriate grade level is GS-13 based on the following application of the GS-2003 Grade-Level Conversion Chart:

Factor 1 - Nature of IMWRF Program Managed

		Points
Element A	Degree B	8
Element B	Degree B	4
		12

12 Points equates to Level 2 for Factor 1

Factor 2 - Nature and Scope of IMWRF Managerial Responsibilities

Element A	Degree A	2
Element B	Degree C	3
Element C	Degree C	3
		8

8 Points at Factor 2 combined with Level 2 at Factor 1 converts to GS-13 (see reference 1f for evaluation rationale).

4. Final Classification: Community and Family Activities Program Manager, GM-340-13.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A159_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community and Family Activities Program Manager

6. PAY SCHEDULE: GM

7. OCC CODE: 340

8. GRADE: 14

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor provides broadly defined objectives as to overall program goals and operating policies. Within these goals and policies, the incumbent functions with a broad range of managerial authority to determine and allocate resources, to plan, direct and supervise, and to make binding commitments and decisions regarding the Installation/ Community Morale, Welfare, and Recreation Fund (I/CMWRF) program. Keeps supervisor aware of controversial/unprecedented issues and the actions planned or taken to resolve the matter. Work is reviewed for the fullfillment of program objectives and the soundness of overall decisions.

MAJOR DUTIES

Functions as the Assistant Director of Community and Family Activities (ADCFA) and the Single Fund Manager of the IMWRF. Excercises a broad range of managerial authority and organizational freedom to accomplish the duties of planning, directing, controlling, and supervising the functions of the program, and to determine, allocate, and account for

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the effective use of all IMWRF and human service resources. Provides comprehensive advice to installation support and staff elements regarding operations and functions as the installation expert and represents the same on all IMWRF matters. The ADCFA scope of operation involves the direction of a staff of more than 300 full-time equivalent appropriated fund (APF) and NAF employees and military serving an installation /community population composed of ____ active duty military, ____ family members, _____ DA civilians, and/or ____ military and civilian retirees. Assures optimum management of activities through a continuous review of IMWRF accomplishments against established objectives. Based on a wide reputation for consistent entrepreneurial judgment, innovativeness, and profitable financial decisions, the incumbent is delegated a broad range of managerial responsibility to decide what new programs will be established and/or what existing programs will be disestablished. Operates activities under the aegis of "self-sufficiency", e.g., the generation of necessary NAF revenue to meet and support IMWRF financial objectives.

1. Program Planning: Plans, organizes, controls and supervises programs and operations of the IMWRF with the responsibility for determining, allocating, and accounting for the efficient use of funds, manpower and facilities in generating locally-produced revenue. Initiates and develops the IMWRF five-year plan outlining time-phase requirements for personnel, equipment/supplies, the construction/renovation of facilities, and funds. Through the analysis of trends reported by subordinate program managers and marketing surveys and reports, defines the objectives of proposed new programs and/or redefines existing programs. Prioritizes programs, program changes and construction projects in formulating a five-year plan of sufficient detail to facilitate the development of personnel, fund, and facility requirements. Assures that plans and programs consider the needs of the installation, tenant commanders, and all installation members through joint discussions with installation planning conferences, master planning board meetings, soldier and civilian councils, and local command staff personnel. Ensures the integration of IMWRF long-range plans into the installation planning, programming and budget execution process to include the APF and NAF annual operating budget, the Planning, Programming, Budgeting and Execution System (PPBES), and the installation master plan for IMWRF facility requirements. Reviews program achievements and discusses changes in goals or objectives with subordinate supervisors, ensuring objectives and goals are attainable and economically feasible. Establishes and develops, or encourages the development of, innovative and unique IMWRF programs designed to achieve functional self-sufficiency and customer satisfaction in an effective integration of revenue-generating operations with human service and support activities. _____%

2. Program Execution: Within the general oversight of the command group makes decisions regarding the initiation of new programs or the feasibility of continuing or disestablishing existing programs.

Establishes internal controls and audit programs for all aspects resources management that not only ensures that all personnel and dollars are used effectively, but that also anticipates potential problems and deficiencies, permits their immediate detection and corrections and ultimately, their prevention. Monitors the execution of higher echelon budget guidance, ensuring that NAF and APF are synchronized, that the Table of Distribution and Allowances (TDA) coincides with manpower allocations, and that authorizations in Personnel Requirements Documents (PRD) are justified. Oversees the implementation of program changes based on the IMWRF five-year plan, synchronizing changes in workload, allocation of APF and NAF resources, and the construction/renovaton of facilities. Directs division chiefs to establish procedures to achieve goals, and periodically evaluates goal achievement/program execution. Requires reports on actions/plans for integration of IMWRF programs, progress toward goals, and suggestions for developing more cost-effective operations.

_____%

3. Coordination: Maintains coordination with installation organizations within and outside the directorate, e.g., DEH, DOL, comptroller, and the Civilian Personnel Office, on programs and priorities, sources of funding, and plans and requirements and IMWRF operations. Attends, as the installation expert on IMWRF matters, key decision, policy, community relations, planning conferences and meetings with the installation, command staff personnel, and DA, MACOM/USAREUR Major Command (UMC) IMWRF representatives, to advise, consult, and present modifications, changes and recommendations on IMWRIF installation operations and, where required, DA agency-wide IMWRIF program policies and procedures. Actively functions on a variety of other installation committees, boards and planning groups with the wide latitude and authority to make binding commitments and decisions regarding IMWRIF programs and policies. Maintains contact with local media an city/county officials to generate publicity for installation events. In OCONUS communities maintains liaison with local authorities to insure compliance of activities and facilities with host county law, regulation and customs. Where delegated the responsibility, actively leads the operational proceedings of the IMWRF Council and consults with the council on proposed programs, plans, and recommendations.

____%

4. Personnel Management: Through subordinate managers and supervisors assigns, directs, and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and program managers and holds them accountable for the performance of their organizational elements. Establishes workload priorities and intiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters.

Hears and resolves employees' complaints and handles more serious unresolved cases accordingly. Effects disciplinary measures. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors. Provides for a balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs.

_____%

Performs other duties as assigned.

HQDA Evaluation Statement (A159__)
Community and Family Activities Program Manager, GM-340-14

1. References:

a. OPM PCS Program Management Series Definition, GS-340, Janauary 1981.

b. OPM PCS Supply Program Management Series Definition, GS-2003, June 1972.

c. OPM PCS Miscellaneous Administration and Program Series, GS-301, January 1972.

d. OPM PCS General Business and Industry Series Definition, GS-1101, February 1969.

e. Supervisory Grade Evaluation Guide, January 1976.

f. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community and Family Activities Program Manager" and placed in the GS-340 occupational series (see reference 1f for rationale).

3. Grade Determination: The appropriate grade level is GM-14 based on the following application of the GS-2003 Grade-Level Conversion Chart:

Factor 1 - Nature of IMWRF Program Managed

		Points
Element A	Degree B	8
Element B	Degree B	4
		12

12 Points equates to Level 2 for Factor 1

Factor 2 - Nature and Scope of IMWRF Managerial Responsibilities

		Points
Element A	Degree B	4
Element B	Degree C	3
Element C	Degree C	3
		10

10 Points at Factor 2 combined with Level 2 at Factor 1 converts to GS-14 (see reference 1f for evaluation rationale).

4. Final Classification: Community and Family Activities Program Manager, GM-340-14.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A170__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Support Services Supervisor

6. PAY SCHEDULE: GS

7. OCC CODE: 342

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: [] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under general supervision receiving assignments in the form of overall progrm objectives to be met and the scope of support services to be provided. Guidelines are available as established agency and/or local policies, procedures, and regulations, and instructions which require of the incumbent mature judgment in the appropriate selection and adaptation. Within this framework, the incumbent operates independently on a day-to-day basis, with substantial freedom in planning, organizing, and directing the work of the division. The supervisor is kept informed of progress and potential problems area, and is available to provide assistance and guidance as required. Performance is reviewed for the overall adequacy of the support programs; compliance with internal budgetary, fiscal, and supervisory requirements; and demonstrated program management knowledges, skills, and abilities.

MAJOR DUTIES

Functions as Chief, Services Division (SD), responsible for the provision of general supply and support services to the operating level

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functions within the Community and Family Activities (CFA) Directorate. Working independently and/or with minimal supervision, plans, directs, and coordinates support services operations involved in the provision of a centralized distribution, warehousing, maintenance, supply, training, marketing and advertising, and nonappropriated fund (NAF) contracting function to support the Installation, Morale, Welfare, and Recreation Fund (IMWRF) activities. Activities encompass the responsibility for _____ SD employees involved in the maintenance of property, _____ building, and _____ vehicles, and the management and supply of ____ line items (APF and NAF) with a total property value of _____. Provides direct support to _____ full-time equivalent IMWRF NAF and APF employees. The position is responsible for the following:

a. Marketing and Advertising. Responsible for and supervises all marketing and advertising for IMWRF programs. Establishes a centralized effort within the CFA to assist the activity managers in the promotion of their products and services. Is responsible for the development and direction of market research, surveys and analysis, and merchandising operations to establish comprehensive advertising, community awareness and information programs to encourage the participation and the understanding of various IMWRF programs.

b. Warehousing. Responsible for a comprehensive warehousing program involved in providing resale and commonly-used supplies to IMWRF activities in a timely and cost-effective manner. Establishes procedures for the physical receipt, storage, consolidation, and issue of material/resale merchandise whereby APF and NAF nonexpendable property/equipment, expendable supplies, perishable and dry food items, resale items, sporting and recreation equipment, and office supplies are routed through and/or stored in a central facility. Reviews and approves stockage levels beyond dollar limitations in coordination with the Financial Management Division and CFA program managers.

c. Maintenance. Develops local policy for and directs all maintenance activities, contract and in-house, for all broad categories of IMWRF activities involving property and facility maintenance and construction, and vehicle repair and maintenance. Develops local policy for facility use, repair and maintenance, construction or improvement. Serves as point of coordination for capital purchases, minor construction (CPMC) and NAF/ APF major construction programs between the CFA, the Directorate of Engineering and Housing (DEH), and other organizations.

d. Supply. Responsible for the provision of logistical support regarding the uniform application of supply administrative and operating policies. Supplies, expendable property and equipment, consumbles, controlled expendable items, and fixed assets are encompassed under overall property and supplies. Responsible for the supply of the required item to the requestor in a timely manner. Serves as a primary hand receipt holder for $_____ of NAF property and $ _____ of the APF property. Directs supply and merchandising management for over $_____ worth of line items of APF and NAF supplies and consumables.

e. NAF Contracting. Develops local policy for the provision of procurement, renovation and construction support to all IMWRF activities in the purchasing of quality supplies and contract services in the desired quantity at the proper time, and at reasonable prices. Responsible for ensuring that the highest ethical standards are maintained and that no undue pressure is applied to NAF contracting personnel that would cause the violation of applicable procurement regulations.

f. Training. Through a training coordinator is responsible for the development of training plans, schedules, and lists of available training programs, and training needs surveys. Relies upon IMWRF activity managers to evaluate employee training needs, training requirements, costs, and priorities. Establishes on-the-job training programs and recommends technical subjects for inclusion in formal technical and administrative on-the-job training programs for the CFA.

_____%

2. Program Planning. Develops, directs and administers plans and procedures and implements regulations to support a continuing and aggressive service program designed to provide supply and service support to IMWRF activities in an efficient and responsible manner. Responsible for the formulation of local policy, strategies, alternative measures, and significant operational phases for each of the above functional areas described. Prepares a Five-Year Plan using input from subordinate managers covering projected services programs for personnel, operations and construction (major and minor) for both APF and NAF funds. Initiates the preparation of the division's annual services operating budget covering both APF and NAF utilizing in-depth fiscal review and analysis of division operations and input from subordinate supervisors. Coordinates with subordinate supervisors in the development of requirements to support projections for supply and equipment needs, facility renovation and construction and program improvement and modifications. Examines and prioritizes subordinate data in developing CPMC and major construction input to short and long-range construction plans.

_____%

3. Program Execution. Performs periodic reviews of the financial aspects of the SD operations to ensure compliance with budget guidelines. Ensures the maintenance of accurate data, and monitors performance by review and analysis of financial projections, cash flow and other financial statements. Analyzes the achievement of objectives and goals, the operational costs, and the use of funds and personnel resources. Determines shortcomings and/or success in functional areas, their causes, and the necessary corrective and/or sustaining action required. Conducts unannounced visits of functional sites, e.g., warehouses, maintenance shops, etc., to observe the various activities and to review controls with regard to storage, distribution, and the overall facility and supply usage. Evaluates overall operations in terms of timeliness of service to IMWRF operating activities, economy of operations, and activity satisfaction. Where required, counsels subordinates in areas where improvements are needed and provides assistance on administrative and/or technical problems. Conducts staff meeting to discuss division topics of interest and to permit subordinates the opportunity to exchange program and operational information. _____%

4. Coordination. Develops coordinated policy and procedural guidance for the CFA program managers in preparing detailed local SOPs and LOIs for approval. Determines the most cost effective delivery system for IMWRF activities. Develops effective and acceptable approaches and meets with CFA operating managers and their subordinate activity managers to gain concurrence and support. Establishes and maintains contacts with the CFA managers to facilitate both the achievement and provision of services; to negotiate desired changes in program support; to secure cooperation for new or changed programs; and to provide advice to such managers regarding services. Maintains contact with such installation organizations as the DEH, Directorate of Logistics (DOL), and Civilian Personnel Office (CPO) to coordinate operations and requirements. Develops and coordinates with DEH and the DOL construction plans and contract specifications on proposed major construction projects, the modification and renovation of existing facilities, and the acquisition of equipment. Prepares and presents general or specific briefings to the CFA director and/or higher echelon installation personnel on program areas, as required. _____%

5. Personnel Management. Through subordinate supervisors assigns, directs and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees'

complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warning and reprimands, and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptence and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs.

_____%

Performs other duties as assigned.

HQDA EVALUATION STATEMENT (A170__)
Support Services Supervisor GS-342-11

1. References:

a. OPM PCS Support Services Administraton Series, GS-342, November 1976.

b. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is title "Support Services Supervisor" and placed in the GS-342 occupational series (see reference 1b for rationale).

3. Grade Determination: The appropriate grade level is GS-11 (see reference 1b for rationale).

4. Classification: Support Services Supervisor, GS-342-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A006__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Management Analyst

6. PAY SCHEDULE: GS

7. OCC CODE: 343

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general supervision of a higher grade analyst or supervisor, who issues general instructions as to the scope of assignments, problems to be expected, objectives to be achieved, and any limitations on the nature of the solution or the procedures to be used. The supervisor relies on the incumbent to apply the standard management techniques to accomplish projects, providing advice and guidance on unusual or difficult problems. Reviews work for compliance with general instructions and policies for adequacy, and for soundness of conclusions and recommendations. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the job description.

MAJOR DUTIES

Participates in providing management consulting services on all aspects of improving

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management operations for an installation (i.e., writing statements of work and quality assurance plans, accumulating cost and workload data, and conducting management studies).

1. Conducts within the full management analysis realm, management project studies of missions, organizations, functions, work processes, methods, procedures, and other related criteria to clarify, appraise, refine, alter, or improve present management applications and practices within the various segments of the activity. Interviews operating and supervisory personnel and researches records, reports, functional statements, operating regulations and directives, and other pertinent sources to gather, correlate, analyze, determine, and recommend action to resolve management problems or improve the efficiency or economy of operations. _____%

2. When conducting management surveys and analyses, applies standard and well established management principles, theories, techniques, and methods where operational activities are characterized by relatively stable functional assignments, interrelated and repetitive work processes, correlated work schedules, etc. Assignments embrace several of the specialized areas of management such as organization analysis, work methods and standards, procedure analysis, and management statistics. Typical activities include - reviewing, analyzing, evaluating methods, procedures, and practices employed in operating segments for the purpose of developing new or revised measures for management improvement purposes; reviewing and analyzing workload data and operational processing to develop work management criteria and evaluate the validity, reliability, and practicability of work methods and standards; conducting organizational studies of internal operating units to ensure the adequacy of the present organizations and conformance with pertinent policies and directives, and to achieve increased effectiveness, efficiency, and economy of operations; and preparing graphs, charts, and management statistics to clearly, concisely, and effectively express information contained in oral and written presentations of findings. Participates in such typical programs as cost comparisons, performance work statements, cost reduction, and related programs applying management analysis techniques. Responsibility also includes analyzing, evaluating, and advising on the overall Commercial Activities (CA) Program, conducting management studies, developing performance work statements, and conducting required cost comparisons. _____%

3. Maintains contact with operating personnel and responsible officials within the activity to establish, clarify, and disseminate information concerning management services, and provide required orientation concerning management requirements of pertinent directives. Assists in the resolution of conflicts pertaining to variations in recommended management applications to be adopted. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-343, Management Analysis Series, Feb 72.

2. Title and series determination. The position requires the incumbent to conduct management studies, develop performance work standards, and conduct cost comparisons in conjunction with supervisor or higher grade analyst at an installation. The work is typical of the description for the GS-343 series (i.e., "developing, analyzing, evaluating, advising on, or improving the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management"). As required by the GS-343 series, the incumbent must be able to gather, analyze, and evaluate information concerning the management process (i.e., in job description: "management project studies of mission, organizations, functions, work process, methods, and/or procedures...to resolve management problems or improve efficiency or economy of operations"). The position is properly titled "Management Analyst" as prescribed by the cited standard.

3. Grade determination. The cited standard provides two criteria for grade evaluation purposes. They are complexity of assignments and level of responsibility.

a. Complexity of assignments. The position consists of duties similar in complexity to the assignments described in the standard at the GS-09 level. At the GS-09 level, the activities under study remain stable throughout the assignment and consist of repetitive tasks and have limited impact beyond the immediate work area studied. This would match the subject position in which the incumbent conducts management surveys and analyses, applies standard and well established management principles, theories, techniques, and methods where the operational activities are characterized by such features as relatively stable functional assignments, interrelated and repetitive work processes, correlated work schedules, etc.

The subject position does not meet the GS-11 level of assignments which would involve considering both clerical and technical, scientific, or professional aspects of activities with frequent need for adapting study methods to new types of studies, a greater responsibility for interpreting findings and persuading operating officials to adopt proposals for substantial changes; and developing constructive recommendations for solving significant management problems.

b. Level of responsibility. At the GS-09 level in the standard, work assignments are outlined in terms of objectives sought, with the supervisor spot-checking studies in progress, reviewing completed assignments to determine adequacy of coverage and analysis, the soundness of the analyst's judgment, and how well the incumbent adhered to controlling policies. Recommendations for action are based on established and accepted management principles. Any commitments made by the analyst at this grade level are subject to review for

adequacy, soundness of judgment, and compliance with general policies. Personal contacts are with coworkers, supervisors, and representatives of the activities under study for fact finding purposes and to explain the technical recommendations.

The GS-9 criteria directly matches the subject position. The supervisor issues general instructions as to the scope of assignments, problems to be expected, objectives to be achieved, and any limitations on the nature of the solution or the procedures to be used. The incumbent applies standard management mechanics in the accomplishment of projects. Work is reviewed for compliance with general instructions and policy, adequacy, and soundness of conclusions and recommendations. Maintains contact with operating personnel and responsible officials within the activity to establish, clarify, and disseminate information concerning management requirements of pertinent directives and to assist in the resolution of minor variations in management applications.

It would not meet with the GS-11 level of responsibility since assignments are received in the form of an outline of the overall purpose and objectives of the study to be made, without specifics as to the techniques to be used. The analyst works independently referring problems of unusual difficulty to supervisor for discussion and advice. Work assignments are reviewed for adherence to key principles of management and soundness of conclusions. Recommendations at this level are wider in scope and have greater impact throughout substantial organizations. Recommendation made to management officials may represent significant departures from established work practices.

c. Conclusion. Complexity of assignments and level of responsibility both equate to the GS-09 level as prescribed by the cited standard.

4. Classification. Management Analyst, GS-343-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A169__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supervisory Program Analyst

6. PAY SCHEDULE: GS

7. OCC CODE: 345

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves an Chief of the Community Activities Financial Management Division (FMD) at a small to medium - size installation composed of 4,000-15,000 troops (2,000-7,5000 OCONUS), 10,000-35,000 family members (6,000-18,000, OCONUS), 1,000-4,000 DA civilians (500-2,000, OCONUS) and 5,000-10,000 retirees. Is responsible for planning and coordinating the overall nonappropriated fund (NAF) and appropriated fund (APF) financial support for the subordinate Community and Family Activity (CFA) operations of Family Support, Community Operations, Community Recreation, and Services. This includes the initiation, coordination, and accomplishment of budget planning, formulation and execution of APF and NAF, annual and support operating budgets, cash budgets, capital purchases, minor construction (CPMC) and NAF major construction budgets, and the Installation Morale, Welfare and Recreation Fund (IMWRF) Five-Year Plan essential to the support of IMWRF activity managers and the overall mission. As staff advisor to the IMWRF Manager on resource management, provides technical advice and guidance regarding IMWRF policies, plans and operations and the economic implications associated with long range IMWRF plans and

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

programs to increase profits and reduce costs. Provides daily financial and budgetary guidance to IMWRF activity managers regarding projected NAF budgets, APF reimbursement and support budgets, and financial and manpower management. Overall program advice and guidance covers IMWRF assets totalling $5-10 million, involving separate APF and NAF budgets of $2-3 million and $4-6 million, respectively, as allocated and generated by operating programs requiring CPMC and NAF major construction projects exceeding $1 million.

Program Planning

Supervises the preparation of the IMWRF Five-Year Plan, including the budgets for NAF major construction, CPMC, and NAF and APF operations to accompany the overall installation budget plan. Reviews IMWRF budgets submitted by IMWRF program managers for comprehensive narrative justification regarding personnel, labor, supply and equipment costs; changes in operational trends; and modifications to projected revenues. Provides guidance to IMWRF activity managers on budget-related issues and problems. Reviews and analyzes HQDA/MACOM instructions and directives, coordinates with IMWRF activity managers, and provides recommendations to the IMWRF Manager regarding the development or modification of budgetary policies and procedures to supplement higher echelon directives.

_____%

Program Execution

Monitors IMWRF program operations through monthly and quarterly financial statements, and the weekly and daily summaries and reports of financial operations. Identifies imbalances or problem areas in program operations. Indicates possible causes and recommends corrective and/or alternative actions on IMWRF financial and functional programs. Coordinates with the NAF Central Accounting Office (CAO) on IMWRF automated financial reports in determining the adequacy and accuracy of CAO data. Authorizes the obligation of all NAF funds generated for CFA program operations. Performs additional responsibilities involving the administration of personnel authorization documents, e.g., the Personnel Requirements Document (PRD), the Position Authorization List (PAL), and the Table of Distribution and Allowances (TDA); the maintenance of an internal controls program; and the oversight of the Risk Insurance Management Program (RIMP) for eligible IMWRF property. _____%

Coordination

- Prepares for and conducts briefings of, as required, the IMWRF Manager and/or the IMWRF Council based on the financial review of installation IMWRF resources and operations and the overall execution of NAF and APF resources. Maintains contact with representative personnel in Central Accounting, Civilian Personnel, the DEH, the DOL,

the DOC, and various family and soldier activity councils to keep fully informed on existing or proposed operations and their impact on fund and manpower resources. _____%

Personnel Management

Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 points.

- Detailed and comprehensive knowledge of funds control, budget execution, manpower management, internal control and accounting principles, policies, precedent-setting decisions, procedures and regulations issued by HQDA, the MACOM, and the installation.

- Detailed knowledge of the relationship between IMWRF functional and financial responsibilities in order to formulate the operating budget; to monitor the budget execution; and to apply sound, independent judgment in making recommendations and providing alternative methods of financing programs and activities.

- Thorough and comprehensive knowledge of the business and accounting functions and of the regulations, directives, policies, and processes governing the formulation, execution, review, and analysis of NAF and APF funds.

- Ability to brief higher echelon operating officials on the technical aspects of the budget and to appear before fund approval authorities to explain and defend proposed budgets and/or their subsequent modifications.

Factor 2 - Supervisory Controls - Level 2-3 - 275 points.

The position functions under general supervision, receiving periodic guidance either orally or in writing on the policy, scope and objectives of the IMWRF operating programs and projects or special studies to be initiated or completed. Deadlines for the completion of the work are primarily linked to the APF and NAF budget cycles. The supervisor relies upon the incumbent to function independently in planning, organizing, controlling, and evaluating IMWRF financial resources with occasional review by the supervisor to discuss organizational budgetary and operating policies and procedures. Recommendations requiring budgetary and program areas of a controversial or precedent-setting nature are cleared by the supervisor prior to release or implementation. Work performance is evaluated based on the effective and efficient control of IMWRF resources in accomplishing the program's overall budgetary goals and operational objectives.

Factor 3 - Guidelines - Level 3-3 - 275 points.

Available guidelines include HQDA and MACOM policy directives and regulatory guidelines concerning the operation and organization of APF and NAF resource management and the methods and procedures to be used in developing and forecasting resource requirements. Also included are budgetary policies formulated at the installation level and oral standard operating procedures issued by the supervisor. While guides address most budgetary situations encountered, judgment is required in interpreting and applying guides that contain conflicting or ambiguous instructions regarding APF and NAF funding requirements for IMWRF facility construction or renovation, equipment, contract services, supply and inventory, and various other related functional costs and expenses. Such guidance may be complicated by impending or actual reductions in APF allocations. The position recommends changes to, or the adaptation of HQDA/MACOM policies and procedures for estimating budgetary needs and controlling expenditures.

Factor 4 - Complexity - Level 4-4 - 225 points.

The position is responsible for planning, scheduling and implementing all aspects of the formulation, justification, and execution of NAF and APF budgets for the installation IMWRF activities. Responsibilities involve the interpretation of higher echelon guidance; the implementation of policies, procedures and budgetary guidance and instructions for IMWRF operating managers; the monitoring through financial statements, variance analysis, and narrative reports the compliance of managers with HQDA, MACOM and installation procedural guidance and IMWRF program goals and objectives; and the provision of guidance on the synchronization of APF and NAF resources and analyzing the impact of changes in resource funding on projected income and operations.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The purpose of the work is to direct and monitor the programing, planning and budgeting of long-range IMWRF resources (e.g., the Five-Year Plan). The work involves the organization, direction, control and evaluation of installation IMWRF APF and NAF resources to include advising IMWRF activity managers on the management of resources for assigned NAF program areas. The position is additionally responsible for the IMWRF budget preparation and execution by ensuring that IMWRF resource requirements are fully stated and justified by the IMWRF activity managers based on recognized need. The presence of NAF and APF and the need to synchronize such funds requires the analysis of cost and profit trends and the development of specific budget guidance for IMWRF activities to aid in the preparation and submission of current and future budget year estimates. The position's responsibilities are essential to the cohesive operation of the various IMWRF activities by ensuring the availability and control of necessary funding and the provision of effective guidance.

Factor 6 - Personal Contacts - Level 6-2 - 25 points.

Personal contacts within the installation IMWRF program are with the IMWRF Manager, CFA division chiefs, their subordinate activity and program managers, budgetary and financial counterparts in the DPCA Resource Management Office, the NAF Central Accounting Office, and employees in supporting installation directorates such as the DEH, the DRM, the DOC, and the CPO. The position also meets and deals by telephone with IMWRF representatives of other installations, the MACOM, and HQDA regarding APF and NAF manpower and budget policies.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts are to exchange information and resolve IMWRF APF and NAF resource management problems; to persuade IMWRF activity managers to accept changes in resource allocations or reduce spending; and to convince managers to change unacceptable work methods and practices and accept solutions to resource management problems that impact their operations. Contacts also include briefing and advising the IMWRF Manager and IMWRF Council on the management of IMWRF operational resources. Contacts with the MACOM and HQDA elements are to seek policy guidance, to discuss resource management issues, and to defend the local IMWRF programs and plans.

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

Work is normally sedentary and performed while seated at a desk; however, some walking, bending, carrying of light items is required.

Factor 9 - Environment - Level 9-1 - 5 points.

The work is primarily performed in an office setting with no unusual risks or discomforts.

Total Points - 2405

HQDA EVALUATION STATEMENT (A169__)
Supervisory Program Analyst GS-345-11

1. References:

a. OPM PCS Financial Administration and Program Series, GS-501, April 1982.

b. OPM PCS Budget Analysis Series, GS-560, July 1981.

c. OPM PCS Financial Management Series, GS-505, June 1963.

d. OPM PCS Program Analysis Series, GS-345, October 1965.

e. Supervisory Grade Evaluation Guide, January 1976.

f. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Supervisory Program Analyst" and placed in the GS-345 occupational series (see reference 1f for rationale).

3. Grade Determination: The appropriate grade level is GS-11 (see attached FES evaluation statement).

4. Classification: Supervisory Program Analyst, GS-345-11.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Supervisory Program Analyst, GS-345-11

Citations: GS-345 Program Analysis Series
GS-560 Budget Analysis Series

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See attached narrative evaluation
2. Supervisory Controls	275	FLD 2-3	"
3. Guidelines	275	FLD 3-3	"
4. Complexity	225	FLD 4-4	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	25	FLD 6-2	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"
SUMMARY: TOTAL POINTS	2405		
SUMMARY: GRADE CONVERSION	GS-11		

Factor 1 - Knowledge Required by the Position. As discussed in reference 1f, the position is responsible for an IMWRF financial and budgetary program requiring the knowledge and skills characteristic of level 1-7.

Factor 2 - Supervisory Controls. As discussed in reference 1f, the supervisory controls over the position are characteristic of those supporting level 2-3.

Factor 3 - Guidelines. As discussed in reference 1f, the position's responsibility for adapting guidance to the budgetary program meets level 3-3.

Factor 4 - Complexity. As discussed in reference 1f, the position is concerned with complexities meeting level 4-4.

Factor 5 - Scope and Effect. As discussed in reference 1f, the overall impact of the FMD budgetary program meets level 5-4.

Factor 6 - Personal Contacts. As discussed in reference 1f, the type of contacts characteristic of the position meet level 6-2.

Factor 7 - Purpose of Contacts. As discussed in reference 1f, the purpose of the contacts is characteristic of level 7-3.

Factor 8 - Physical Demands. See reference 1f.

Factor 9 - Work Environment. See reference 1f.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A168__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supervisory Program Analyst

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	345	12

9. FAIR LABOR STANDARDS ACT: [ ] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves as Chief of the Community Activities Financial Management Division (FMD) at a large installation composed 20,000 or more troops (10,000 or more, OCONUS), 4,000 or more DA civilians (2,000 or more, CONUS) and 10,000 or more retirees. Is responsible for planning and coordinating the overall nonappropriated fund (NAF) and appropriated fund (APF) financial support for the subordinate Community and Family Activity (CFA) operations, Community Recreation, and Services. This includes the initiation, coordination, and accomplishment of budget planning, formulation and execution of APF and NAF annual and support operating budgets, cash budgets, capital purchases, minor construction (CPMC) and NAF major construction budgets, and the Installation Morale, Welfare and Recreation Fund (IMWRF) Five-Year Plan essential to the support of IMWRF activity and the overall mission. Functions as staff advisor to the IMWRF Manager and is delegated responsibility by the same to also function as the primary source of resource management technical leadership and advice on IMWRF financial plans and operations to CFA activity directors administering numerous IMWRF programs. Provides advice and guidance to the IMWRF Manager regarding

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IMWRF policies, plans and operations and the economic implications associated with long-range IMWRF programs to increase profits and reduce cost. Administers a complex annual budget of direct and reimbursable funds addressing IMWRF assets totalling $15-25 million, involving separate APF and NAF budgets of $5-10 million and $10-20 million, respectively, as allocated to and generated by numerous operating programs, requiring CPMC and NAF major construction projects exceeding $2.5 million.

Program Planning

Functions as the primary source of technical advice and fiscal leadership for CFA program directors in the preparation of the IMWRF Five-Year Plan, the consolidated CPMC budget, the NAF major construction Budget, operating cash budgets, the appropriated fund support budget (APFSB), and the annual APF and NAF operating budgets. Provides guidance, direction and control to all CFA organizational elements and subordinate echelons on all phases of financial and resource management. Utilizing a comprehensive knowledge and understanding of budgeting processes and the individual CFA programs, performs an in-depth analysis of CFA budget requests and submissions, working closely with CFA program directors in relating their overall program objectives to the availability/nonavailability of funds. Evaluates the CFA manager's short, intermediate, and long-range resource plans in comparison with current CFA operational and resource requirements. Reviews and analyzes individual CFA program objectives, policies, resources requirements, and accomplishments in exploring alternative solutions to potential funding conflicts and/or problematic or unrealistic operating estimates. Analyzes HQDA/MACOM budgetary guidance and directives as it relates to the nature and scope of the installation's current CFA programs and operations. Determines where additional budgetary data is not addressed by existing Army-wide financial and budgetary policies and regulations, and develops operational criteria uniquely suited for monitoring and analyzing the installation's IMWRF budgeting and program trends.

_____%

Program Execution

As the primary source of IMWRF financial and resource managment expertise, assistance and guidance to CFA program directors, performs in-depth analyses of IMWRF operating programs through the review of monthly and quarterly financial statements and weekly and daily summaries and reports of financial operations. Utilizes a comprehensive knowledge of individual CFA programs and capabilities, current and future operating trends, and a sensitivity to individual CFA potential monetary deficiencies, and operational shortfalls. Provides advice and recommendations on positive or negative trends and coordinates extensively with the IMWRF Manager and CFA directors and subordinate

activity managers in developing program-unique procedures, guidelines, or financial indicators to improve or stabilize performance or business practices. Administers various personnel documents e.g., the Personnel Requirements Document (PRD), the Position Authorization Listing (PAL), and the Table of Distribution and Allowances (TDA). Coordinates with the installation NAF Central Accounting Office (CAO) in evaluating the operation of the NAF fund accounting system and to ensure conformity of the system with applicable accounting practices. Performs additional responsibilities involving the maintenance of an internal controls program and the oversight of the Risk Insurance Management Program (RIMP) for eligible IMWRF property.

_____%

Coordination

Coordinates extensively with the IMWRF Manager and CFA directors in the development of budgetary strategies for the presentation of written or oral reports and/or the conduct of briefings of the IMWRF Council, installation commander, installation support organizations, and occasional IMWRF representatives from HQDA and the MACOM, based on the financial review of CFA resources and operations and the overall execution of NAF and APF resources. Where designated, functions as a voting member of the IMWRF Council and, as such, is responsible for the development of recommendations and proposals for the utilization of IMWRF operational resources. Works closely with CFA directors in developing innovative methods and procedures for evaluating and forecasting the IMWRF budgetary and manpower requirements and their impact on individual IMWRF programs. Maintains contact with representative personnel in Central Accounting, Civilian Personnel, the DEH, the DOL, the DOC, and various family and soldier activity councils to keep fully informed on existing or proposed operations and their impact on fund and manpower resources. _____%

Personnel Management

Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instrction on technical and administrative matters. Hear and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands, and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs.

_____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 points.

As the authoritative source of financial and resource management advice, guidance, and assistance to the IMWRF Manager and subordinate CFA program managers, the position requires:

- Detailed and comprehensive knowledge of funds control, budget execution, manpower management, inernal control and accounting principles, policies and precedent-setting decisions, procedures and regulations issued by HQDA, the MACOM, and the installation in developing fiscal management guidance unique to the needs and requirements of CFA directors and activity managers.

- In-depth knowledge of individual business and accounting functions pertaining to APF and NAF involving special program allocations, locally generate income and reimbursements, interest income, dividends, cash flow, and working capital and their interrelationship to such financial indicators as existing assets and liabilities, present operational inventory, inventory turnover, and cost of goods sold.

- Comprehensive knowledge and understanding of the manner in which APF budgetary and program legislation is enacted by Congress, how Congressional decisions on APF are implemented, and the interface of APF and NAF funds in analyzing fiscal reimbusement policies and procedures which will impact the operation of IMWRF activities.

- Ability to convey to CFA program managers a comprehensive operational understanding of and in-depth sensitivity to their individual operational and resource problems in order (1) to formulate the operating budget through the review, analysis and consolidation of CFA program manager budget estimates; (2) to monitor the budget execution through the analysis, interpretation or development of financial data and/or indicators; (3) and to develop alternative methods of financial programs and activities.

- Skill in formulating and developing written and oral financial management strategies for presentation to higher echelon operating officials in securing their acceptance of proposed operating programs and the required financial support.

Factor 2 - Supervisory Controls - Level 2-4 - 450 points.

The position functions under general supervision receiving broad guidance on the policy, scope, and objectives of the installation IMWRF operating programs. The incumbent is relied upon to function independently in planning the budgetary formulation, in organizing and

controlling the budgetary execution, in monitoring, analyzing and evaluating the utilization of IMWRF appropriated and nonappropriated resources, in recommending changes to existing IMWRF programs based on resource requirements, and in developing modifications to existing budget procedures and methods used to measure IMWRF operating performance. The supervisor is available to discuss unprecedented operational and potentially controversial problems encountered by the position in monitoring and evaluating the organization's resources. Work performance is evaluated based on the efficient control of IMWRF resources in meeting IMWRF program financial goals and objectives, the soundness and accuracy of financial management advice provided to the IMWRF Manager and the CFA division and activity managers, and the effectiveness of developed procedures in measuring the performance of IMWRF operating programs.

Factor 3 - Guidelines - Level 3-4 - 450 points.

Available quidelines include HQDA and MACOM headquarters policy directives and regulatory guidelines concerning the operation and organization of APF and NAF funding resources. As the staff advisor to the IMWRF Manager and the primary source of resource management advice and assistance to CFA activity managers, considerable judgment is exercised by the position, not only in the interpretation and application of HQDA and MACOM policies regarding APF and NAF funding, but also in the development of additional budgetary guidelines, e.g., restructured policies on the redistribution of APF and NAF funding or on the preparation of variance and operating reports; and innovative resource management criteria, e.g., modified or supplementary financial indicators for use by CFA program managers for measuring existing trends and the potential accomplishment of MWR goals.

Factor 4 - Complexity - Level 4-5 - 325 points.

The position, functioning as the staff advisor to the IMWRF Manager and the primary source of financial and resource management to the CFA program managers, is responsible for the development and use of broad budgetary techniques and methods in the formulation, presentation, and execution of five-year budget forecasts covering IMWRF programs with widely varying goals, objectives, and requirements. The position regularly deals with factors or conditions which substantially affect the development and execution of budgetary actions. These include, but are not limited to, gauging the impact of changes in installation command philosophy and its possible effect on individual IMWRF program emphasis; reductions of APF budgetary support; modifications in customer demand for IMWRF goods and services; variances in installation troop and dependent strengths; potential reprograming of NAF funds for major construction programs; or in OCONUS, the need to take into account changes in monetary exchange rates and their impact on NAF budgetary forecasts.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The purpose of the work is to function as the technical focal point for financial and resource management to the IMWRF Manager and the CFA program directors in organizing, directing, controlling and evaluating installation IMWRF APF and NAF resources; monitoring the programing and budgeting of long-range IMWRF resources; advising CFA program managers on the utilization of resources in NAF program areas; ensuring that IMWRF resource requirements are fully stated and justified; developing additional budget guidance and/or financial indicators for analyzing cost and profit trends and for submitting current and future operational estimates. The position's fiscal and resource leadership responsibilities are primary to the successful and cohesive operation of the various IMWRF activities by ensuring the availability and control of necessary funding and the provision of comprehensive technical guidance.

Factor 6 - Personal Contacts - Level 6-2 - 25 points.

As the primary source of budgetary and resource management expertise to CFA managers, contacts are essentially with the employing IMWRF organization, i.e., the IMWRF Manager, CFA divisions chiefs and subordinate activity and program managers. Contacts outside the CFA include administrative and management personnel of the DPCA, i.e., the Resource Management Office and/or the CPO; supporting installation personnel, i.e., the DEH, the DRM, the DOC and the NAF Central Accounting Office; members of the IMWRF Council; and where required, the installation commander and subordinate staff. The position also meets and deals by telephone with IMWRF representatives of other installations, the MACOM, and HQDA, and occasionally briefs such individuals visiting the installation regarding local APF and NAF manpower and budget policies.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts with CFA program managers and subordinate activity managers are for the purpose of persuading them to change established work methods and practices, to adjust to changes in generated and allocated funding, and to accept modified or newly developed guidance and financial indicators for forecasting operations and submitting budget estimates. Contacts also involve the IMWRF Manager, and CFA program managers for the purpose of developing strategies for briefing the installation commander, the IMWRF Council, and visiting HQDA and MACOM IMWRF elements on the management of and the requirement for additional IMWRF operational resources.

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

Work is normally sedentary and performed while seated at a desk; however, some walking, bending, and carrying of light items, e.g.,

computer print-outs, reports, binders, to meetings is necessary. Occasional periods of overtime are required.

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

The work is primarily performed in an office setting with no unusual risks or discomforts.

Total Points - 2855

HQDA EVALUATION STATEMENT (A168__)
Supervisory Program Analyst GS-345-12

1. References:

a. OPM PCS Financial Administration and Program Series, GS-501, April 1982.

b. OPM PCS Budget Analysis Series, GS-560, July 1981.

c. OPM PCS Financial Management Series, GS-505, June 1963.

d. OPM PCS Program Analysis Series, GS-345, October 1965.

e. Supervisory Grade Evaluation Guide, January 1976.

f. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Supervisory Program Analyst" and placed in the GS-345 occupational series (see reference 1f for rationale).

3. Grade Determination: The appropriate grade level is GS-12 (see attached FES evaluation statement).

4. Classification: Supervisory Program Analyst, GS-345-12.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Supervisory Program Analyst GS-345-12

Citations: GS-345 Program Analysis Series
GS-560 Budget Anaysis Series

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	"
3. Guidelines	450	FLD 3-4	"
4. Complexity	325	FLD 4-5	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	25	FLD 6-2	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"

SUMMARY	TOTAL POINTS	2855
	GRADE CONVERSION	GS-12

Factor 1 - Knowledge Required by the Position. As discussed in reference 1f, the position is responsible for an IMWRF financial and budgetary program requiring the knowledges and skills characteristic of level 1-7.

Factor 2 - Supervisory Controls. As discussed in reference 1f, the position's independence in planning, organizing and controlling the IMWRF budgetary program supports level 2-4.

Factor 3 - Guidelines. As discussed in reference 1f, the position's initiative and resourcefulness in developing budgetary guidance meets level 3-4.

Factor 4 - Complexity. As discussed in reference 1f, the position is involved with operational problems meeting level 4-5 complexity.

Factor 5 - Scope and Effect. As discussd in reference 1f, the overall impact of the FMD budgetary program meets level 5-4.

Factor 6 - Personal Contacts. As discussed in reference 1f, the type of contacts characteristic of the position meet level 6-2.

Factor 7 - Purpose of Contacts. As discussed in reference 1f, the purpose of the contacts is characteristic of level 7-3.

Factor 8 - Physical Demands. See reference 1f.

Factor 9 - Wore Environment. See reference 1f.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A007__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Duplicating Equipment Operator

6. PAY SCHEDULE: GS

7. OCC CODE: 350

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Operates a small offset duplicating machine in duplicating forms, notices, instructions, circulars, pamphlets, and other material involving the use of single color and paper masters. Operating duties include - inspecting and placing the master on the machine; loading feed tray; filling ink and water fountains; and controlling ink flow, water flow, paper feed, and delivery by making necessary adjustments. During production runs, makes continuous inspection to maintain quality of impression, prevent jams, and correct poor inking and other impression defects. Performs minor maintenance such as cleaning and oiling machine, adjusting rollers, changing blankets, etc. May maintain files of masters. May occasionally use other than paper masters. ____%

2. Operates a copying machine or similar equipment to produce individual copies or masters and paper plates for multilith or other duplicating process. Makes careful exposure settings and adjustments to the machine to produce clear copies. Performs minor maintenance and makes minor repairs to the machine as required. ____%

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3. Operates, as required, other types of miscellaneous office devices such as collator, power stapler, hole punch, etc.. Makes appropriate adjustments for size of material, proper feeding, etc. Performs minor maintenance to include cleaning and oiling machines and making minor repairs. _____%

Performs other duties as assigned.

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

- Thorough knowledge and skill of the set up, adjustment, and operating procedures for an automatically controlled duplicator, an online electrostatic image maker, an online automatically controlled sorter.

- Knowledge and skill to diagnose equipment malfunctions and operating problems and perform corrective adjustments as necessary. Typically, such corrective adjustments are due to improper balance between water and ink, inadequate pressure on cylinders, poor ink distribution, etc.

- Knowledge and skill of basic operating procedures for a copying machine and miscellaneous office equipment.

- Skill in performance of routine maintenance procedures.

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

Works under general supervision receiving continuing and individual assignments according to the deadlines and priorities of reproduction projects. The operator performs assignments independently according to the priority indicated and resolves most problems without help from the supervisor. The supervisor resolves unusual problems and provides specific instructions for special tasks. The supervisor occasionally spot-checks completed work; however, the nature of the work entails a continuous review of the completed work products by the user of the service in terms of timeliness, readability, and general satisfaction.

Factor 3 - Guidelines -- Level 3-1 -- 25 points.

Guidelines are specific and complete. There are few guidelines; however, they apply to nearly all work situations. Typically, guidelines consist of manufacturer's operating manuals, standing operating procedures, and agency regulations. The guidelines and their applications are easily learned. They generally pertain to basic procedures such as equipment set up and operation, clearing material jams, replenishing machine supplies, and scheduled cleaning and maintenance of equipment. Specific deviations or situations to which the guidelines do not apply are generally referred to the supervisor.

Factor 4 - Complexity -- Level 4-2 -- 75 points.

Work consists of operating automated duplicating equipment to reproduce readable copies of letters, memorandums, etc. The work does not typically require close registration, more than one color, halftones, or use of masters or plates made from usable contact negatives and positives prepared with a camera that requires darkroom development. The equipment set up and adjustment is performed after the operator has considered the quality, background color, and size of the document to be duplicated. The operator sets the controls and then feeds an original document into an electrostatic imagemaker to produce a master. After proper machine adjustments, the master is used for duplication of required copies. Completed copies may require sorting by use of a powered collator and assembled and stapled or bound. Completed work is picked up by or delivered to the requesting office. The specifics of the work such as the number of copies and size or color of paper are determined by the office requesting the service and are clearly listed on the requisition form.

Factor 5 - Scope and Effect -- Level 5-1 -- 25 points.

The purpose of the work is to provide administrative support reproduction services, which facilitate the work of others in various organizations. The work does not affect the accuracy or reliability of the subject matter or other work processes performed in the organizations serviced by the copy center.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points.

Contacts are with employees and various individuals within the organization serviced by the copy center.

Factor 7 - Purpose of Contacts -- Level 7-1 -- 20 points.

Contacts are typically for the purpose of obtaining or clarifying reproduction requests.

Factor 8 - Physical Demands -- Level 8-2 -- 20 points.

Work requires recurring lifting of moderately heavy (less than 50 pounds) items such as boxes of paper stock, inks, and other supplies; continuous standing, stooping, and bending during the operation and adjustment of the equipment.

Factor 9 - Work Environment -- Level 9-2 -- 20 points.

Work is performed in a well-lighted, ventilated, and heated office setting; however, the incumbent is continually exposed to risks and discomforts such as paper dust, machine grease, toner, ink, and solvents. Special safety precautions must be observed to prevent injury during the operation of the equipment.

685 points equate to GS-04.

EVALUATION STATEMENT

1. References.

a. OPM Position Classification Standards, GS-350, Equipment Operator Series, Nov 78.

b. OPM Job Grading Standard, WG-4417, Offset Press Operator Series, Oct 81.

c. OPM Position Classification Standards, General Introduction, Background, and Instructions, Section IV, Jan 79.

2. Pay category determination. The purpose of the position is to operate a small offset duplicator (with maximum sheet size 11" X 17"), paper platemaker, and simple bindery equipment. There is no equipment or need for plates made from reusable contact negatives or positives, and the equipment is intended to be used in the same manner as copier and duplicating equipment (i.e., to provide rapid administrative support reproduction service). Additionally, AR 310-1 restricts centralized duplicating facilities as follows: reusable contact negatives and positives are prohibited; per page production is limited to 5,000 with an aggregate of no more than 25,000 on any job; single color only; maximum sheet size not more than 11" X 17". Such limitations and restrictions indicate that quality and skill factors supporting the wage grade pay system (e.g., fine-line registration, overlay printing, line work, large solids, screens, halftones, and multicolor work) are absent from the position and are not characteristic of skilled offset pressman positions. Additionally, there are no lines of promotion into skilled lithographic occupations in the immediate organization. The General Schedule (GS) pay system is therefore proper.

3. Title and series determination. Position involves operating duplicating equipment to produce acceptable work products on time, which is characteristic of the GS-350 series. The paramount duties and responsibilities involve operating small offset duplicators. Therefore, the authorized title is "Duplicating Equipment Operator."

4. Grade determination. The appropriate grade level is GS-04. (See attached FES evaluation statement.)

5. Classification. Duplicating Equipment Operator, GS-350-04.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Duplicating Equipment Operator, GS-350-04

FES Standard and Date: Equipment Operator Series, Nov 78 Position #: _____

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	350	FL #1-3 BMK #4-1	Thorough knowledge/skill in set-up/adjustment/use/simple repair of duplicator/plate-maker/simple bindery equip.
2. Supervisory Controls	125	FL #2-2	Performs work independently w/o reference to supv, except on unusual situations. Subj to spot checks/user satisfaction.
3. Guidelines	25	FL #3-1	Determines appropriate guide-lines according to work situa-tion (e.g., manuals, standing instructions, etc.)
4. Complexity	75	FL #4-2 BMK #4-1	Work involves operating dupl. equip. to produce readable copy.
5. Scope and Effect	25	FL #5-1 BMK #4-1	Service facilitates the work of others.
6. Personal Contacts	25	FL #6-2 BMK #4-1	Contacts with various employees of organization(s) served.
7. Purpose of Contacts	20	FL #7-1 BMK #4-1	To clarify/obtain work orders.
8. Physical Demands	20	BMK #4-1	Moderately heavy lifting of reproduction supplies and equipment.
9. Work Environment	20	BMK #4-1	Well lighted/ventilated. Safety precautions must be observed.
SUMMARY			
TOTAL POINTS	685	Remarks:	
Grade Conversion	GS-04		

2

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A130

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Data Transcriber

6. PAY SCHEDULE: GS

7. OCC CODE: 356

8. GRADE: 02

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Operates under general supervision receiving oral and written instructions on new or revised transcribing procedures and work assignments. Performs routine, repetitive assignments independently. Completed work is spot-checked for accuracy, adequacy, and compliance with detailed and specific written instructions, policies, and procedures.

MAJOR DUTIES

Operates one or more kinds of data keying equipment to transcribe or verify data. Using the full keyboard, transcribes both alphabetic and numeric entries and often a few code symbols that require double keying. Source documents are usually precoded and instructions clearly identify the data to be transcribed; some assignments, however, may require the incumbent to locate easily identified data (e.g., dates, dollar amounts) that appear in various locations, or to skip from one part of the document to another when the data are not in the same sequence as they are to be transcribed.

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Transcribes from brief source documents from which normally all data are transcribed onto one card (or an equivalent entry on tape or other record). Formats, transcribing procedures, and program controls from one assignment to another may substantially vary, but within each assignment, the data on all documents are presented and transcribed in the same way.

Transcribes one or a few documents that are either several pages long and require a number of separate cards or equivalent entries involving different formats and transcribing procedures or are received from uncontrolled sources and frequently involve incomplete or illegible entries, data entered in the wrong location, or similar errors that incumbent must recognize and correct when the appropriate entry is obvious from other entries or instructions, or must refer to others for correction. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standard, GS-356, Data Transcriber Series, dated August 1975.

2. Title and series determination. The duties of the position involve operating one or more kinds of data keying equipment to perform data transcribing or verifying work which is specifically included within the GS-356, Data Transcribing Series. The authorized title for all nonsupervisory positions in this series is "Data Transcriber".

3. Grade level determination. Grade level within the GS-356, Data Transcribing Series, is derived from careful evaluation of two classification factors - nature of assignments and mental demands.

a. Nature of assignments. Duties involve the operation of one or more kinds of data keying equipment which requires skill in the use of the full keyboard to transcribe both alphabetic and numeric entries and often a few code symbols that require double keying. Although specific and detailed written instructions apply to all aspects of the work, some exceptions or special instructions that require transcribing specified data items in a different manner from that required for other data are also applied. Regular, recurring assignments involve transcribing from a variety of brief source documents or from one or a few more complex source documents which are precoded and clearly identified as to data to be transcribed and the location of that data but may require incumbent to locate certain easily identified data that appear in various locations or to skip from one part of the document to another when the data are not in the same sequence as they are to be transcribed. All of the preceding is typical of that anticipated at the GS-02 level - pp. 11-12 of the GS-356. Nature of assignments do not entail the variety of complicated data transcribing and verifying assignments which require knowledge of an extensive body of procedures anticipated at the GS-03 level. In light of this, this factor is properly evaluable to GS-02.

b. Mental demands. Incumbent's standing instructions for data transcribing/verifying work are applied independently, and incumbent is required to recognize different kinds of source data and to remember and apply the procedures and program controls for each recurring kind of work. Although errors or omissions in source documents normally are referred to others for correction, incumbent must be more alert than at the GS-01 level in order to recognize when corrections are required. All of the preceding is typical of that anticipated at the GS-02 level. The work does not require the mental demands anticipated at the GS-03 level where transcribers must select and apply substantially more extensive and complicated procedures, must be alert to data items that require variations in transcribing procedures, and must apply a good knowledge of the coding systems used to supply coding for uncoded documents or to correct coding errors. Also not present in the position is the requirement for the incumbent to frequently shift rapidly from one

assignment to another involving different transcribing procedures, formats, coding, or other features which is also typical of that anticipated at the GS-03 level. In light of the preceding the mental demands of the work properly equate to the GS-02 level.

In light of the fact that both nature of assignments and mental demands factors are properly evaluable to GS-02, the final grade determination is GS-02.

4. Classification. Data Transcriber, GS-356-02.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A008__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Data Transcriber

6. PAY SCHEDULE: GS

7. OCC CODE: 356

8. GRADE: 03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under general supervision receiving oral and written instructions on new or revised transcribing procedures and work assignments. Incumbent performs routine, repetitive assignments independently; however, supervisor is available to resolve the more difficult problems of application or interpretation. Completed work is spot-checked for accuracy, adequacy, and compliance with instructions, policies, and procedures.

MAJOR DUTIES

1. Operates one or more kinds of data keying equipment to perform data transcribing or verifying work requiring the use of the full keyboard including special function keys and special symbols which require double keying. Determines the number and kind of entries to be made, which are extensive both in number and content based on

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the content of designated data items. Corrects errors or refers the document to the proper source for correction. Keys data, coded and uncoded, from a variety of source documents in various format, or keys entries that vary when standardized formats are used. Reports cover a wide variety of unrelated statistical data such as: costs, personnel, equipment, pay, construction, maintenance, etc., covering numerous operations. Shifts from one assignment to another based on priority and makes rapid adjustments to maintain acceptable speed and accuracy. _____%

2. Operates verifying machines to check accuracy of work or rekeys the data in verification mode and corrects entries. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-356, Data Transcriber Series, Aug 75.

2. Title and series determination. The duties of this position involve operating one or more kinds of data keying equipment to perform data transcribing and verifying work. These duties are a substantial match to series definition of above reference and, therefore, properly allocated to the GS-356, Data Transcriber Series. The authorized title for all nonsupervisory positions in this series is "Data Transcriber."

3. Grade level determination. The GS-356 series describes grade level criteria in two factors, nature of assignment and mental demands.

a. Nature of assignments. Duties involve the operation of data keying equipment. The data transcribing and verifying work require skilled use of the full keyboard, including special function keys and special symbols that require double keying. Procedural instructions are extensive both in number and content, and the incumbent must be able to process data in different forms as well as being required to determine the number and kind of entries to be made based on the content of designated data items. These duties are an adequate match to the GS-03 level criteria. Assignments do not meet the GS-04 level where typical assignments include - transcribing from source documents that are prepared by the public, which increases the likelihood of errors or misplaced data; correcting errors based on a substantive knowledge of the data; or participating in testing and debugging new programs and keying unrefined programs for a significant proportion of time. Thus, GS-03 is appropriate for this factor.

b. Mental demands. GS-03 data transcribers must be alert to data items that require variations in transcribing procedures. They must apply knowledge of the coding in systems used for uncoded documents or to correct coding errors. They must often shift rapidly from one assignment to another involving different transcribing procedures, formats, coding, or other features. Assignments in progress may be interrupted for higher priority work and then resumed later. These characteristics are present in subject position. Mental demands depicted at the GS-04 level are not present. These include determining, when to shift from one assignment to another with a higher priority, the form in which the output is needed, and the machine actions needed to convert complex source data to that form. Therefore, Level 3 is appropriate for this factor.

4. Classification. Data Transcriber, GS-356-03.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A131

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Data Transcriber

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	356	04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Operates under very general supervision receiving accompanying instructions only on the most complicated assignments. Review of work is primarily in terms of results achieved. Exercises substantial judgment in applying guidelines which include an extensive body of general and specific data transcription procedures which apply to a wide variety of complicated data transcribing assignments.

MAJOR DUTIES

Operates one or more kinds of data keying equipment to perform at least three of the following complicated data transcribing and/or verifying work assignments: transcribes from unedited and uncoded source documents or from complex documents that are not controlled by format, reporting instructions, or source; corrects errors or refers the document to the proper person for correction; develops, selects, or recommends appropriate recording and transcribing procedures or adapts general instructions based on a substantive understanding of the nature and purpose of the data; after interpreting substantive data, performs transcribing or verifying

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assignments to retrieve and change records that are already in the data processing system as well as to enter records into the system; participates in testing and debugging new data transcribing programs and keying unrefined programs; provides guidance and procedural instructions to other employees on complicated data transcribing assignments and training new transcribers in the work of the unit; transcribes/verifies data when the work requires the ability to reconstruct mentally the entries to identify sources of error because the transcribing machine gives only the message that there is an error in the system; and/or transcribes from complex source documents that are designed to be used for more than one type of transaction.

____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standard, GS-356, Data Transcriber Series, dated August 1975.

2. Title and series determination. Work involves operating one or more kinds of keyboard controlled machines to transcribe or verify data in a form that can be used in automated data processing systems. This kind of work is appropriately included within the GS-356, Data Transcribing Series. The authorized title for all nonsupervisory positions in this series is "Data Transcriber".

3. Grade level determination. Two major factors must be considered in deriving grade level by application of the GS-356 position classification standard - nature of assignments and mental demands.

a. Nature of assignments. Data transcribing work required involves exercise of substantial judgment in interpreting and applying an extensive body of general procedures as well as applying specific procedures to a wide variety of complicated data transcribing assignments; this exceeds the GS-03 transcribing work where procedures are usually directly applicable and, therefore, a substantive knowledge of the data being transcribed is not needed to interpret and apply the procedures to transcribing assignments. The nature of assignments fully meet the GS-04 level in light of the fact that at least three of the complicated data transcribing and/or verifying work shown in the job description are present. In light of the preceding, the nature of assignments factor is a substantial match to that anticipated at the GS-04 level - pp. 15-17, GS-356 position classification standard.

b. Mental demands. Incumbent receives accompanying instructions on only the most complicated assignments but must be alert to data items that require variations in the transcribing procedures, and - based on the type of document and on the information in the document - must apply a very good knowledge of the coding systems to supply coding for uncoded documents or to correct coding errors. In addition, incumbent frequently must shift rapidly from one assignment to another involving different transcribing procedures, formats, coding, or other features. Assignments in progress may be interrupted for higher priority work and then resumed later. All of the preceding is typical of that anticipated at the GS-03 level. In addition, however, this position includes a requirement for the incumbent to have the ability to conceptualize the form in which the output is needed and the specific operator and machine actions needed to convert the source data to that form. The extensive variety of source documents places more mental demands on the incumbent because of the voluminous procedures and guidelines with which the incumbent must be familiar and because of the variance in procedures and guidelines for similar assignments. These additional requirements properly support the GS-04 grade level for this factor.

In light of the fact that both the nature of assignments and mental demands are properly evaluable to GS-04, the final grade determination is GS-04.

4. Classification. Data Transcriber, GS-356-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A009__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Telephone Operator

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	382	03

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

The operator performs recurring assignments independently in accordance with specific instructions and standing operating procedures, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor assures that work and methods are technically accurate and in compliance with instruction or established procedures by occasional monitoring and observation of operations.

MAJOR DUTIES

Serves as Telephone and Information Operator on a regular or rotating shift performing the following duties, which require tact, courtesy, and judgment in the application of regular and special procedures.

1. Operates telephone switchboard. Operates one or more positions on a multiple, automatic switchboard, places and receives a variety of local, regular, and

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special calls. Applies a knowledge of specialized procedures peculiar to various circuits or networks such as WATS, AUTOVON, FTS, Foreign Exchange, Commercial, and Special Tielines. Handles emergency type calls such as fire alarms, military police, ambulance service, crash alarm, air defense warning, and duty officer calls. Makes periodic peg count of incoming, outgoing, and directory traffic. Maintains records pertinent to telephone service rendered. _____%

2. Furnishes telephone information. Provides information requiring a general knowledge of the functions and activities of organizational segments, troop numbers, designations, and locations of the offices and personnel, and such additional information as office hours, time, visiting hours, and time and location of special events. Uses such reference sources as directories, information memorandums, organizational charts, and locator files. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-382, Telephone Operator Series, Apr 65.

2. Title and series determination. The duties of this position involve operation of a multiple, automatic switchboard to place and receive a variety of local and long distance calls, both official and personal. These duties are a substantial match to series definition of reference above and, therefore, properly allocated to the GS-382, Telephone Operating Series. The authorized title for all nonsupervisory positions in this series is "Telephone Operator."

3. Grade determination. The GS-382 series describes grade level criteria in two factors, nature of assignments and supervision and guidance received.

a. Nature of assignments. Duties involve placing and receiving a variety of local and long distance calls on a multiple, automatic switchboard. Calls involve the use of commercial circuits, leased lines, direct tielines, radio circuits and includes overseas connections, collect or charge calls, and conference and appointment calls requiring the use of various special procedures. Duties also include providing information services. Incidental assignments include making periodic count of incoming, outgoing, and directory traffic and maintaining records pertinent to telephone services rendered. These assignments exceed the GS-02 level of the standard. Assignments do not meet the GS-04 level where the operator handles highly complex calls, requiring personal involvements of the highest degree, for a majority of their total work period.

b. Supervision and guidance received. Operators at the GS-03 level refer to written guides, manuals, and regulations requiring judgment and interpretation in their application. The supervisor is available to solve complex problems. This type of responsibility is typical of subject position, which depicts the operator performing recurring assignments independently in accordance with specific instructions and standing operating procedures. The level of responsibility does not attain the GS-04 level, which involves handling the most difficult calls independently.

4. Classification. Telephone Operator, GS-382-03.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A132

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Telephone Operator

6. PAY SCHEDULE: GS

7. OCC CODE: 382

8. GRADE: 4

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Performs all assignments including complex routing or monitoring and sole operator or information operator assistance functions without supervisory assistance, except in rare or unusual situations. Uses experienced judgment to apply and interpret manuals, regulations and written guidelines to all work situations. Supervisor relies on operator to achieve desired results with only rare monitoring or assistance in resolution of most difficult calls on rare occasions.

MAJOR DUTIES

Serves as a senior telephone operator performing one or more of the following duties for a majority of the time: handling complex, special long distance calls requiring a mixture of varied and alternate routings of priority calls where constant operators awareness and monitoring is necessary; or serves as a sole telephone operator; and/or serves as an information operator. Performs other less difficult switchboard or other telephone operation or related duties such as keeping logs, traffic peg counts or maintaining directories for less than a majority of the time.

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1. As senior telephone operator on an assigned shift, places and monitors complex, special long-distance calls involving varied alternate routing of priority calls and requiring continuous operator awareness to monitor the calls, preempt circuits to put priority calls through, and interrupt as needed to assist callers. Makes continual judgements on the advisability of preempting circuits, the selection of the most appropriate routes and alternate routes, and similar matters. As necessary, traces individuals over a large area in response to a high level request that the individual be located. _____%

2. As sole operator on a shift, handles the full range of calls, including placing and receiving local, regular and special long-distance calls; occasionally handles complex calls requiring a high degree of personal involvement. _____%

3. As information operator, performs assignments requiring a high degree of personal involvement. Furnishes telephone numbers, extensions, names, etc. from directories and files, utilizing a comprehensive knowledge of the mission and functions of all parts of the organization (which has a large number of organizational subdivisions). Interrogates callers in depth, queries information receptionists, locators, and other sources, and based on nature of the inquiry makes discriminating judgements between organizations, offices, or individuals best able to resolve the caller's inquiry. _____%

4. Performs other switchboard operation, telephone operation or related duties such as keeping logs or other records of telephone services rendered, making traffic peg counts, maintaining directories, preparing billing information, booking calls, preparing trouble tickets on out-of-order phones and referring these for maintenance. Files records related to these duties. May operate an emergency action console or similar equipment to handle emergency messages or calls such as fire alarms, ambulance service, military police, crash alarms, defense warning, duty officer or similar calls. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. U.S. OPM Position Classification Standards, Telephone Operating Series, GS-382, April 1965.

2. Determination of Series and Title. The duties of this job include operation of telephone switchboard or console to receive and place a variety of local and long distance calls over various telephone systems or networks. Such work is encompassed by the GS-382 series definition, therefore this job is placed in that series. The authorized title for all nonsupervisory positions is Telephone Operator, so that is the title used for this nonsupervisory job.

3. Grade Determination. The grade is determined by application of two factors, Nature of Assignments and Supervision and Guidance Received as follows. Also may perform sole operator and/or information operator duties as part of the majority work assignments. These latter duties are also the type of work described at the GS-4 level in the standard for this factor.

a. Nature of Assignments. The majority of time is spent on duties characteristic of the GS-4 level in the standard such as placing complex long distance calls requiring use of alternate circuits to complete routings or alternate routings of calls taking priorities into consideration and maintaining a high degree of personal involvement to assure completion of calls to proper offices or parties by pre-empting circuits if necessary.

b. Supervision and Guidance Received. As a senior operator this job receives a minimum of supervision because the supervisor is not normally available. The work is seldom monitored and the operator is relied upon to refer to written guides, procedures and regulations and to apply and interpret these using sound judgment and knowledge to achieve desired results. This type of supervision and guidance is characteristic of the GS-4 level.

4. Classification. Telephone Operator, GS-382-4.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A065

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Interdisciplinary

6. PAY SCHEDULE: GS

7. OCC CODE: 415/1320

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

(1) The Forensic Toxicology Drug Testing Laboratory (FTDTL) Commander or Officer-In-Charge defines the overall objectives and available resources of the program. The incumbent independently plans, directs and controls the quality assurance program, resolving most technical problems and coordinating and implementing the program with the members of the FTDTL staff. Completed work is reviewed for effectiveness in meeting accrediting and regulatory agency requirements. (2) As the laboratory's lone representative in court martial proceedings, receives no technical supervision. Performance is evaluated based on feedback from installation The Judge Advocate General(TJAG) officials.

MAJOR DUTIES

Serves as Chief, Quality Assurance (QA) and the primary expert witness for a U.S. Army FTDTL, applying a professional knowledge of the principles of toxicology, pharmacokinetics, analytical and clinical chemistry.

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1a. Responsible for the initial development, implementation and maintenance of a laboratory quality assurance program to certify through documentation the scientific validity of test results. Develops internal laboratory quality assurance procedures for new tests as they are introduced into the laboratory and modifies existing procedures as requirements change. Assesses data needed, designs data collection procedures, identifies parameters and determines acceptable range for each parameter. Identifies control samples appropriate to monitor assays/procedures, establishes protocols for evaluating control sample value (e.g., within day variation, day-to-day variation trends, shifts), and defines action to be taken when control sample is outside acceptable limits. Monitors all quality assurance issues on gas liquid chromatography (GLC) and gas chromatograph/mass spectrometer (GC/MS) charts, and radioimmunoassay runs. Develops systems of quality control procedures and accountablility on equipment, reagents, changes in policy (technical and procedural changes) and products. Evaluates results and implements corrective actions when indicated. Establishes and maintains record keeping systems, to include quality assurance workload data. Writes the quality assurance Standing Operating Procedure (SOP); makes timely modifications and changes to SOP to reflect up to date procedural applications in the laboratory. SOP maintenance includes an annual review of the procedures contained in the manual.

1b. Responsible for managing and monitoring the laboratory's performance in the external proficiency testing programs. Analyses the acceptablility of test results and prepares detailed reports. Responds to requests for quality assurance information from external agencies such as the Armed Forces Institute of Pathology (AFIP) and regulatory agencies such as Department of Defense, Department of Army, Office of The Surgeon General, and College of American Pathologists. Supervises the performance of the laboratory in external surveys conducted by these agencies; verifies information and maintains exhaustive files of the results of these surveys. Reviews current literature for improved quality assurance techniques and current scientific literature on drug toxicology.

2. Serves as the primary expert witness and authority in the field of toxicology at military legal proceedings. Provides expert testimony to explain technical aspects of the laboratory analyses and chain of custody procedures, and to interpret and explain the results, incorporating explanations and interpretations that are based upon known pharmacokinetic principles. Discusses, in from of court proceedings, the significance of new scientific procedures that have been recently published in repu table scientific journals, and the implications of these studies and findings upon the judicial proceedings at hand.

3. Explains the quality assurance program to visiting Federal managerial and scientific personnel up to White House staff and Congressional level, DA/DOD inspectors, consulting scientists, HQDA level officials, accrediting organizations, commanders, legal officers, and others within Army, Air Force and Navy channels.

4. Instructs laboratory personnel in the theoretical and practical aspects of quality assurance and interpretation of test results. Reviews work in progress or upon completion, reports and/or other data to asscertain problems in assuracy, adequacy, adherence to procedures, etc., and takes corrective action as necessary. Advises the staff on matters regarding test results and safety.

5. Provides technical direction and supervises a staff of 3-4 medical technicans and techologists. Approves or disapproves results of subordinates. Resolves complaints of employees. Advises employees of the performance of their progress in meeting the requirements. Holds corrective interviews with employees and takes corrective action.

Performs other duties as assigned.

Interdisciplinary position classifiable in any one of the following classes: Supervisory Toxicologist, GS-415-12 or Supervisory Chemist, GS-1320-12.

HQDA (DAPC-CPP)
Evaluation Statement

1. References:

a. Position Classification Standard for Toxicology Series GS-415, July 1987.

b. Position Classification Standard for Chemistry Series GS-1320, September 1978.

c. GS-403 Microbiology Series, December 1962.

2. Background Information. Following an overall finding that a member of the uniformed services has tested positive for drug use, the Forensic Toxicology Drug Testing Laboratory (FTDTL) reports such a result through channels to the applicable unit commander. Upon its receipt, there are available to this company grade officer contrasting courses of action that may be taken against any offender. On the one hand, a subordinate soldier may be provided appropriate counseling, rehabilitation or other medical treatment. Or, an administrative action (e.g., letter of reprimand) or an action under the Uniform Code of Military Justice may be taken as a corrective measure. With the apparent, decreasing tolerance of drug use in the military, the fact finding of the Total Army Personnel Command revealed that a court martial proceeding is often selected as the course of action to combat this societal problem. This alternative imposes a requirement upon the FTDTL, which conducted the RIA and GC/MS tests, to provide the military court with a subject matter expert. The FTDTL staff member who provides such testimony must be able to adeptly handle questions in any aspect of drug testing. At the present time, this prominent responsibility is largely handled by the FTDTL Commander. With each court appearance normally involving a minimum of three TDY days, this top management official is not present at the work site a substantial amount of the time. These absences and the normal rotation of military personnel raised a question regarding the efficacy of the Laboratory Commander being the primary resource for the role of "expert witness". Specifically, whether or not shifting this responsibility to another member of the FTDTL staff would benefit the overall management of the organization. In this regard HQDA-level officials have endorsed such a change but specified that the replacement have an intimate knowledge of the entire technical operation. This criterion effectively limited the selection of the primary expert witness to either the Technical Director or the Chief, Quality Assurance. The fact-finding revealed that planning, directing and controlling the daily technical operation of the FTDTL should rest with the

Technical Director. This coupled with the key role as a reviewer and certification official of final testing data results in this position being designated as an alternate in court martial proceedings. Consequently, the Chief, Quality Assurance has been assigned the responsibility to serve as the primary expert witness.

With this change, the incumbent of this position must establish credibility for his/her professional credentials. Such respect will normally emanate from an advanced college degree and meaningful experience in the drug testing field. The effect that work assignments can have on this professional reputation precipitated a review of the type of program that the incumbent manages in the FTDTL. Specifically, the scientific community does not consider quality control (QC) and quality assurance (QA) to be synonymous. Instead, QA has broader implications than QC. QA encompasses all those planned, systematic activities that are necessary to sustain adequate confidence that the laboratory continually produces highly reliable results. QA encompasses all aspects of the laboratory's operations that impact on making it a data-generating system: from choosing vendor's reagents and equipment when the program is being set up, to monitoring reagent performance, and maintaining and calibrating equipment as testing proceeds to tracking the fate of laboratory results after they are reported out with respect to how these results reflect the reliability of the lab's operations.

As a result, this position now includes PERSCOM's recommendation that the level of the program be raised to quality assurance.

3. Series and Title Determination. To be the expert witness in court martial proceedings demands a knowledge of the medicolegal aspects of the effects of chemicals on humans. This kind of knowledge is representative of the forensic toxicology field. As a result, the position meets the inclusion criteria of the GS-415 Toxicology Series. Also, being conversant in drug testing requires a detailed knowledge of radioimmunoassay and gas chromatography/mass spectrometry. With the principles of chemistry forming the basis for these technologies, the position is considered interdisciplinary with reference b. Since the incumbent of this position is responsible for the work efforts of three or more substantive positions, a prefix of "supervisory" should be added to the title. Depending upon the qualifications of a particular incumbent, the position should have a title of Supervisory Toxicologist or Supervisory Chemist.

4. Grade Level Determination. The position's primary discipline, the GS-415 Toxicology Series, does not include grade-level criteria. The GS-403 Microbiology Series in one of the

standards that the Office of Personnel Management recommends be used as a cross reference. As a result, the following factors from reference c. are used for evaluation purposes:

Significance of the Work. The purpose of this position is two-fold: to provide subject matter testimony in court martial proceedings and to plan, direct and control the Quality Assurance program in a Department of the Army FTDTL. Paramount to this management of a viable QA program is achieving and/or retaining the one credential against which a FTDTL is measured, a certification from the Armed Forces Institute of Pathology (AFIP). In this regard, the AFIP has developed extensive standards of adequacy that cover every aspect of a drug testing laboratory from the reliability of testing results to the disposal of radioactive waste in the RIA unit. As the Laboratory Commander's "honest broker", the incumbent and his/her staff closely monitor the technical operation to ensure that the FTDTL staff strictly adheres to these standards. This oversight also takes the form of periodic inspections whose objective is to identify deficiencies and make corrective recommendations to the Laboratory Commander. This identification is a top priority, since certain flaws in the FTDTL operation, if undetected, could result in the withdrawal of the AFIP certification. This parallels the intent of the GS-12 level where microbiologists appear as expert witnesses, make full inspections of production facilities, and make firm recommendations on actions to be taken in connection with carrying out regulatory and control programs.

The distinguishing characteristics between the GS-12 and GS-13 levels are the higher grade level requires: (1) full investigations and inspections of all kinds of production facilities; and (2) the work has more than local significance and usually affects the work of a number of other laboratories. With the role of the position being confined to one of the three in-house FTDTLs and having only local impact, the position does not meet the GS-13 level of difficulty.

Nature and Variety of Work. Reference c. specifically cites presenting expert testimony in court cases, a primary responsibility for the position, as a GS-12 level assignment. As such the incumbent must adroitly answer questions from both the prosecution and defense attorneys regarding any aspect of drug testing. This interrogation would typically include, but not be limited to, the following areas:

- The scientific intricacies of the drug testing methodology
- Laboratory chain of custody

- The analysis of the defendant's sample and other samples in the batch

- The quality assurance/quality control system

Qualifications required. Reference c. appears to attribute additional knowledges to work in public relations, project management, etc. For example, GS-12 is the first level where reference is made to positions which involve administrative or public relations responsibilities. At this level (GS-12), an employee has the ability to work with a laboratory staff or the ability to work effectively with people in other organizations. This criterion aptly describes the incumbent's oversight role within the FTDTL and the requirement to explain the drug testing program and laboratory procedures to managerial and scientific personnel from other Federal agencies (e.g., Department of Justice), accrediting organizations, consulting scientists, legal officers, etc. Despite the presence of this GS-12 level characteristic, the position does not include the companion requirement of negotiating solutions to controversial scientific and technical problems.

In summary, the position clearly meets the requisite characteristics of two classification factors and partially a third factor at the GS-12 level. As a "whole", position is considered properly evaluated to the GS-12 level.

5. Classification. Supervisory Toxicologist, GS-415-12 or Supervisory Chemist, GS-1320-12.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A067

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Interdisciplinary

6. PAY SCHEDULE: GS

7. OCC CODE:

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: [X] EXEMPT [ ] NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

The Forensic Toxicology Drug Testing Laboratory (FTDTL) Commander or Officer-In-Charge defines the overall objectives and available resources of the program. The incumbent is responsible for ensuring that all urine samples are screened accurately and in a timely manner for the evidence of drug use. This responsibility involves independently solving all technical problems and keeping the supervisor informed of controversial matters and problems. Completed work is reviewed for accomplishing the FTDTL's program objectives. Responsible for ensuring that all work meets Federal guidelines and Federal regulations.

MAJOR DUTIES

Serves as Technical Director of either the Tripler Army Medical Center or Wiesbaden FTDTL. Responsible for planning, directing and controlling this FTDTL's technical operation in support of the Army's Drug Deterrent Program. This operation is critical to the ability of

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the laboratory to meet monthly quotas as published by the U.S. Army Drug and Alcohol Operating Agency (USADAOA), and as directed by The Office of The Surgeon General (OTSG), Deputy Chief of Staff, Personnel (DCSPER) and Health Services Command (HSC) or Seventh Medical Command.

1. Supervises approximately 40-50 personnel engaged in the program. Serves as first line supervisor to 4 of these personnel and as second line supervisor for the remainder. Establishes broad objectives for priority of work; directs and advises on the accomplishment of objectives, completeness, and conformance to policy. Responsible for budget planning for technical sections of the laboratory. Assigns personnel to meet changing programs, requirements and workloads. Coordinates with the FTDTL Commander or Officer-In-Charge the needs of the laboratory as to personnel, facilities, supplies and equipment. Evaluates performance of subordinates; gives guidance and instructions; interviews candidates for employment: makes recommendations for appointments, promotions, or reassignments; hears and resolves complaints; effects minor disciplinary measures; identifies developmental and training needs of employees. Responsible for establishing and maintaining reporting procedures for transmitting results to all supported organizations, SOP maintenance includes an annual review of the procedures use.

2. Applies a professional knowledge of the pharmacokinetics of drug metabolism in the human body to the interpretation and certification of final laboratory results. Insures that reported results are accurate and that all drug testing steps are within the range of accepted tolerances. Instructs laboratory personnel in the theoretical and practical aspects of drug testing and interpretation of laboratory results. Ensures documentation of required training and certification. Reviews work in progress or upon completion, reports and/or other data to ascertain problems in accuracy, adequacy, adherance to standing operating procedures (SOP's), etc. and takes action as necessary. Advises the staff on matters regarding test results, laboratory safety and compliance with accrediting agency regulations.

3. Serves as a laboratory (FTDTL) expert and consultant to all military agencies in the field of drug testing. Reads and studies scientific and professional journals to keep abreast of the latest and most modern methods in toxicology of the examinations by chemical and instrumental techniques for the presence for toxic substances of medical or legal importance. Consults with and advises outside agencies and authorities on the development and interpretation of information and solution of problems where the work may involve cooperative efforts directly concerning the mission of the laboratory, interdepartmental projects or independent but related research. Consults with and advises

legal personnel regarding the implications upon military personnel of the results produced from this laboratory. Provides interpretations of the significance of results and the pharmacokinetically valid implications that these results may or may not imply.

4. Responsible for personnel management aspects by advising the Commander or Officer-In-Charge of anticipated vacancies, increases in workload or other circumstances to obtain replacements, temporary help or additional staff. Recommends promotions, reassignments or other changes of assigned personnel. Prepares evaluation reports where appropriate.

5. Serves as an alternate expert witness and authority in the field of toxicology at military legal proceedings. Provides expert testimony to explain technical aspects of the laboratory analyses and chain of custody procedures, and to interpret and explain the results incorporating explanations and interpretations that are based upon known pharmacokinetic principles. Discusses, in front of court proceedings, the significance of new scientific procedures that have been recently published in reputable scientific journals, and the implications of these studies and findings upon the judicial proceedings at hand. Presents application studies at national meetings to enlighten civilian scientific community on state-of-the-art technology.

Performs other duties as assigned.

Interdisciplinary position classifiable in any one of the following classes: Supervisory Toxicologist, GS-415-12, Supervisory Medical Technologist, GS-644-12 or Supervisory Chemist, GS-1320-12.

HQDA (DAPC-CPP)
Evaluation Statement

1. References:

a. Position Classification Standard for Medical Technologist Series GS-644, May 1984

b. Position Classification Standard for Chemistry Series GS-1320, September 1987

c. Position Classification Standard for Toxicology Series GS-415, July 1987

d. Position Classification Standard for Supervisory Grade-Evaluation Guide, January 1976

2. Series and Title Determination. Radioimmunoassay (RIA) and gas chromatography/mass spectrometry are technologies whose underlying principles rely heavily on the scientific field of chemistry. As a result, the position is considered interdisciplinary between the GS-644 Medical Technologist Series and the GS-1320 Chemistry Series. Also, serving periodically as an expert witness in court martial proceedings demands a knowledge of the medicolegal aspects of the effects of chemicals on humans. This kind of knowledge is representative of the forensic toxicology field. As a result, the position meets the inclusion criteria of reference c. Since the incumbent of this position is responsible for the work efforts of three or more substantive positions, a prefix of "Supervisory" should be added to the title. Depending upon the qualifications of a particular incumbent, the position should have a title of Supervisory Toxicologist, Supervisory Medical Technologist or Supervisory Chemist.

3. Grade Level Determination. The substantive work of a FTDTL is the examination of urine samples for evidence of drug use. As the Total Army Personnel Agency has documented in the standard job description and evaluation statement for the supervisor of the RIA and Confirmation areas, this mission should be accomplished through a mixture of civilian and military medical technicians and GS-9 medical technologists/chemists. With shift operations, the RIA or the Confirmation unit should optimally have two or three professional positions; consequently, the entire FTDTL technical operation should have a professional complement of 4-6 positions. Their presence results in a work situation where the Technical Director at Tripler Army Medical Center or Wiesbaden can be evaluated best by reference to the level of work performed by these professional positions. As a result, Part II of reference d. is used for evaluation purposes.

Factor I - Base Level of Work Supervised. In an April 1982 reconsideration decision, the Office of Personnel Management's Classification Appeals Office ruled that one-grade interval positions of a substantive nature below grade GS-9 should not be included in the computation of this factor. Rather, positions of this nature are creditable under Factor II, but not Factor I.

This classification certificate has an effect of excluding medical technicians from the base level of work supervised, since these positions are correctly classified below the GS-9 level. Since the professional positions in RIA or Confirmation are properly evaluated to the GS-9 level, this is the base level.

Factor II - Nature and Extent of Supervisory Responsibilities. The level of staffing in Processing, RIA, and Confirmation differs in the FTDTLs at Tripler Army Medical Center and Wiesbaden. The range for the number of nonsupervisory employees of a substantive nature is 20-27. This falls within the Degree A range of 15 to 30 employees.

Factor III - Managerial Aspects. Not Applicable.

Factor IV - Special Additional Elements Affecting Supervisory Work. Not Applicable

The base level of work supervised is GS-9 and Factor II is credited at Degree A. The tentative grade is therefore two levels above the base level or GS-12. Factors III and IV are absent and there are no other significant strengthening or weakening conditions. The tentative grade, GS-12, is therefore confirmed as the final grade.

4. Classification - Supervisory Toxicologist, GS-415-12, Supervisory Medical Technologist, GS-644-12 or Supervisory Chemist, GS-1320-12.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A069__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Interdisciplinary

6. PAY SCHEDULE: GM

7. OCC CODE: 415/1320

8. GRADE: 13

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

The Forensic Toxicology Drug Testing Laboratory (FTDTL) Officer-In-Charge defines the overall objectives, operational procedures and available resources. The incumbent is independently responsible for ensuring that all urine samples are tested for the evidence of drug use accurately and in a timely manner. This responsibility involves independently solving all technical problems and keeping the supervisor informed of controversial matters and problems. Completed work is reviewed and evaluated in terms of the overall efficiency and accuracy of the results obtained and for accomplishing the FTDTL's program objectives.

MAJOR DUTIES

Serves as Technical Director of the Walter Reed Army Medical Center (Fort Meade) FTDTL. Responsible for planning, directing and controlling this FTDTL's technical operation and the Department of the Army's experimental program in support of the Army's Drug Deterrent Program. These programs are critical to the ability of the laboratory

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to remain state-of-the-art technologically and to meet monthly quotas as published by the U.S. Army Drug and Alcohol Operations Agency (USADAOA), and as directed by The Office of The Surgeon General (OTSG), Deputy Chief of Staff, Personnel (DCSPER) and Health Services Command (HSC).

1. Supervises approximately 45 personnel engaged in the program. Serves as first line supervisor to 9 of these personnel and as second line supervisor for the remainder. Establishes priority of work; directs and advises on the accomplishment of objectives, completeness, and conformance to policy. Assigns personnel to meet changing programs, requirements and workloads based on difficulty and the requirements of the assignments and capabilities of the employees. Coordinates with the FTDTL Officer-In-Charge the needs of the laboratory as to personnel, facilities, supplies and equipment. Responsible for budget planning for technical sections of the laboratory. Evaluates performance of subordinates; gives guidance and instructions; to subordinates and prepares evaluations and interviews candidates for employment: makes recommendations for appointments, promotions, or reassignments; hears and resolves complaints; effects minor disciplinary measures; identifies developmental and training needs of employees.

2. Applies a professional knowledge of the pharmacokinetics of drug metabolism in the human body to the interpretation and certification of final laboratory results. Insures that reported results are accurate and that all drug testing steps are within the range of accurate tolerance. Reviews literature and conducts experiments to insure drug metabolites could not have come from certain suspected over-the-counter medications. Instructs laboratory personnel in the theoretical and practical aspects of drug testing and interpretation of laboratory results. Reviews work in progress or upon completion, reports and/or other data to ascertain problems in accuracy, adequacy, adherance to standing operating procedures (SOP's), etc. and takes action as necessary. Advises the staff on matters regarding test results, laboratory safety and compliance with accrediting agency regulations.

3. Manages the Applications Division which is responsible for the development of new methodology as well as the adaptation of existing theory to the solution of specialized problems in the field of forensic toxicology and drug testing. Provides guidance on matters of interpretation of experimental data with trends for planning future experiments in the program. Directs the work of the programs assigned, determining methods of approach and particular phases to be emphasized; reviews work performed either by observation or review of reports. Publishes the data, results and conclusions from scientific studies conducted by the FTDTL in nationally recognized scientific journals. These publications

have major impact on the credibility of the DOD Drug Deterrent Program and the forensic drug testing laboratories, as they generate exposure for the program and contribute to the reputation that the FTDTLs currently enjoy in the field of drug testing.

4. Serves as a laboratory (FTDTL) expert and consultant to all military agencies in the field of drug testing. Reads and studies scientific and professional journals to keep abreast of the latest and most modern methods in toxicology of the examinations by chemical and instrumental techniques for the presence for toxic substances of medical or legal importance. Consults with and advises outside agencies and authorities on the development and interpretation of information and solution of problems where the work may involve cooperative efforts directly concerning the mission of the laboratory, interdepartmental projects or independent but related research. Consults with and advises legal personnel regarding the implications upon military personnel of the results produced from this laboratory. Provides interpretations of the significance of results and the pharmacokinetically valid implications that these results may or may not imply.

5. Serves as a alternate expert witness and authority in the field of toxicology at military legal proceedings. Provides expert testimony to explain technical aspects of the laboratory analyses and chain of custody procedures, and to interpret and explain the results incorporating explanations and interpretations that are based upon known pharmacokinetic principles. Discusses, in front of court proceedings, the significance of new scientific procedures that have been recently published in reputable scientific journals, and the implications of these studies and findings upon the judicial proceedings at hand.

Performs other duties as assigned.

Interdisciplinary position classifiable in any one of the following classes: Supervisory Toxicologist, GM-0415-13 or Supervisory Chemist, GM-1320-13.

HQDA (DAPC-CPP)
Evaluation Statement

1. References:

a. Position Classification Standard for Chemistry Series GS-1320, September 1978

b. Position Classification Standard for Toxicology Series GS-415, July 1987

c. Position Classification Standard for Supervisory Grade-Evaluation Guide, January 1976

2. Series and Title Determination. The planning, directing and controlling of the FTDTL's technical operation requires an in-depth understanding of the current drug testing methodology of radioimmunoassay and gas chromatography/mass spectrometry. With the principles of chemistry forming the basis for these technologies, the position meets the inclusion criteria of reference a. Secondly, managing the Department of the Army's program to devise or refine the methodology to screen additional drugs or their metabolites requires a knowledge of forensic toxicology. As a result, position is considered interdisciplinary with reference b. Since the incumbent is responsible for the work efforts of three or more substantive positions, a prefix of "Supervisory" should be added to the title. Depending upon the qualifications of a particular incumbent, the position should have a title of Supervisory Toxicologist or Supervisory Chemist.

3. Grade Level Determination. With one exception, the organizational structure for the three Department of the Army FTDTLs is identical. This difference is found at the Walter Reed Army Medical Center (Fort Meade) where HQDA-level officials are establishing an Applications Division whose primary mission is to devise and/or refine detection tests for drugs (e.g., opiates and barbituates) not currently being tested and to evaluate new instrumentation that has been developed by vendors. These officials have indicated that this new organizational unit will be staffed with two paraprofessional and three professional positions, which PERSCOM has classified to the GS-11 level. This coupled with the recommendation that each of the two shifts in Fort Meade's RIA and Confirmation (i.e., Extractions plus GC/MS) units be optimally staffed with one nonsupervisory, professional position at the GS-9 level results in the technical operation having a total complement of seven professional positions. Their presence results in a work situation where Fort Meade's Technical Director can be evaluated best by reference to the level of work performed by these professional positions. As a result, Part II of reference c. is used for evaluation purposes.

Factor I - Base Level of Work Supervised. In an April 1982 reconsideration decision, the Office of Personnel Management's (OPM) Classification Appeals Office ruled that one-grade interval positions of a substantive nature below grade GS-9 should not be included in the computation of this factor. Rather, positions of this nature are creditable under Factor II, but not Factor I. This classification certificate has an effect of excluding medical technicians from the base level of work supervised, since these positions are correctly classified below the GS-9 level. With three of the seven professional positions evaluated to the GS-11 level, this is the base level since OPM's minimum criterion of 25% is met.

Factor II - Nature and Extent of Supervisory Responsibilities. Fort Meade's technical operation includes Processing, RIA, Confirmation, and Applications. These organizational units collectively have 28 substantive positions. This falls within the Degree A range of 15 to 30 employees.

Factor III - Managerial Aspects. Not Applicable.

Factor IV - Special Additional Elements Affecting Supervisory Work. Not Applicable

The base level of work supervised is GS-11 and Factor II is credited at Degree A. The tentative grade is therefore two levels above the base level or GS-13. Factors III and IV are absent and there are no other significant strengthening or weakening conditions. The tentative grade, GS-13, is therefore confirmed as the final grade.

4. Classification - Supervisory Toxicologist, GM-0415-13 or Supervisory Chemist, GM-1320-13

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A061__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Quality Reveiw Analyst

6. PAY SCHEDULE: GS

7. OCC CODE: 0501

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT XX NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives supervision from the branch chief or a senior Quality Review Analyst who provides specific instructions on the methods to follow and the results expected in terms of the form and content of finished reports on analytical studies. Detailed guidance is provided on new or revised policies, missions, functions, or organizations and assistance is readily available when unusual problems are encountered. Routine assignments are spot-checked for adequacy while more complex assignments and major recommendations for changes are closely reviewed for conformance with policies, soundness of conclusions, practicability of recommendations, and effectiveness of achieving objectives.

MAJOR DUTIES

Performs limited quality assurance (QA) studies or assists a higher-graded analyst with full scale studies. Assignments are designed to develop a knowledge of quality assurance programs, policies, and methods.

1. Assists higher-graded analyst with comprehensive review, special studies, and selective internal examinations of FAO functions pertaining to Military and

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Civilian Pay, Commercial Accounts, Disbursing, Quality Edit, Central Accounting Office (NAF), and Travel (military, civilian, and dependent). Conducts more routine studies where work processes are clear-cut and where major problems are not anticipated. Develops and applies knowledge of military and civilian pay entitlements, allowances, and travel entitlements; knowledge of the FAO organizations, mission, functions and general understanding of management, organization, and resource utilization policies, principles, concepts and objectives; and knowledge of review and analysis techniques, to include statistical sampling and procedures to identify pay systems problems such as document flow and controls, regulatory compliance, conflicts with regulatory guidance, and correctness of payment and accounting for public funds. Analyzes, evaluates and discusses findings with supervisor; identifies the areas and types of corrective/improvement actions needed; and develops formal reports for submission to the branch chief. Based on QA reviews, recommends to the branch chief changes to written or current procedures and practices covering all functional area, additional office training needs, and use of resources. _____%

2. Assists in the analysis of reports received (AAA, DA, GAO, IG, MACOM, USAFAC, and local Internal Review Office), including reports produced by automated systems (STANFINS, PBAS, JUMPS-Army, etc.) and helps prepare recommendations to the branch chief on actions required. Participates in discussions with Installation Accountant/Accounting Policy, Chief of Accounting, QA Branch Chief, and local MISO personnel on system or procedural problems or areas of potential improvement. _____%

3. Confers with other local offices or higher headquarters concerning FAO problems and in coordination with the Installation Accountant/Accounting Policy provides technical advice and assistance to FAO personnel in matters involving regulatory requirements, statutory provisions, procedures, systems, or problems arising from changes in mission, programs or organizational structure, when the solution to problems are covered by generally accepted quality assurance procedures and policies. Obtains assistance from senior analyst when needed. Reviews approved/directed procedural changes to ensure compliance. Evaluates proposed regulatory changes and employee suggestions referred by the FAO for comments and recommendations. ____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. GS-501, Financial Administration and Program Series, Apr 82.
b. GS-1160, Financial Analysis Series, Jun 66.

2. Series Determination: This position requires knowledge of military and civilian pay, commercial accounts, disbursing, quality edit, nonappropriated fund administration and travel. The diversity of knowledges required does not clearly fit in any specialized occupational series. The GS-544, Civilian Pay and the GS-545, Military Pay series are both inappropriate because of this position's requirements to analyze and audit FAO functions and transactions that exceed the scope of either series. The GS-1160, Financial Analysis series was considered but disallowed because that series requires a comprehensive knowledge of the theory and principles of finance applicable to the full range of financial operations and transactions. The GS-1910, Quality Assurance series is also unacceptable because even though that series involves planning, developing or administering quality assurance programs it is done in support of the acquisition, maintenance, and storage of products versus finance and accounting operation.

The requirement to conduct quality studies, track the flow of transactions, evaluate current systems and propose improvements is typical of administrative, two grade interval work that can be found, for example, in the GS-343 Management Analysis series. However in this case, the GS-501, Financial Administration Program series is appropriate since this position analyzes procedures/policies associated with F&AO's management and control of appropriated and nonappropriated funds, which is work not classifiable to a more specific series. Although this position performs analysis somewhat similar to that of auditors, it does not require a full professional knowledge of accounting/auditing and is therefore excluded from the GS-511, Auditing series.

3. Title Determination: Since there are no prescribed titles for the GS-501 series, the title Quality Review Analyst is selected to best reflect the duties performed in the position.

4. Grade Determination: There is no specific grading criteria for the GS-501 series, so various standards were reveiwed to determine one best suited to evaluate the grade of duties performed. While the GS-343 series was formerly used to evaluate this position's responsibilities, OPM's classification decision (Volume 1, No. 5, Sep 84) cautioned on the exclusive use of the GS-343 standard in evaluating staff-level jobs responsible for evaluating work in a specific subject-matter fields. The GS-1160 standard was chosen as cross-reference for although the standard is written to evaluate a corporate business organization, the type of review and analysis described parallels the

nonprofessional but analytical reviews performed in this position. Individual classification factors addressed in the GS-1160 series are discussed below.

a. Characteristics of the Level: Assignments involve conducting routine studies of a finance and accounting operation where work processes are clear-cut and where major problems are not anticipated, or assisting higher-graded analysts with comprehensive reveiws and special studies. This work is comparable to the developmental analysis and evaluation assignments described at the GS-7 level where assignments require the application of established work methods and procedures, instructions, and/or rules and regulations that specificly and clearly pertain to the material or question involved. The work performed requires the development of conclusions based on findings which is another characteristic trait of the GS-7 level. Assignments exceed the GS-5 level since the incumbent does perform very routine studies independently and is not limited to on-the-job training assignments designed to familarize the incumbent with financial analysis. The GS-9 level is not met since the employee is not responsible for independently performing all steps in completing projects or studies.

b. Typical Assignments: The requirements of this position match the GS-7 level where the incumbent analyzes the financial health of specific segments of the organization under review. The incumbent applies instructions on the purpose and scope of the study, reviews financial and operational data, and prepares reports indicating the basis for conclusions drawn. The GS-5 level, at which typical duties involve specific assignments like searching records, files, and checking forms, falls below the requirements of this job. Typical assignments described at the GS-9 level are above the requirements of this position since the incumbent is expected to display a greater knowledge of influencing environmental factors, past practices, and long-term trends.

c. Supervision Received: The position allows for greater independence in performing duty assignments than that described at the GS-5 level. The position's supervisory controls correspond with the GS-7 level at which a higher graded employee directs assignments, provides detailed guidance on problem areas, and reviews work performed for conformance to policy, soundness of recommendations and effectiveness of solutions. The freedom to perform most aspects of the job independently, as is described at the GS-9 level, is above the independence granted to the position.

5. Final Job Evaluation: Quality Review Analyst GS-501-7.

FLSA: Nonexempt.

The fact that this position involves work primarily as an assistant to a higher graded analyst or independent work only on noncontroversial studies, limits the impact the incumbent has on organizations serviced to the extent that the position does not meet the criteria for an administrative exemption as defined in the 5 CFR 551.205.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A062__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION (Complete on organization copy only)

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Quality Review Analyst

6. PAY SCHEDULE: GS

7. OCC CODE: 0501

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives general supervision from the branch chief who provides initial orientation concerning the Quality Assurance (QA) Program scope and objectives; discusses new or revised policies and major changes in FAO mission, functions or organization; and is available for consultation or advice concerning unusual problems or complex situations encountered in the performance of duties. Assignments are accomplished with minimum supervisory guidance or assistance. Work results are reviewed for conformance with policies, soundness of conclusions, practicability or recommendations, and effectiveness in achieving objectives.

MAJOR DUTIES

1. Plans, coordinates, and performs comprehensive reviews, special studies, and selective internal examinations of FAO functions pertaining to Military and Civilian Pay, Commerical Accounts, Disbursing, Quality Edit, Central Accounting Office (NAF), and Travel (military, civilian, and dependent). Applies knowledge of military and civilian pay entitlements, allowances, and travel entitlements; knowledge of the FAO organization, mission, and functions; thorough understanding of management, organization, and resource utilization policies and principles;

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and knowledge of review and analysis techniques including statistical sampling techniques and procedures. Identifies problems such as document flow and control, inaccurate records and reports, regulatory compliance, conflicts with regulatory guidance, and correctness of payment and accounting for public funds. Analyzes and evaluates findings; determines types of corrective/improvement actions needed; and develops formal reports for submission to the branch chief. Recommends changes to procedures and practices covering all functional areas, additional training, and changes in the use of resources. _____%

2. Confers with representatives of other local offices/directorates to resolve FAO problems attributable to functions under their jurisdiction. Confers with representatives of higher headquarters or other agencies to: coordinate scheduled QA Assistance visits; furnish requested data or information concerning completed or on-going local QA reviews/projects; respond to questions; provide on-site assistance; discuss identified but not fully resolved problems; and obtain additional information to accomplish required/recommended actions and/or future QA program efforts. _____%

3. Reviews and analyzes reports received (AAA, DA, GAO, IG, MACOM, USAFAC, and local Internal Review Office), including reports produced by automated systems (STANFINS, PBAS, JUMPS-Army, etc.) and advises the branch chief of required or recommended actions. Discusses system or procedural problems and areas of potential improvement with Installation Accountant/Accounting Policy, Chief of Accounting and local MISO personnel. _____%

4. In coordination with the Installation Accountant/Accounting Policy and Chief, Accounting Division, provides technical advice and assistance to the FAO on internal matters involving regulatory requirements, statutory provisions, procedures, systems, or problems arising from changes in missions, programs, or organizational structure. Monitors and assists in implementing approved and directed procedural changes. Evaluates proposed regulatory changes and employee suggestions referred by the FAO and provides comments and recommendations. _____%

Performs other duties as assigned.

Evaluation Statement

1. References:

a. GS-501, Financial Administration and Program Series, Apr 82.

b. GS-1160, Financial Analysis Series, Jun 66.

2. Series Determination: This position requires knowledge of military and civilian pay, commerical accounts, disbursing, quality edit, nonappropriated fund administration, and travel. The diversity of knowledges required does not clearly fit in any specialized occupational series. The GS-544, Civilian Pay and the GS-545, Military Pay series are both inappropriate because this position's requirements to analyze and audit FAO functions and transactions exceed the scope of either series. The GS-1160, Financial Analysis series was considered but disallowed since it requires a comprehensive knowledge of the theory and prinicples of finance applicable to the full range of financial operations and transactions. The GS-1910, Quality Assurance series is also unacceptable because even though it involves planning, developing or administering quality assurance programs it is in support of the acquistion, maintenance, and storage of products versus a finance and accounting operation.

The requirement to conduct quality studies, track the flow of transactions, evaluate current systems and propose improvements is typical of administrative, two grade interval work that can be found, for example, in the GS-343 Management Analysis series. However, the GS-501, Financial Administration Program series is determined appropriate since this position is responsible analyzing of precedures/practices associated with F&AO's management and control of appropriated and nonappropriated funds which is work not classifiable to a specific series. Although, this position performs analysis similar to that of auditors, it does not require a full professional knowledge of accounting/auditing and it is therefore excluded from the GS-511, Auditing series.

3. Title Determination: Since there are no prescribed titles for the GS-501 series, the title Quality Review Analyst is selected to best reflect the duties performed in the position.

4. Grade Determination: There is no specific grading criteria for the GS-501 series so various standards were reviewed to determine one best suited to evaluate the grade level of duties performed. While the GS-343 series had formerly been used to evaluate this position's responsibilities, OPM's classification decision (Volume 1, No. 5, Sep 84) cautions on the exclusive use of the GS-343 standard in evaluating staff-level jobs responsible for evaluating work in a specific subject matter field. The GS-1160 standard was chosen as a cross reference, for although that standard is written to evaluate a corporate business organization, the review and analysis described parallels the administrative but analytical reviews performed in this position. Individual classification factors of the GS-1160 series are addressed below.

a. Characteristics of the Level: The incumbent plans, coordinates, and peforms comprehensive reviews, special studies, and internal examinations within the finance and accounting function. These responsibilities meet the GS-9 level where the employee is responsible for independently performing all steps in completing projects or studies of limited difficulty. The GS-7 level is exceeded in that GS-7 employees are normally concerned with assignments that represent segments of a complete study or project. The complexity of duties in this position does not meet the GS-11 level where assignments regularly involve the full variety of financial/management problems and questions regarding applicability of statutory or regulatory provisions.

b. Typical Assignments: The assignments performed in this position match the GS-9 level where the employee evaluates financial and operating statements and other information to determine financial soundness and operating efficiency of a total organization. These duty requirements exceed the GS-7 level where the incumbent analyzes the financial health of specific segments of the organization under review. The GS-11 examples provided in the standard do not apply as this position is not involved in determining the suitability and effectiveness of regulatory provisions governing the operations or in examining F&AO operations that are not somewhat predictable and well established.

c. Personal Work Contacts: The position requires contact with representatives of other local offices and directorates to resolve issues relating to functions under the employee's jurisdiction. These contacts are consistent with the GS-9 level where contacts are made to explain and discuss areas that the employee is reviewing but do not meet the GS-11 level since those contacts extend beyond the immediate organization and deal with more subjective issues.

d. Supervision Received: The supervisor provides initial direction on the scope and objectives of the project or study and is available for consultation or advice concerning unusual problems or complex situations. The standard's evaluation of GS-9 supervisory controls where the supervisor assigns duties and gives instructions and advice prior to or anytime during performance of dutiesis comparable to this position. The GS-7 level does not apply as employees at that level receive detailed guiance on project performance requirements. At the GS-11 level duties are assigned without instructions and advice is given only when requested by the employee.

5. Final Job Evaluation: Quality Review Analyst, GS-501-9.

FLSA: Exempt

Position meets the criteria for an administrative exemption as described in 5 CFR 551.205.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
or use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A063__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Staff Accountant

6. PAY SCHEDULE: GS

7. OCC CODE: 510

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor or higher-graded Staff Accountant provides general guidance concerning the Quality Assurance Program scope and objectives; discusses new or revised policies and major changes in FAO mission, functions or organization; and are available to assist with unusual problems or complex situations encountered in the performance of duties. While assignments are performed independently, work is spot-checked in progress and results are reviewed for conformance with policies, soundness of conclusions, practicability of recommendations, and effectiveness in achieving objectives.

MAJOR DUTIES

Serves as Staff Accountant independently performing routine or limited reviews, studies and internal examinations of FAO functions or assisting higher-grade Staff Accountants with full-scale, more complex studies.

1. Coordinates and performs reviews, special studies, and selective internal examinations of FAO functions. Studies involve Accounting systems (appropriated and nonappropriated), Military and Civilian Pay, Commercial Accounts, Disbursing,

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Quality Edit, and Travel (military, civilian, and dependent). Applies a professional knowledge of accounting theories, principles, practices, automated systems and related regulatory and statutory requirements to identify such accounting problems as inadequate maintenance of fund control, inaccurate records and reports, lack of documentary evidence to support the performance of regulatory reconciliations, and improper methods used for document control/flow. Assignments may involve any FAO function but will typically involve areas where unusual problems can be anticipated and planned for. Examines a wide variety of documents, records, accounting reports, and processes to determine whether performance has been accordance with generally accepted accounting principles, operating procedures, and appropriate regulations. Confers with personnel at all levels; observes operating practices; and accomplishes all tasks deemed essential to performance of related duties. Reviews and analyzes various reports received from internal and external sources, including reports produced by automated systems (STANFINS, PBAS, JUMPS-ARMY, etc) and advises the FAO of actions required/recommended. Analyzes and evaluates findings; determines the areas and types of corrective/improvement actions needed; and, develops formal reports for submission to the branch chief. Based upon the preceding, provides QA results along with recommendations to the branch chief. ____%

2. Provides professional technical advice and assistance to the branch chief in matters involving regulatory requirements, statutory provisions, procedures, systems, or problems arising from changes in mission, programs, or organizational structure. This includes in-depth research and interpretation of applicable guidelines and regulations, evaluating employee suggestions for proposed regulatory changes and discussing identified problems with a proposed plan for problem resolution. Monitors/assists in implementation of approved/directed internal FAO procedural changes, to accomplish financial management objectives. Independently provides technical assistance as to the most desirable accounting techniques to be employed when problems/questions can be resolved by generally accepted accounting procedures, or precedent cases. Obtains assistance from supervisor or higher graded accountant when problems encountered warrant their support. ____%

3. Confers with representatives of higher headquarters or other agencies to coordinate scheduled QA Assistance visits; furnish requested data or information concerning completed or on-going local QA reviews/projects; respond to questions; provide on-site assistance; discuss identified but not fully resolved problems; and obtain additional information that will enhance FAO benefits, accomplishment or required/recommended actions and/or future QA program efforts. Meets with officials of other local offices/directorates to discuss and seek resolution of FAO problems identified during QA visits. ____%

Performs other duties as assigned.

Evaluation Statement

1. Reference: USOPM PCS GS-510, Pts IV and V, Jun 65 and Feb 61.

2. Series Determination: This position studies/audits FAO functions to ensure compliance with accounting regulations, identify improvements to accounting procedures, and evaluate overall effectiveness of accounting performance. This work requires a professional knowledge of accounting theories, principles and practices as is appropriate for the GS-510 series. Although much of the work performed (e.g., studying financial records, controls, and procedures) is very close to duties performed by auditors, the purpose of these duties is not to determine the "financial condition of the activity," but rather is to evaluate and improve the financial system's quality. Therefore, this position is excluded from the GS-511, Auditing series.

3. Title Determination: Since no specialization within the GS-510 series precisely fits this position, the generalized title offered in the GS-510 PCS, Staff Accountant, is appropriate.

4. Grade Determination: While this position most nearly fits the Staff Accountant specialization, no grading criteria has been developed for it. However, Part IV of the reference provides a suitable grade comparison since, as with this position, Systems Accountants may be responsible for "making surveys and inspections of complete accounting systems or specialized areas to evaluate effectiveness, determine need for modification and recommend changes to assist management in achieving efficiency in methods and procedures and improving financial controls over costs related to programs." As at the GS-9 level, the scope and difficulty of the incumbent's assignments are limited as is the requirement for originality. This limitation results from the technical direction and assistance provided by a higher graded Staff Accountant when assignments involve full-scale studies or through assignment to studies which are less complex both technically and from the standpoint of breadth. The supervision over this position also corresponds with the GS-9 level in that the supervisor or a higher graded specialist are available to assist and thoroughly review any complex assignments. In contrast to the GS-11 level, the incumbent's personal contacts are more similar to the GS-9 level since they involve gathering facts and explaining appropriate procedures versus negotiating with management for approval of recommendations and serving in an advisory capacity. This position's characteristics of a full-performance systems accountant performing assignments of limited scope and difficulty are properly graded at the GS-9 level.

5. Final Determination: Staff Accountant, GS-510-9.

FLSA Exempt: Position meets criteria for exemption in 5 CFR 551.206(a)(1).

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A064

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Staff Accountant

6. PAY SCHEDULE: GS

7. OCC CODE: 510

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: [X] EXEMPT [ ] NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor provides initial orientation concerning the Quality Assurance Program scope and objectives; discusses new or revised policies and major changes in FAO mission, functions, or organization, financial management objective; and is available for consultation or advice concerning unusual problems or complex situations encountered in the performance of duties. Assignments are accomplished without direct supervisory guidance or assistance, with the incumbent required to exercise professional judgement and prudence in interpreting guidelines, determining the propriety and practicability of adaptations, evaluating review or study findings, developing recommendations, responding to questions, and providing technical advice and assistance in all functional elements of the FAO. Work results are reviewed for conformance with broad policies, soundness of conclusions, practicability of recommendations, and effectiveness in achieving objectives.

MAJOR DUTIES

1. Plans, coordinates and performs one-time/recurring, comprehensive reviews, special studies, and selective internal examinations of FAO functions. Studies involve accounting systems (appropriated and non-appropriated), Military and

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Civilian Pay, Commercial Accounts, Disbursing, Quality Edit, and Travel (military, civilian, and dependent) which support a large number of employees (25,000+). Applies a professional knowledge of accounting theories, principles, practices, automated systems, and related regulatory and statutory requirements to identify such accounting problems as inadequate maintenance of fund control, inaccurate records and reports, lack of documentary evidence to support the performance of regulatory reconciliations, and improper methods used for document control/flow. Assignments include all FAO functions and operations encompassing all appropriation unique accounting systems; embracing a large number of different guidelines; requiring application of several specialized theories and techniques, and involving performance of a wide range of divergent tasks. Examines a wide variety of documents, records, accounting reports, and processes, to determine whether performance has been in accordance with general accepted accounting principles and operating procedures, and appropriate regulations. Confers with personnel at all levels; observes operating practices; and accomplishes any other tasks deemed essential to performance of related duties. Reviews and analyzes a variety of reports received from internal and external sources, including reports produced by automated systems (STANFINS, PBAS, JUMPS-Army, etc.) and advises the FAO of actions required/recommended. Analyzes and evaluates findings, and develops formal reports to include recommendations and identification of suggested changes. Based upon the preceding, provides QA results through the FAO to the installation Accountant/Accounting Policy and Chief, Accounting Division, along with recommendations for evaluation and implementing of corrective action. ____%

2. Serves as the FAO's staff advisor, identifying areas where there is a lack of understanding and application of accounting and related financial management policies and procedures. Provides professional technical advice and assistance to the FAO in identifying problem areas involving regulatory requirements, statutory provisions, procedures, systems or problems arising from changes in mission, programs, or organizational structure along with recommendations for improvements. This includes indepth research and interpretation of applicable guidelines and regulations, evaluating employee suggestions for proposed regulatory changes and discussing identified problems with a proposed plan for problem resolution. Provides technical assistance with respect to the most desirable accounting techniques to be employed. Monitors/assists in implementation of approved/directed internal FAO procedural changes to accomplish financial management objectives. ____%

3. Helps develop and coordinate the annual schedule for comprehensive reviews. This requires knowledge of the functions and operations of each FAO element; determination as to the time needed to perform each area review; consideration of schedules for visits by representatives of external offices/agencies, recurring or cylical high workload periods, and other local offices/directives, higher headquarters and other agencies. Develops or revises local QA Standing Operating Procedures and checklists to be used in performance of reviews, studies, or examinations. May provide technical guidance and assistance to a small number of lower-graded analysts. ____%

Performs other duties as assigned.

Evaluation Statement

1. Reference: USOPM PCS GS-510, Pts IV and V, Jun 65 and Feb 61.

2. Series Determination: This position studies/audits FAO functions to ensure compliance with accounting regulations, identify improvements to accounting procedures, and evaluate overall effectiveness of accounting performance. This work requires a professional knowledge of accounting theories, principles and practices as is appropriate for the GS-510 series. Although much of the work performed (e.g., studying financial records, controls and procedures) is very close to duties performed by auditors, the purpose of these duties is not to determine the "financial condition of the activity," as is true of auditors, but rather is to evaluate and improve the financial system's quality. Therefore, this position is excluded from the GS-511, auditing series.

3. Title Determination: Since no specialization within the GS-510 PCS precisely fits this position, the generalized title offered in the GS-510 PCS, Staff Accountant, is appropriate.

4. Grade Determiantion: While this position most nearly fits the Staff Accountant specialization, no grading criteria has been developed for it. However, Part IV of the reference provides a suitable grade comparison since, as with this position, Systems Accountants may be responsible for "making surveys and inspections of complete accounting systems or specialized areas to evaluate effectiveness, determine need for modification and recommend changes to assist management in achieving efficiency in methods and procedures and improving financial controls over assets and costs related to programs." At the GS-9 level, assignments are of limited scope and difficulty (e.g., revising segments of accounting systems when the major characteristics and framework of the segments have been established by others). Incumbents at the GS-9 level do not have extensive contacts with high level operating officials and their proposed solutions are made to a higher grade accountant for consideration, representation, and negotiation. Independence at this level is also restricted by virtue of detailed instructions, frequent supervisory assistance, and thorough review which completed work receives. The need for originality is limited at the GS-9 level and personal contacts are generally made to gather facts, explore problems, and/or explain procedures.

By contrast this position is responsible for the continuing study of a F&AO's use of existing administrative accounting systems (appropriated and nonappropriated) for military and civilian pay, commercial accounts, disbursing, quality edit, and travel for a large number of employees. The supervision rendered is much less confining that at the GS-9 level which places a greater demand on the incumbent's own originality. As the staff advisor to the FAO, the incumbent's personal contacts and recommendations go beyond

simply acquiring and exchanging facts to negotiating for approval of recommendations and serving as an advisor on well-established accounting principles, theories, techniques, etc. While these characteristics are an increment above that described at the GS-9 level, they do not involve the technical difficulty or responsibility for solving problems for which no clear precedents exist that is typical at the GS-12 level. Nor does this work involve responsibilities which have the magnitude or impact typical at the GS-12 level (e.g., actually designing or revising accounting systems or portions thereof). Rather this position's internal review responsibility to the F&A Officer requires application of standardized accounting practices that is typical of the GS-11 level.

5. Final Determination: Staff Accountant, GS-510-11.

FLSA EXEMPT: Position meets criteria for exemption in 5 CFR 551.203c.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A081_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Auditor

6. PAY SCHEDULE: GS

7. OCC CODE: 511

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties

Serves as an auditor in an "operating level" (e.g., garrison, depot, etc.)internal review and audit compliance office with responsibility for performing a variety of audit assignments. These assignments involve conducting either segments of audits under the direction of a higher grade auditor or complete audits of limited complexity. Audit assignments are usually well precedented or require the use of conventional auditing techniques in gathering and evaluating pertinent data. Examples would include an audit of a segment of an Army Club System; an audit of the travel section of a Finance and Accounting Office; and an audit of the stock control procedures of a supply support activity.

- Studies organization information (e.g., TDA and organization and function manual),previous audit and inspection reports, applicable Army regulations, and activity mission statements. Identifies tentative sub-objectives or "firm" objectives depending upon role in the audit assignment. Prepares or drafts audit program based on use of the most appropriate audit techniques.

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- Arranges or attends entrance conferences with management officials at the audit site. When conducting the conference, explains the purpose and procedures for the audit and answers questions.

- Performs survey work to identify potential operating problems. For example, reviews operating procedures and management practices of the activity. Prepares audit lead sheets to identify any potential weaknesses in internal controls. Documents survey results in accordance with Comptroller General Standards and DA policies.

- Accomplishes audit steps by applying Comptroller General Standards and basic audit techniques in gathering, documenting and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards.

- Drafts audit reports which present findings, identifying causative situations and recommend corrective action. Following this report preparation, conducts or participates in discussion of findings with activity level personnel. Incumbent explains findings and answers questions. Makes any necessary adjustments to findings based on this meeting.

- Performs audit follow-up on agreed to findings and recommendations and monetary benefits made during previous audits. Reports to command on the status of corrective actions taken by functional activities.

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITON - LEVEL 1-6 - 950 POINTS

Knowledge of professional accounting and auditing principles, concepts, and practices along with a general knowledge of regulations, requirements and practices to perform audit assignments using conventional methods and techniques. The auditor performs a variety of audit procedures, including statistical techniques to collect and analyze data and prepare draft findings.

FACTOR 2, SUPERVISORY CONTROLS - LEVEL 2-3 - 275 POINTS

The supervisor or Auditor-In-Charge makes assignment by outlining or discussing a specific area of the audit plan, including objectives, approach, priorities and deadline.

The auditor independently plans and carries out the assignment, handling problems in accordance with Army policies, guidelines and accepted auditing and accounting practices. Any unusual problems or situations, e.g., suspected fraud, are immediately brought to the attention of the supervisor.

Completed audit work is reviewed for technical soundness and to ensure conformity with Army policies and Comptroller General Standards. Conclusions are reviewed for accuracy and validity, as supported by audit working papers; methods used in arriving at findings are not usually reviewed in detail. Findings and recommendations are evaluated for comprehensiveness, to include documentation of condition, cause and effect, and validity of recommendations in addressing causes of the problem.

FACTOR 3, GUIDELINES - LEVEL 3-3 - 275 POINTS

Guidelines usually consist of one or more of the following: previous audit reports, Army regulations, and/or general operating instructions of the entity under audit. The guidelines generally apply, but do not specifically cover all situations encountered. The auditor adapts these guidelines to the current audit situation in accomplishing specified audit objectives.

FACTOR 4, COMPLEXITY - LEVEL 4-3 150 POINTS

The audits cover a range of Army operations where standard audit practices apply, e.g., supply management, equipment maintenance, program analysis, and contract administration. In performing audits, the auditor completes the normal audit process which includes planning, survey, execution and reporting. Decisions regarding what needs to be done require analysis of programs, systems or operation where pertinent characteristics and issues are known and there are few conflicts in interpretations.

The work requires comparing conditions found with what is expected according to regulation, program requirements and sound financial practices.

FACTOR 5, SCOPE AND EFFECT - LEVEL 5-3 - 150 POINTS

The purpose of the work is to audit for compliance, efficiency and effectiveness, using standard audit procedures or the methodology and procedures specifically established for review of the subject program.

The work affects the way systems and programs operate by providing the information necessary to improve accounting systems, records, etc., and to correct inadequate or incorrect procedures.

FACTOR 6, PERSONAL CONTACTS - LEVEL 6-2 - 25 POINTS

Personal contacts are with managers and employees of the installation both inside and outside the immediate organization.

FACTOR 7, PURPOSE OF CONTACTS - LEVEL 7-3 120 POINTS

The purpose of contacts is to plan and discuss audit approaches and findings, gather and present information, and influence or persuade

managers and representatives of the organization audited to accept critical observations or to implement recommendations. Managers are often uncooperative and reluctant to accept recommendations for improving questionable financial and management practices.

FACTOR 8, PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

The work is sedentary.

FACTOR 9, WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

The work is usually performed in an office setting, except when inspecting equipment, ranges, construction projects, and test facilities; observing training and maintenance operations; and inventorying ammunition storage facilities.

TOTAL POINTS - 1955

POSITION EVALUATION STATEMENT

1. TITLE	2. SERIES
Auditor	511

3. ORGANIZATION	4. POSITION NUMBER	5. GRADE
	SD-81	9

6. CITATION
PCS For Auditing Series GS-511, May 1982; DA CPOS GS-511 Auditing Series, June 1987

EVALUATION FACTORS	Points Assigned	Standards Used	Comments
Knowledge required by the position	950	FLD 1-6	Employs conventional techniques to audit stable programs that are regularly reviewed and succeeding conditions are essentially unchanged
Supervisory controls	275	BMK #9-1 (level 2-3)	Supervision is a direct match to this benchmark job description.
Guidelines	275	BMK #9-1 (level 3-3)	Since the guidelines only generally apply, incumbent interprets and adapts them for application to problems encountered.
Complexity	150	FLD 4-3	Performs any or all phases of auditing, i.e., from planning throug reporting for audits that are well precedented.
Scope and effect	150	FLD 5-3	Audits measure program and financial management compliance with regulations and adherence to accepted management practices.
Personal contacts	25	FLD 6-2	Contact with Army employees, both inside and outside the immediate organization.
Purpose of contacts	120	FLD 7-3	Persuades management officials to accept critical or controversial observations, findings and recommendations.
Physical demands	5	FLD 8-1	
Work environment	5	FLD 9-1	

SUMMARY

TOTAL POINTS = 1955		GRADE CONVERSION =	GS-9

7. REMARKS

8. POSITION CLASSIFICATION SPECIALIST	9. DATE

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A082

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Auditor

6. PAY SCHEDULE: GS

7. OCC CODE: 511

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties

As an auditor in an internal review and audit compliance function, performs duties in one or more of the following areas (check those categories that apply to a particular incumbent; "Program Administration must be accompanied by another selection):

( ) Audit Assignments

Performs a variety of audit assignments of low to medium complexity that are usually precedented and require the use of conventional and advanced auditing techniques in gathering and evaluating pertinent data. Examples would include an audit of commercial transportation costs to insure the selection of the most efficient and economical carrier; and an audit that determines whether internal controls are adequate to obviate conflicts of interest or other irregularities in the outside employment of Army physicians.

- Studies a variety of background material and guidelines to gain program information and discover leads. This material would include

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previous audit and inspection reports, applicable Army regulations and GAO guidelines. Prepares audit program based on use of the most appropriate audit techniques.

- Conducts entrance conferences with management officials at the audit site. Explains the purpose and procedures for the audit and answers questions.

- Performs survey work to identify potential operating problems. For example, reviews operating procedures and management practices of the activity. Prepares audit lead sheets to identify any potential weaknesses in internal controls. Documents survey results in accordance with Comptroller General Standards and DA policies.

- Accomplishes audit steps by applying Comptroller General Standards and a wide range of audit techniques (e.g., interviews, computer assisted audit techniques, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards.

- Drafts audit reports which present findings, identifying causative situations and recommend corrective action. Following this report preparation, conducts a discussion of findings with activity level personnel. Incumbent explains findings and answers questions. Makes any necessary adjustments to findings based on this meeting.

- Performs audit follow-up on agreed to findings and recommendations and monetary benefits made during previous audits. Reports to command on the status of corrective actions taken by functional activities.

- Provides unprogrammed quick reaction troubleshooting capabilities whose objective is to prevent serious problems from developing.

( ) Lead Auditor

Serves as the principal auditor on a single organization/functional audit whose objectives would characterize the review as an economy and efficiency and/or a program results. As lead auditor, directs one or more lower graded auditors and performs duties like the following:

- Estimates resource requirements, establishes time controls for subobjectives and obtains information required to properly plan the audit.

- Summarizes survey results including preparation of a problem sheet (outline of potential finding) for each weakness identified.

- Prepares own findings and reviews deficiencies identified by other assigned auditors, including their estimate of potential monetary benefits.

- Evaluates replies to tentative findings and recommendations, makes adjustments as appropriate and finalizes audit observations and conclusions.

( ) Program Administration

As the lone auditor in a single-person internal review and audit compliance function, completes the requisite administrative duties for this functional program. For example, plans and executes for the Commander the annual internal audit program whose results are reported to the major command.

Performs other duties as assigned.

Factor 1, Knowledge Required By The Position - Level 1-7

1250 Points

Professional knowledge of accounting and auditing concepts, practices, techniques and Comptroller General Standards in order to perform audit assignments, using conventional and advanced audit techniques.

Knowledge of applicable laws and Army policy regulations, e.g., audit-by-objectives and internal control programs, to ensure that audit coverage is appropriate to meet established audit objectives.

The auditor uses judgment to plan the audit and has the ability to gather, organize, and evaluate data in complex areas and quickly separate essential from nonessential data. Also uses considerable skill in assessing the degree to which program goals are met and develops findings/report which clearly identify operational problems and required corrective actions.

Factor 2, Supervisory Controls - Level 2-4 - 450 Points

The supervisor sets the overall objectives and resources available. The auditor and supervisor discuss any unusual problem areas such as the need for more or fewer staff days and the advisability of concentrating resources in certain problem areas.

The auditor plans and carries out the assignment, resolves conflicts that arise, and coordinates overall audit effort with the appropriate organizational entities. The supervisor is kept informed of potentially controversial matters.

Completed work is reviewed for effectiveness in meeting audit objectives, developing recommendations, and presenting conclusions.

Factor 3, Guidelines - Level 3-3 - 275 Points

There are a number of guidelines available regarding the work including an audit plan, prior audit reports and Army regulations. Since the guidelines are not completely applicable to the audit situations encountered, the auditor must use judgment in assessing the extent to which programs and transactions meet the intent of the guidelines.

Factor 4, Complexity - Level 4-4 - 225 Points

The auditor reviews numerous activities covering many different and unrelated processes and functions. Such work assignments require the use of standard and advanced audit techniques in numerous activities that frequently include automated management information systems and accounting systems. Audit assignments include a variety of subjects within the Army from evaluations of management policies, procedures, and practices to specific examination of automated systems, e.g., accounting, personnel, and management information systems. The auditor independently plans, executes and reports on assigned areas in accordance with Comptroller General Standards and Agency policies and in all areas assesses the reliability of internal controls systems. Some data is unavailable or difficult to correlate due to inadequate system procedures or poor recordkeeping which complicates decisions concerning the depth of review and/or development of overall conclusions. Audit results are presented in proper perspective and when problems are identified, the problems with workable recommendations are staffed from the lowest to the highest level of the Command involved.

Factor 5, Scope and Effect - Level 5-4 - 225 Points

The purpose of the work is to plan and execute assigned audits by application of variety of standard or advanced audit techniques to assess program operations including related systems. The audits normally require working with a number of organizational entities or operating conditions; e.g., assessing financial records, cash management, propriety of obligations, fund reimbursements and related internal controls exercised by an Army area finance support center.

The audit recommendations identify specific actions required to correct problems, produce monetary and other benefits and/or result in budget reductions. Recommendations cover financial operations, compliance with laws and regulations, validity of internal controls and effectiveness with which Federal funds are used.

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

Contacts are with Army management officials (Commander, Deputy Commander/Chief of Staff) and installation program or activity officials such as the Comptroller, Finance and Accounting Officer and Contracting Officer.

Factor 7, Purpose of Contacts - Level 7-3 - 120 Points

The purpose of contacts is to influence Army management officials to accept critical observations and findings and to institute remedial actions. Officials are often reluctant to accept recommendations for changes in management or financial practices.

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

The work is primarily sedentary.

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

The work is usually performed in an office environment.

TOTAL POINTS 2580

References

a. Position Classification Standard For Auditing Series GS-511, May 1982.

b. DA Civilian Personnel Occupational Standard (CPOS) GS-511 Auditing Series, June 1987.

Series and Title Determination - The purpose of this position is to conduct a review of the management controls and practices affecting the financial condition and operating results of an organizational activity. With this work requiring an application of professional accounting principles, position meets the inclusion definition of reference a. The title authorized for non-supervisory positions in this series is Auditor.

Grade Determination - For "senior" auditing work at the operating level, reference b. provides an evaluation and supporting rationale for Factors 1 and 3-7. Except for Factor 3 (Guidelines), this DA classification guidance is also appropriate for the duties and responsibilities in this posiiton. The evaluation of Factor 3 and the remaining factors follows:

Factor 2, Supervisory Controls - The degree of supervision depicted in SD-82 represents the kind of supervisory control that a journeyman would receive. This aspect of the position parallels Level 2-4 in reference a. "The auditor, fully experienced in applying auditing concepts and methodologies and in working with the general characteristics of the assignment or job, is fully responsible for planning and carrying out the assignment; directing other auditors; resolving most of the conflicts that arise..."

Factor 3, Guidelines - Reference a. characterizes Level 3-4 as usually involving an assignment without precedent by a previous similar effort. With the assignments in this position not being necessarily novel for the installation/activity internal review function, Level 3-4 is not met. Instead, guidelines are available but not completely applicable to the work of the position. The incumbent must use seasoned judgment in adapting existing guidelines to specific work situations. This aspect of the position is an apt description of Level 3-3.

Factor 8, Physical Demands and Factor 9, Work Environment - Reference a. provides only one factor level description for each of these factors. With the work in the position being principally sedentary and usually performed in an office setting, no extension of these criteria is necessary. As a result, Levels 8-1 and 9-1 are assigned to the position.

Classification - Auditor, GS-511-11

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A083__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Auditor		
	6. PAY SCHEDULE GS	7. OCC CODE 511	8. GRADE 12
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☐ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties

As an auditor in an internal review and audit compliance function, performs duties in one or more of the following areas (check those categories that apply to a particular incumbent; "Program Administration" must be accompanied by another selection):

( ) Audit Assignments

Performs a variety of audit assignments that are usually without precedent and require the use of advanced auditing techniques in gathering and evaluating pertinent data. Examples would include an audit that uncovers fraud, abuse or an illegal act and a trail of evidentiary material is not readily present; an audit that evaluates the ability of special reaction forces to rapidly reinforce the existing onsite guard force in the event of an emergency; and an audit that evaluates planning and training for emergency deployment of FORSCOM units.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Studies the limited background material that is available to gain program information and discover leads. Typically, this material would only include applicable Army and command regulations and, if any, GAO guidelines. Prepares audit program based on use of the most appropriate advanced audit techniques.

- Conducts entrance conferences with management officials at the audit site. Explains the purpose and procedures for the audit and answers questions.

- Performs survey work to identify potential operating problems. For example, reviews operating procedures and management practices of the activity. Prepares audit lead sheets to identify any potential weaknesses in internal controls. Documents survey results in accordance with Comptroller General Standards and DA policies.

- Accomplishes audit steps by applying Comptroller General Standards and a wide range of audit techniques (e.g., interviews, computer assisted audit techniques, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Prepares working papers and files in accordance with Comptroller General Standards.

- Drafts audit reports which present findings, identifying causative situations and recommend corrective action. Following this report preparation, conducts a discussion of findings with activity level officials. Convinces these officials of the value of recommendations made with their implementation being the ultimate outcome.

- Performs audit follow-up on agreed-to findings and recommendations and monetary benefits made during previous audits. Reports to command on the status of corrective actions taken by functional activities.

- Provides unprogrammed, quick reaction troubleshooting capabilities whose objective is to prevent serious problems from developing.

( ) Auditor - In - Charge

Serves as a technical quasi-supervisor for audit assignments that are typically without precedent at the local level and require a team of auditors. As such, is responsible overall to synthesize the work of the other team member(s) to develop a completed audit product; assesses the progress of subordinate team member(s) in individual assignments by identifying weaknesses in their approach to factfinding and analysis and specifies possible remedies; and provides office chief with performance feedback regarding the subordinate team member(s). Such information is normally considered during the development of annual performance appraisals or interim performance appraisals for each specific audit.

( ) Evaluative Activity With External Audit Agencies

- In direct coordination with responsible management officials, evaluates the validity of tentative findings and recommendations (TFAR)

that have been identified by the external audit agencies. Where the evidence does not support a proposed TFAR, negotiates for the installation command with the external audit agency to have the TFAR either withdrawn or amended.

- As the installation command representative, evaluates the audit response to the TFAR from the applicable management official. When a response does not appear to be adequate, negotiates with the management official to improve its substantive content.

- Prepares the overall command response to all external agency reports of audit based on input from proponent activities.

( ) Program Administration

As the lone auditor in single-person internal review and audit compliance function, completes the requisite administrative duties for this functional program. For example, plans and executes for the Commander the annual internal audit program whose results are reported to the major command.

Performs other duties as assigned.

Factor 1, Knowledge Required By The Position - Level 1-7

1250 Points

Professional knowledge of accounting and auditing concepts, practices, techniques and Comptroller General Standards in order to perform audit assignments, using advanced audit techniques.

Knowledge of applicable laws and Army policy regulations, e.g., audit-by-objectives and internal control programs, to ensure that audit coverage is appropriate to meet established audit objectives.

The auditor uses judgment to plan the audit and has the ability to gather, organize, and evaluate data in complex areas and quickly separate essential from nonessential data. Also uses considerable skill in assessing the degree to which program goals are met and develops finding/reports which clearly identify operational problems and required corrective actions.

Factor 2, Supervisory Controls - Level 2-4 - 450 Points

The supervisor sets the overall objectives and resources available. The auditor and supervisor discuss any unusual problems areas such as the need for more or fewer staff days and the advisability of concentrating resources in certain problems areas.

The auditor plans and carries out the assignment, resolves conflicts that arise, and coordinates overall audit effort with the appropriate organizational entities. The supervisor is kept informed of potentially controversial matters.

Completed work is reviewed for effectiveness in meeting audit objectives, developing recommendations, and presenting conclusions.

Factor 3, Guidelines - Level 3-4 - 450 Points

Guidelines consist of program laws, regulations and audit policies that are stated in general terms. Audit reports covering other similar operations are only generally applicable because of the variability and range of operating functions carried out by different organizational entities and because of the variety of problems encountered.

The auditor develops an audit plan, documenting the approach, methods, and areas of emphasis as the audit progresses. The audit plan developed is a model for performing other audits of similar type functions.

Factor 4, Complexity - Level 4-4 - 225 Points

The auditor reviews numerous activities covering many different and unrelated processes and functions. Such work assignments require the use of advanced audit techniques in numerous activities that frequently include automated management information systems and accounting systems. Audit assignments include a variety of subjects within the Army from evaluations of management policies, procedures, and practices to specific examination of automated systems. The auditor independently plans, executes and reports on assigned areas in accordance with Comptroller General Standards and Agency policies and in all areas assesses the reliability of internal control systems. Some data are unavailable or difficult to correlate due to inadequate system procedures or poor recordkeeping which complicates decisions concerning the depth of review and/or development of overall conclusions. Audit results are presented in proper perspective and when problems are identified, the problems with workable recommendations are staffed from the lowest to the highest level of the Command involved.

Factor 5, Scope and Effect - Level 5-4 - 225 Points

The purpose of the work is to plan and execute assigned audits by application of variety of advanced audit techniques to assess program operations including related systems. The audits normally require working with a number of organizational entities or operating conditions.

The audit recommendations identify specific actions required to correct problems, produce monetary and other benefits and/or result in budget reductions. Recommendations cover financial operations, compliance with laws and regulations, validity of internal controls and effectiveness with which Federal funds are used.

Factor 6, Personal Contacts - Level 6-3 - 60 Points

Besides coordination with Army management officials (Commander, Deputy Commander/Chief of Staff) and installation program or activity officials, the incumbent has personal contact with individuals outside the DA (i.e., the DOD Inspector General and the GAO) in a moderately unstructured setting.

Factor 7, Purpose of Contacts - Level 7-3 - 120 Points

The purpose of contacts is to either persuade Army management officials or to partially or completely dissuade the external audit agency from critical observations, findings and recommendations. Officials are often reluctant to accept recommendations for changes in management or financial practices.

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

The work is primarily sedentary.

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

The work is primarily performed in an office environment.

TOTAL POINTS 2790

References

a. Position Classification Standard For Auditing Series GS-511, May 1982.

b. DA Civilian Personnel Occupational Standard (CPOS) GS-511 Auditing Series, June 1987.

Series and Title Determination - The purpose of this position is to conduct a review of the management controls and practices affecting the financial condition and operating results of an organizational activity and/or to advise an external audit agency regarding the same. With this work requiring an application of professional accounting principles, position meets the inclusion definition of reference a. The title authorized for nonsupervisory positions in this series is Auditor.

Grade Determination - Except for three of the FES factors (i.e., Numbers 2, 8 and 9), reference b. provides an evaluation and supporting rationale for the duties and responsibilities in this position. The evaluation of these remaining factors follows:

Factor 2, Supervisory Controls - Work assignments are the most difficult that occur in an operating level internal review and audit compliance function. Given their difficulty, duties of this nature are normally completed by the more experienced members of the audit community. As a result, the degree of supervision depicted represents the kind of supervisory control that a journeyman would receive. This aspect of the position parallels Level 2-4 in reference a. "The auditor, fully experienced in applying auditing concepts and methodologies and in working with the general characteristics of the assignment or job, is fully responsible for planning and carrying out the assignment; directing other auditors; resolving most of the conflicts that arise..."

Factor 8, Physical Demands and Factor 9, Work Environment - Reference a. provides only one factor level description for each of these factors. With the work in the position being principally sedentary and usually performed in an office setting, no extension of these criteria is necessary. As a result, Levels 8-1 and 9-1 are assigned to the position.

Classification - Auditor, GS-511-12

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A066__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Interdisciplinacy

6. PAY SCHEDULE: GS

7. OCC CODE: 644/1320

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

The Forensic Toxicology Drug Testing Laboratory (FTDTL) Technical Director assigns the work by setting the overall objectives and resources available. The incumbent is responsible for planning, directing and controlling the work, keeping the supervisor informed of any problems that will adversely affect the unit's productivity. Completed work is reviewed in terms of effectiveness in meeting requirements, including accreditation requirements.

MAJOR DUTIES

Serves as first line supervisor of the radioimmunoassay (RIA) or the confirmation division of a forensic toxicology drug testing laboratory. Provides technical and administrative guidance to approximately 6-12 positions engaged in the scientific technology of RIA or extractions and gas chromatography/mass spectrometry. Is responsible for urine specimens and reports, testing for drugs of abuse, and providing legal and scientific confirmation of the presence of drugs reported in accordance with requirements from regulatory programs governing this area.

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1. Plans, directs and supervises the development of scientifically acceptable forensic procedures for the identification of drugs of abuse by Radioimmunoassay or Gas Chromatography/Mass Spectrometry. Searches all pertinent literature and references to study the chemistry of the substances and determine stability of chemicals in urine; devises, modifies and performs the analysis; evaluates, and interprets data, making additional modifications if needed; and writes a report that describes the method and its uses and limitations.

2. Responsible for the technical and administrative accuracy of test results. Ensures that technical procedures meet established performances standards. Possesses a sound professional understanding of the legal ramifications governing chain-of-custody procedures, and imparts that knowledge to the technicians and technologists/ chemists who work under his/her supervision.

3. Establishes and maintains a comprehensive training program concerning all aspects of the application of techniques of instrument analysis to the forensic testing for drugs of abuse.

4. Serves as reference consultant to provide technical advice to employees within the drug testing laboratory and personnel in other Federal agencies on all matters relating to testing of drugs of abuse.

5. Responsible for personnel management aspects by advising the Technical Director of anticipated vacancies, increases in workload or other circumstances to obtain replacements, temporary help or additional staff. Recommends promotions, reassignment or other status changes of assigned personnel. Provides technical direction and supervises a staff of 6-12 medical technicans and techologists/chemists. Approves or disapproves results of subordinates and completes performance appraisals. Resolves complaints of employees. Advises employees of the performance of their progress in meeting the requirements. Holds corrective interviews with employees and takes corrective action.

Performs other duties as assigned.

Interdisciplinary position classifiable in any one of the following classes: Supervisory Medical Technologist, GS-0644-11 or Supervisory Chemist, GS-1320-11

HQDA (DAPC-CPP)
Evaluation Statement

1. References:

a. Position Classification Standard for Medical Technologist Series GS-644, May 1984

b. Position Classification Standard for Chemistry Series GS-1320, September 1987

c. Position Classification Standard for Supervisory Grade-Evaluation Guide, January 1976

2. Background Information. The nature of radioimmunoassay (RIA) and gas chromatography/mass spectrometry (GC/MS) presents a dilemma to Forensic Toxicology Drug Testing Laboratory (FTDTL) management. Specifically, whether or not the organizational unit utilizing one of these two technologies should be staffed with a position(s) that requires the application of professional knowledge and skill. The onsite factfinding, which included a visit to the three in-house FTDTLs and Compuchem (a commercial contract drug testing laboratory), revealed staffing patterns "poles apart" in response to this dilemma. At one end of the spectrum, the RIA and GC/MS units are comprised, except for military enlisted personnel, with nearly all medical technologists and/or chemists. In-depth interviews with selected professionals in this staffing pattern raised a question regarding what portion, if any, of the unit's workload required the application of collegiate education and training. Specifically, each interview did not disclose duties and responsibilities that would necessarily require the application of professional knowledge and skill. In marked contrast, another FTDTL is accomplishing its mission through a workforce which must rely on practical judgment with only an elementary grasp of basic scientific principles. Although this organization has obviously been able to reduce its overall personnel costs through the use of medical technicians, this staffing pattern nevertheless imposes certain limitations on management. Most conspicuous in this regard is the difficulty that employees within RIA and GC/MS have in solving any testing problem of a novel nature. For example, the gamma counter (an integral part of the RIA technology) can generate abnormal count data which could be precipitated by radioactive decay. A problem of this nature may be solved by one of the following three processes: increase the efficiency of the counter; increase the amount of radioactivity in the tracer; or increase the counting time. To identify this causative factor and the appropriate remedy, the matter must be referred to the professional members (e.g., the Technical

Director, Laboratory Commander, etc.) of the FTDTL staff. This results in the loss of valuable time with a corresponding negative effect on the unit's productivity. Apart from this role of a troubleshooter, an incumbent of a professional position is also better equipped to calibrate, adjust and maintain instruments; to provide training to both military and civilian medical technicians; and to certify new employees prior to their operation of the laboratory equipment. Finally, HQDA-level officials have indicated during the course of the study that the exclusive use of medical technicians inhibits their ability to install new tests in the laboratory. This shortcoming will be magnified in the near future given the apparent direction to routinely test for not only THC and cocaine but also amphetamines, opiates and phencyclidine. When the scientific community refines the detection tests for these additional drugs, this will necessitate the introduction of new testing procedures in the laboratory.

In summary, solving testing problems of a novel nature, installing new tests for production use, etc. are duties and responsibilities that require the application of professional knowledge and skill. This raises a question regarding what the ratio of medical technologist/chemist to medical technician should be in the RIA and Confirmation (i.e., GC/MS plus Extractions) units. The answer to this question must also consider two other key elements: (1) drug testing in the Department of the Army is largely accomplished through shift operations; and (2) the factfinding of the Total Army Personnel Agency revealed that the nearly exclusive use of professional positions has resulted in a number of such incumbents performing duties and responsibilities <u>not</u> commensurate with their education and experience. In view of these considerations, staffing each shift in the RIA and Confirmation units with one nonsupervisory, professional position would appear to be a viable alternative to the aforementioned, contrasting staffing patterns. This would provide management with the flexibility that is obviously needed to accomplish their mission and simultaneously preclude the underutilization of professional employees.

With this requirement for a professional position(s), determination of its proper grade level is paramount to the evaluation of any supervisory position. The confirmation area of the Fort Meade FTDTL presently has two GS-11 positions whose grade is derived from planning, reviewing and/or coordinating the unit's work. Except for these quasi-supervisory positions, there is unanimity among the personnel offices servicing the three FTDTLs that the nonsupervisory work emanating from RIA and GC/MS should be classified to the GS-9 level. HQDA's factfinding indicates that the application of either reference a. or reference b. to this

nonsupervisory work will render such a GS-9 result. The pattern of factor levels credited to any such position will match those in the two GS-9 benchmark job descriptions in reference a.

3. Series and Title Determination. Radioimmunoassay and gas chromatography/mass spectrometry are technologies whose underlying principles rely heavily on the scientific field of chemistry. As a result, the position is considered interdisciplinary between the GS-644 Medical Technologist Series and the GS-1320 Chemistry Series. Since the incumbent of this position is responsible for the work efforts of three or more substantive positions, a prefix of "Supervisory" should be added to the title. Depending upon the qualifications of a particular incumbent, the position should have a title of Supervisory Medical Technologist or Supervisory Chemist.

4. Grade Level Determination. The substantive work of a FTDTL is the examination of urine samples for evidence of drug use. This mission should be accomplished through a mixture of civilian and military medical technicians and medical technologists/chemists. With shift operations, the RIA or the Confirmation unit should optimally have two or three professional positions. Their presence results in a work situation where this position can be evaluated best by reference to the level of work performed by these professional positions. As a result, Part II of reference c. is used for evaluation purposes.

Factor I - Base Level of Work Supervised. In an April 1982 reconsideration decision, the Office of Personnel Management's Classification Appeals Office ruled that one-grade interval positions of a substantive nature below grade GS-9 should not be included in the computation of this factor. Rather, positions of this nature are creditable under Factor II, but not Factor I. This classification certificate has an effect of excluding medical technicians from the base level of work supervised, since these positions are correctly classified below the GS-9 level. Since the professional positions in RIA or Confirmation are properly evaluated to the GS-9 level, this is the base level.

Factor II - Nature and Extent of Supervisory Responsibilities. The level of staffing in RIA and Confirmation varies among the three FTDTLs. The range for the number of nonsupervisory employees is 6-12. This falls within the Degree B range of 5 to 12 employees.

Factor III - Managerial Aspects. Not Applicable.

Factor IV - Special Additional Elements Affecting Supervisory Work. Not Applicable

The base level of work supervised is GS-9 and Factor II is credited at Degree B. The tentative grade is therefore one level above the base level or GS-11. Factors III and IV are absent and there are no other significant strengthening or weakening conditions. The tentative grade, GS-11, is therefore confirmed as the final grade.

5. Classification - Supervisory Medical Technologist, GS-644-11 or Supervisory Chemist, GS-1320-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A010__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Construction Inspector

6. PAY SCHEDULE: GS

7. OCC CODE: 809

8. GRADE: 07

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works independently on inspection projects of normal difficulty for which there are precedents and no unusual complications. Approves minor deviations in construction methods that conform to established practices and do not involve added cost and inconsistency with contract plans and specifications. Assistance is available for interpreting plans and specifications and resolving differences involving complex and novel problems. Inspection reports are reviewed for accuracy, completeness, and adequacy. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the position description.

MAJOR DUTIES

Performs at the full performance level for construction inspection work that involves normal difficulty, involving a broad range of inspection functions for a variety of construction operations, materials, and methods under varying conditions and requirements. Inspection covers either an entire project of limited size, such as, a relatively small one- and two-story concrete or steel building that does not

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include any major mechanical installations or other complicating features, or inspection of a minor part of a large project. More specifically, the duties are as follows:

1. Reviews and interprets contract plans and specifications covering the assigned construction project. Confers with contractor's representatives to determine that the sequence of activities of various trades are properly scheduled to insure a steady progress of the work. Directs attention of responsible supervisor to any potential difficulties or delaying factors that are not satisfactorily settled at the worksite. Also directs attention to field conditions, the correction of which may require a contract modification. _____%

2. Performs general construction inspection involving such diverse trades as carpentry, plumbing, painting, plastering, glazing, roofing, masonry, brick laying, structural steel erecting, and heating installation. Considers the acceptability of certain construction practices, and directs contractor's attention to apparent deviations from the contract or standard practices. Examines materials being incorporated in the work to determine that all such items comply with the terms outlined in the specifications and to determine the acceptability of materials. Rejects materials considered unsatisfactory and in reports, directs supervisor's attention to such items. _____%

3. Directs contractor's attention to safety hazards that may affect the work under contract, and issues instructions for corrective action. Reports all injuries to the responsible engineer. Assures that labor and safety standards are maintained. Maintains a set of drawings on which all variations are clearly marked to indicate "as built" conditions. Confers with contractor's foremen on changes required by field conditions. Keeps a log of notes on items of work inspected and work instructions received or issued. Prepares a report of operations summarizing such notes. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-809, Construction Control Series, Feb 69.

2. Title and series determination. The purpose of subject position is to inspect and monitor construction work to ensure that contractors perform work according to contract specifications and produce products that meet acceptability standards. Work of this nature is properly allocated to the Construction Control Series, GS-809. This series includes positions that involve onsite inspection of construction for compliance with plans and specifications. The appropriate title, according to the criteria provided on page 6 of the cited standard for performance, is "Construction Inspector."

3. Grade determination. There are two factors used for grade determination purposes in the GS-809 standard. They are assignment characteristics and level of responsibility.

a. Assignment characteristics. The full performance level for construction inspection work of normal difficulty, that is, work involving a broad range of inspection functions for a variety of construction operations, materials, and methods under varying conditions and requirements is at the GS-07 level. An example is inspection of an entire project of limited size and complexity such as, relatively small one- and two-story concrete or steel buildings that do not involve any complicating features such as major mechanical installations. Contacts include interviewing contractor personnel to assure labor and safety standards are met, explaining requirements, discussing plans for work accomplishment and scheduling, and assisting contractors in complying with contract plans and specifications.

Assignments at the GS-08 level are larger and more varied and complex than those typical of the GS-07 level. Assignments at this level include inspection of electrical, mechanical, and structural aspects of construction of multi-story office or residence buildings of moderate size and conventional design.

Assignments of the position compare best with those at the GS-07 level as depicted in the standard. Inspection involves relatively small one- and two-story concrete or steel buildings ensuring that the contractor conforms to Federal labor laws and safety standards. Works with the contractor to explain contract provisions, discusses plans for work accomplishment, and assures that the contractor conforms to contract plans and specifications. The GS-08 level is not met since the scope of projects typical of this level (i.e., multi-story office or residence buildings) is not within the purview of the subject position.

b. Level of responsibility. Inspectors at the GS-07 level are expected to interpret plans and specifications relating to construction problems of normal

difficulty. Inspectors resolve differences between plans and specifications when such differences do not involve questions of cost or design. Assistance is available for interpreting plans and specifications and in resolving differences involving complex problems. Inspection reports are reviewed for accuracy, completeness, and adequacy. Inspectors at the GS-07 level are typically authorized to approve minor deviations in construction methods and practices that conform to established products, do not involve added cost, and are consistent with contract plans and specifications.

Construction inspectors at the GS-08 level independently interpret plans and specifications relating to construction problems other than those of unusual complexity or controversy or requiring specialized knowledge. On such questions, assistance and guidance is obtained from the supervisor. Inspectors approve minor, obviously needed changes to plans that do not alter basic design or involve additional cost to Government. Supervisory and technical assistance is usually available on-site or by telephone. Inspection efforts are reviewed through periodic visits and through written reports and conferences.

The GS-07 level is assigned to this factor. The incumbent works independently and under general supervision on GS-07 level assignments. The position does not require responsibility associated with working independently on GS-08 level of complexity.

c. Conclusion. Assignment characteristics and level of responsibility match the criteria at the GS-07 level. Therefore, GS-07 is the final grade.

4. Classification. Construction Inspector, GS-809-07.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A011__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Engineering Draftsman

6. PAY SCHEDULE: GS

7. OCC CODE: 818

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives regular and recurring assignments in terms of objectives to be achieved and without explicit instructions regarding work methods. Supervisor or higher grade employee suggests method of approach on new assignments and furnishes additional advice as needed in problem areas. Completed drawings are reviewed for overall completeness, adequacy, and compliance with instructions.

MAJOR DUTIES

Prepares, alters, revises, and corrects complete sets of drawings of complex configuration for the fabrication, modification, installation, repair, or procurement of equipment and parts to support engineering projects in a conventional or research and development environment. Working from rough sketches or verbal instructions, prepares complete sets of drawings for technical manuals, instructions, reports, displays, repairs, and alterations to facilities.

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1. Determines the arrangement of drawings. Prepares drawings from existing equipment or facilities, engineering handbooks, manufacturers' catalogs, incomplete sketches, layouts, or verbal information. Computes dimensions and scales and determines best placement of features and most appropriate view for proper emphasis, clarity of detail, and professional appearance to completed drawings. Develops complete layouts with supporting detail drawings of items for which standard precedents apply or complete design criteria and specifications are furnished, and where complicating factors such as crowded features, irregular shapes, functional interrelationships, small and intricate details, etc., exist. From technical publications, manuals, manufacturers' catalogs, established precedents, and other reference material, compiles list showing type of material, finish and color, and other applicable specifications. When standard parts are to be incorporated, uses manufacturers' literature for descriptions. Obtains exact measurements, using calipers, micrometers, and gauges; calculates curves, angles, circumference, etc. _____%

2. Prepares alterations, revisions, and additions to drawings. Analyzes engineering change orders in terms of their effect on drawing requirements, and makes appropriate changes. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-818, Engineering Drafting Series, Apr 71.

2. Title and series determination. This position performs drafting assignments to support engineering and architectural projects. The employee may work from incomplete sketches, layouts, or models, supplementary verbal information, surveyor's field notes or tables of vertical or horizontal ratios. This kind of work is properly classified to the GS-818, Engineering Drafting Series, which includes positions involved primarily in portraying engineering and architectural ideas and information through drawings, and requiring a practical knowledge of drafting methods and procedures and skill in the application of drafting techniques. Nonsupervisory work covered by this series is appropriately titled and coded "Engineering Draftsman," GS-818.

3. Grade determination. The grade is determined by nature of assignment and level of responsibility.

a. With respect to nature of assignment, the GS-04 level is exceeded where the draftsman encounters isolated complex designed features that are easily visualized and portrayed. When complex design features are involved, draftsmen at this level receive a complete sketch of each view. Also, mathematical formulas are seldom used for contouring and making computations.

The work performed by subject position is comparable to the GS-05 grade level for nature of assignment and level of responsibility. At this level engineering draftsmen prepare complete sets of drawings of equipment or facilities, working from incomplete sketches, layouts, or models, and supplementary verbal information. The designs frequently involve irregular and reverse curves, small and intricate details, and hidden design features.

Working from surveyor's field notes or tables of vertical or horizontal ratios, GS-05 draftsmen prepare vertical and horizontal views of land contours, using standard mathematical formulas to draw contours and to compute such things as center of gravity, load capacities, quantities of materials, and dimensions. In some cases they prepare three-dimensional drawings from sketches, models, and finished orthographic drawings.

Assignments do not equate to the GS-06 grade level where support is provided to a number of engineering and architectural organizations with different data presentation requirements. Drawings at the GS-06 level involve more breadth and variety, e.g., fabrication and construction; repair and maintenance; reports and publications; and feasibility studies and displays. Drafting techniques applied include three-dimensional projections. At times, employees are assigned projects where applicable precedents are not available.

b. At the GS-04 level of responsibility, which is exceeded, for new or unfamiliar assignments, directions specify the method of approach, sources of information, and applicable precedents. Familiar or recurring assignments are in terms of objectives and time frame. GS-04 draftsmen use judgment and draw on experiences to determine what precedents and sources of information are of value. Finished routine drawings are reviewed for accuracy and completeness. New or unfamiliar assignments are reviewed in progress. Normal day-to-day contacts, in addition to those with other draftsmen in the immediate organization, are with shop workers or at the project site.

This responsibility of subject position is comparable to the GS-05 level, which is characterized by independent resolution of previously encountered problems. Familiar assignments are made in terms of objectives to be achieved and without explicit instructions concerning work methods. On new or unusual assignments, supervisor suggests method of approach and furnishes advice as needed. Completed work is reviewed for overall completeness and adequacy. On own initiative the employee selects directly applicable information from standard references, guides, and previously encountered precedents. In addition to those contacts at the next lower level, GS-05 draftsmen have direct contact with the project engineer or designer.

The GS-06 level is not met where instructions are given in terms of objectives and the employee exercises independent judgment in completing assignments. Completed assignments are normally reviewed for achievement of objectives. Unusual assignments or those not having available precedents receive a more detailed review. Guidelines at the GS-06 level are the same as those at GS-05 level; however, the GS-06 employee relies heavily on technical reference material where precedent drawings are available.

4. Classification. Engineering Draftsman, GS-818-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A054__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contact Representative

6. PAY SCHEDULE: GS

7. OCC CODE: 962

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the policy guidance and general direction of the Adjutant General (or DPCA) performing duties on a continuing basis. Mission and objectives for the mandatory installation Retirement Services Program are contained in AR 608-25. Incumbent is expected to organize, develop, and carry out the program exercising a high degree of initiative and independent judgment. Recommendations and staff advisories are normally accepted as authoritative. Performance is evaluated in terms of overall effectiveness in achieving established goals and quality of services rendered.

MAJOR DUTIES

1. Administrative and Information Services.

- As the Retirement Services Officer and Installation Commander's representative for an assigned geographic area, as established under the Army Retirement Services Program, exercises primary responsibility for administering the installation retirement services program. Develops installation level policies and procedures.

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Briefs commander and staff on pertinent aspects of program, activities, resource requirements, and changes having significant impact on the program or personnel serviced. Coordinates with various military offices for specialized or technical assistance.

- Directs preparation and/or personally prepares periodicals or newsletters for retirees and dependents to provide continuing orientation and information on matters affecting their welfare, benefits, and special items of interest. Information services include news releases, daily bulletin items through military information mediums, and arranging for publicity through local press, TV, etc. Reviews retirement related correspondence prepared for signature of the Adjutant General or the Post Commander. Maintains records and submits reports as required.

2. Individual/Group Counseling.

- Provides personal in-depth counseling and assistance to eligible active Army personnel, retirees, their dependents, or survivors and, upon request, to members of other Army activities or other services on duty or residing nearby. In day-to-day operations, places emphasis on a centralized retirement service, providing individual counseling regarding employment, resume preparation, and matters relating to personal affairs, rights, benefits, and programs administered by other Federal, state, and local agencies and civic and public interest organizations. Assists active duty personnel in retirement planning and in the solution of problems connected with transition to civilian life and a second career. Aids retirees in the solution of personal problems associated with rights, benefits, entitlements, procedures, etc.

- Plans and conducts annual retiree open house meetings and semi-annual pre-retirement orientations, briefings, seminars, and similar events. Makes presentations and/or arranges for guest speakers. Provides guidance on items to be covered or emphasized in presentations. Arranges for participation of other organizations, i.e., Federal, state, municipal, and private in retirement services programs.

- Organizes and coordinates activities of installation commander's retiree council. Directs support services and acts as focal point between council and retiree population. Provides and presents information on various subjects to council. Obtains guest speakers as appropriate.

- Administers the Survivor Benefit Plan at installation level to include group briefings, individual, and spouse counseling, and completion of required documents. Computes monthly premiums and explains offset provisions and provisions for reduction in annuities.

3. Federal, Private, and Non-Federal Public Sector Contacts.

Maintains liaison with officials of other Federal, State, and local Government agencies, civic and public-interest organizations, major employers, and related organizations to enhance the effectiveness of the retirement services program and other programs affecting the military population and their families. Develops information on labor market and job opportunities. Publicizes the availability of retired or separated military personnel as a valuable source of talented and motivated manpower. Makes presentations to various seminars or counseling sessions sponsored by these activities.

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference: OPM PCS GS-962, Apr 71.

2. Applicability: Referenced standard is clearly appropriate for the evaluation and title, series, and grade determination of this job. Providing advice and assistance to military retirees, their spouses, survivors, and dependents are the basic reasons for the establishment of the job.

3. Grade determination:

a. Nature of contacts. Combine both GS-9 and GS-10 elements; GS-10 because of continuing contacts with private organizations and non-Federal governmental bodies and GS-9 (and below) by reason of contacts with the individual client. In the overall evaluation, GS-10 is excluded because at this level the standard envisions the contacts to be almost totally with other agencies. This job has a basic concern with the individual. Hence nature of contacts are established at GS-9.

b. Level of responsibility is a substantial match for GS-9 (pp 26-27) because of a definite on-going requirement to apply non-Federal and private resources in resolving client's problems. However, the job falls short of the intense and detailed involvement in community resources and planning that are characteristic of GS-10 (pp 29-30). Therefore, GS-9 is appropriate for level of responsibility.

4. Final evaluation: GS-9 best describes the preponderent contacts and responsibility inherent in this job. It should be noted that GS-9 is assigned on the assumption that the job has total responsibility for an installation's retirement services program under AR 608-25. Supervisory responsibilities would not be expected to change this evaluation

5. Classification. Contact Representative GS-962-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A012__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Illustrator

6. PAY SCHEDULE: GS

7. OCC CODE: 1020

8. GRADE: 07

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Prepares illustrations of average difficulty such as transparencies, wall charts, posters, maps, slides, filmstrips, and similar material to convey graphically factual material such as statistical, administrative, or related data covering a wide variety of subjects. ____%

a. Develops details of final illustrations based on rough sketches provided by the requestor or supervisor. Provides assistance and technical guidance to requestor on application of artistic procedures such as, correct media, color concepts, and size and dimensions. ____%

b. Prepares illustrations for manuals, pamphlets, handbooks, and similar types of publications, which require sufficient subject-matter knowledge of the activities serviced to produce appropriate pictorial representatives covering the organizational functions and agency missions. ____%

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2. Performs drafting work in the preparation of charts, graphs, diagrams, etc. Determines the most suitable manner of presentation based on consideration of audience, publication, or other requirements. Designs layout and determines scale requirements, lettering size, shading, etc. ____%

Performs other duties as assigned.

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

Duty #1:

- Skill in drawing freehand and with drawing instruments.

- Proficiency in the use of a variety of art media, such as pen-and-ink, pencil, tempera, wash, oils and air brush.

- Basic knowledge of and skill in visually interpreting a variety of objects, materials, ideas, and information covering a wide range of general subject matter relating to the primary mission and organizational functions of the agency.

- Knowledge of the methods and procedures of printing processes required to prepare artwork for reproduction.

- Knowledge of techniques for retouching photographs.

Duty #2:

- The ability to use slide rules and other measuring devices and to plot points on a graph.

- Skill in the use of office drafting equipment.

- Knowledge of a variety of methods such as overlays and halftones to prepare charts, graphs, etc. for reproduction.

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

The supervisor makes assignments concerning the requestor's requirements, deadlines, and priority. Specific instructions are provided for unusual or difficult assignments.

The incumbent works out the details of the final illustration for recurring projects from a preliminary sketch or draft of the proposed illustration.

The supervisor assures that finished work and methods used are technically accurate and comply with instructions or established procedures, and that work is of an acceptable level of artistic quality.

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

Guidelines consist of rough sketches, blueprints, drawings, and proposed art layouts. The incumbent uses judgment in locating and selecting the appropriate guidelines from a variety of established sources. Unusual situations are normally discussed with the supervisor before a proposed alternative is selected.

Factor 4 - Complexity -- Level 4-4 -- 225 points.

Duty #1

The work consists of a variety of illustrating assignments using several art techniques and various media that involve general and technical subject matter. Speed and accuracy are necessitated by pressure to meet deadlines on a large volume of work. Illustrations require use of all commonly accepted artists' media and may require research in a particular subject matter field. The incumbent works out the details of final illustrations from rough draft or sketch and suggestions of treatment provided by requestor or supervisor. Makes decisions such as which format and color treatment to use.

Duty #2

The work covers the full range of drafting work requiring the use of standard methods for graphic presentation of statistical and administrative related data including such assignments as floor plans, office forms, and flowcharts.

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

The illustrator is responsible for sketching and completing finished drawings that are part of a larger project, such as a publication or presentation. The work affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points.

Personal contacts are with coworkers, associates within the immediate organization, and requestors outside of the organization.

Factor 7 - Purpose of Contacts -- Level 7-1 -- 20 points.

The purpose is to obtain, clarify, or give information directly related to the assignment. The nature of information ranges from that which is easily understood to highly technical data.

Factor 8 - Physical Demands -- Level 8-2 -- 20 points.

The work requires long periods of standing at high benches. Ability to distinguish shades of colors is required.

Factor 9 - Work Environment -- Level 9-2 -- 20 points.

The work involves moderate unpleasantness, such as soiling of clothing and skin surfaces from paints (such as tempera or oils) and irritant chemicals.

1585 points equate to GS-07.

EVALUATION STATEMENT

1. References.

a. OPM Position Classification Standards, GS-1020, Sep 79.

b. OPM Position Classification Standards, GS-1021, Apr 64.

2. Title and series determination. The position involves the performance of illustrating and drafting work. The illustrating duties represent the paramount and preponderant skills and knowledges required for performance; therefore, the position is properly allocated to the GS-1020 series and titled Illustrator.

3. Grade level determination.

a. The attached chart provides the factor level and points assigned each level for the illustrating duties which are grade controlling. Where a difference in the factors exist for illustrating and drafting work, the differences have been explained in the job description. The total number of points assigned for illustrating duties is 1585 which converts to GS-07.

b. Drafting assignments are evaluated by reference to the OPM Position Classification Standards, GS-1021, Office Drafting Series. This standard measures drafting assignments by two classification factors, nature of assignments and degree of supervision received. Assignments exceed the GS-03 level; they are varied but have well-established guidelines and are closely reviewed upon completion. Assignments are comparable to the GS-04 level; they involve a wide variety of drafting jobs including floor plans, office forms, and flowcharts. All are accomplished under general supervision. Assignments do not attain the GS-05 level which requires a new approach and use of other than standard methods. Thus, GS-04 is the appropriate grade for drafting assignments.

4. Classification. Illustrator, GS-1020-07.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Illustrator, GS-1020-07

FES Standard and Date: Illustrator Series, GS-1020, Sep 79 Position #:

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	950	FL 1-6	Proficiency in the use of a variety of art media, and knowledge of a wide range of general subject matter.
2. Supervisory Controls	125	FL 2-2	Routine assignments are carried out independently. Supervisor assures finished work is of acceptable quality.
3. Guidelines	125	FL 3-2	Previous projects are available for reference. Judgment is required to locate and select appropriate guidelines.
4. Complexity	225	FL 4-4	(See remarks)
5. Scope and Effect	75	BMK 7-1 FL 5-2	Work affects the accuracy, reliability or acceptability of further services.
6. Personal Contacts	25	FL 6-2	Contacts are within the immediate organization and requests outside the organization.
7. Purpose of Contacts	20	BMK 7-1 FL 7-1	Contacts are to obtain, clarify or exchange information related to assignments.
8. Physical Demands	20	BMK 7-1 FL 8-2	Work requires standing for long periods of time and the ability to distinguish shades of colors.
9. Work Environment	20	FL 9-2	There is regular exposure to paint and irritant chemicals.
SUMMARY			
TOTAL POINTS	1585	Remarks: Employee required to work quickly and competently to meet deadlines, work out the details of final illustrations, and often make decision as to format and color treatment.	
Grade Conversion	07		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A044

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Annex Manager

6. PAY SCHEDULE: GS

7. OCC CODE: 1101

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army club system consists of Officers' Clubs, Non-Commissioned Officer/ Enlisted Clubs, and community clubs. Some clubs also operate package beverage stores. The system is a business-like organization with each club operating on a self-sustaining basis. There are three basic levels of operation, Installation Club Manager, Branch Manager, and Annex Manager. The Installation Club Manager (ICM) is responsible for the overall operation and management of the installation/ club system. The Branch manager is responsible for the operation and management (under the supervision of the ICM) of a Branch (e.g., Officers Club or Non-Commissioned/Enlisted Club). The Annex Manager is responsible for the operation and management of a specific annex of a Branch (i.e., NCO/Enl, Officers).

MAJOR DUTIES

- Plans, coordinates, and supervises the operation of a club annex (e.g., NCO, Enl).

- Plans and coordinates recurring events such as: food and beverage service; formal banquets; private parties; receptions; professional entertainment; bingo and other promotional activities.

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- Oversees pricing schedules and charging systems for services provided by the annex and supervises the receiving, disbursing and accounting of funds and assets.

- Analyzes daily results of annex operations through a management information system.

- Keeps informed of current trends and developments in the hospitality industry and takes appropriate action to ensure that the annex meets the changing needs and tastes of the membership.

- Participates in feasibility studies, demographic surveys, and market analysis to determine club program requirements.

- Selects key employees; evaluates performance; initiates personnel actions; takes disciplinary actions; schedules leave and overtime; coordinates with unions and conducts employee training programs.

- Participates in development of cost estimates and proposals for construction alteration, renovation, and improvement of club assets.

Performs other duties as assigned.

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

- Knowledge of the principles, practices, and techniques of Army club management necessary to operate an effective, efficient military club which provides the required services to the military community in a profitable manner.

- Knowledge of military and civilian (both AF and NAF) personnel regulations, policies, and procedures to direct a staff of civilian and military employees. This requires an understanding of: scheduling leave, overtime, staffing, performance evaluation, disciplinary actions, union contracts and Equal Employment Opportunities policies.

- Knowledge of quality food and beverage preparation, presentation and storage to ensure an effective, attractive, and sanitary food and beverage program tailored to the membership of the club. This knowledge provides proper security and accountability of goods and supplies, and prevents spoilage and pilferage. The incumbent requires an understanding of menu development, tastes, and customs of the club's membership.

- Knowledge of financial management and accounting principles and policies and skill in implementing procedures which prevents fraud, waste, and abuse of assets. This requires an understanding of internal control procedures, financial statements, annual operating budgets, balance sheets, food and beverage accountability and controls, and inventory controls.

- Knowledge of marketing techniques to develop and distribute advertisement, promotional materials, i.e., flyers, posters, and calendars, which are creative, innovative, and dynamic.

- Knowledge of proper military protocol and decorum extended to general officers, commanders, their guests, and other dignitaries to ensure that courtesies and correct social behavior are practiced.

Factor 2 - Supervisory Controls -- Level 2-3 -- 275 points

- The Installation Club Manager (ICM) and/or Branch Manager provide general administrative/technical direction on the management and operation of the club. They are available to provide advice, assistance and support in unusual and controversial situations.

- The incumbent is responsible for independently planning and designing the club's programs in accordance with established Army Regulations and directives. The supervior of the incumbent evaluates performance in terms of achievement of financial goals, attainment of capital expenditure objectives; results of audits, internal reviews, sanitation inspections, overall effectiveness of resource management, quality of food and beverage service; and membership satisfaction.

Factor 3 - Guidelines -- Level 3-3 -- 275 points

- Incumbent is provided a variety of DA regulations and manuals applicable to maintaining a club system for eligible patron and dependents, and other directives concerning the functions of a club system. However, these guides require the incumbent to use initiative and judgment in making day-to-day management decisions.

- Incumbent uses experienced judgment in the selection, interpretation, and application of available guidelines and must often make compromises and adaptations within the framework of established objectives.

Factor 4 - Complexity -- Level 4-3 -- 150 Points

- The club is a facility offering food, beverage, catering, entertainment, and social programs to its members and guests.

- A variety of planning, budgeting, and coordinating functions are required to ensure a profitable operation.

- The incumbent must provide food and beverage service, social services, and other programs at reasonable prices; support command functions and achieve

overall profitability. Achieving this requires a proper balance between meeting the desires of members, conducting activities sponsored by local commander, and satisfying the regulatory requirement of Department of the Army.

- The work requires daily decisions to ensure that goals and objectives are attained.

Factor 5 - Scope and Effect - - Level 5-3 -- 150 Points

- The technical expertise provided by the incumbent contributes to the smooth, effective, and professional delivery of services to the membership and guests, and helps ensure that fiscal and internal controls are maintained.

- The effect is a club which satisfies the patrons and their guests and provides the necessary social and command activities required at the installation, while simultaneously meeting the required net income and other goals as determined by Department of the Army.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points

- Contacts include meeting with various installation activity chiefs, club members, guest, contractor representatives, vendors, club council members, and other installation employees.

- Contacts are unstructured, conducted under a variety of circumstances, and are on both a regular and irregular basis.

Factor 7 - Purpose of Contacts -- Level 7-2 -- 50 points

In addition to exchanging information and providing guidance to subordinates, the purpose of contacts is to plan, coordinate management functions with other club personnel; serve as the principle point of contact and discuss matters related to the type, variety, and frequency of social and recreational services, technical requirements or other areas of interest with local club representatives; resolve or eliminate problems; reach general agreement on techniques; and clarify established goals, objectives, and responsibilities. The persons contacted are usually interested in seeking improvements and economies in the management and use of club facilities.

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

The work requires moderate periods of walking, standing, bending, carrying, cooking, and bartending. Physical exertion is involved when preparing and conducting food, beverage, catering, or other programs.

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

The work involves the normal discomforts associated with offices, lounges, meetings rooms, and vehicles. There may be some exposure to extreme heat and cold when working in the kitchen and cold storage areas of the club. Moderate risk is associated when working around kitchen equipment. (Special safety precautions are required). The manager may often work extended or irregular hours, including evenings, weekends, and holidays.

Total points = 1885
Grade level = GS-9

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Business and Industry, GS-1101, series definition only, Feb 69.

b. OPM, PCS, Housing Management Series, GS-1173, Sep 81.

2. Series and Title Determination: This positions encompasses management responsibility for the operation of a club annex (e.g., Officer, NCO/Enl or Community). The management of the club annex requires the application of business knowledges and skills in providing quality food, beverage, and entertainment to authorized personnel. The incumbent is also required to exercise a high level of financial management in assuring that the club annex is effectively managed to operate on a self-sustaining basis.

OPM has not published a position classification series or title directly applicable to this position. Since this position involves the application of business knowledge to manage the club system as an independent, financially solvent business enterprise, it is covered by the OPM published definition for the GS-1101 General Business and Industry Series, i.e., work properly classified in the GS-1101 Business and Industry Group for which no other series has been provided.

In accordance with the GS-1101 series definition and the General Introduction, Background and Instructions to Position Classification Standards, contained in Section III, F, Suggested Principles for the Construction of Class Titles Standards, the brief and meaningful title of "Annex Manager" is constructed for this position.

3. Grade Determination: There is no published OPM standard for club management. Therefore, reference 1b is used as a cross comparison for evaulating duties of subject position.

a. Summary Evaluation.

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

2. Factor 2, Supervisory Controls, Level 2-3, 275 points.

3. Factor 3, Guidelines, Level 3-3, 275 points.

4. Factor 4, Complexity, Level 4-3, 150 points.

5. Factor 5, Scope and Effect, Level 5-3, 150 points.

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

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

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

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

A total of 1,885 points converts to grade 9.

b. Comments on Major Factors:

1. Factor 1, Knowledge Required by the Position, Level 1-6

Subject position requires a knowledge of the principles, practices and techniques of Army club management; knowledge of military and civilian (AF and NAF) personnel regulations, policies, and procedures; knowledge of quality food and beverage preparation, presentation, and storage to ensure an effective program; knowledge of financial management and professional accounting principles and policies and skill in implementing procedures which prevent fraud, waste and abuse of assets; knowledge of construction/renovation techniques to assist in developing current long range facility improvement plans; knowledge of trends in the civilian sector of the hospitality industry and skill in developing strategies and programs to effectively compete with the civilian market; knowledge of marketing techniques to develop and distribute advertisement, promotional materials; and a knowledge of proper military protocol. This is a substantial match to level 1-6 where assignments require a knowledge of agency management procedures and general business principles and practices related to the management of Government-owned, leased, rented, or privately-owned or leasing agreements; skill in formulating local occupancy directives, instructions, and brochures, conducting technical audits or studies, determining feasibility of repairs or improvements; and a knowledge of organizational funding procedures and skill in the control of allotment obligations and expenditures to ensure that housing fund limitations are observed.

2. Factor 2, Supervisory Controls, Level 2-3

The Installation Club Manager (ICM) and/or Branch Manager provides general administrative/technical direction on the management and operation of the club. They are available to provide advice, assistance and support in unusual and controversial situations. The incumbent is responsible for independently planning and designing the annex's program in accordance with established Army regulations and directives. Performance is evaluated in terms of achievement of financial goals, attainment of capital expenditure objectives and membership satisfaction. This is a substantial match to level 2-3 where the housing supervisor or senior staff member makes housing assignments by

defining objectives, priorities, and deadlines and assisting the incumbent with unusual situations which do not have clear precedents. The incumbent plans and carries out the assignments in accordance with established local instructions, agency policies, or normally accepted housing practices. Completed work is usually evaluated for technical soundness of conclusions or decisions, and conformity to policies and existing requirements.

3. Factor 3, Guidelines, Level 3-3

Incumbent is provided a variety of DA regulations and manuals applicable to maintaining a club system for eligible patrons and dependents. However, these guides frequently lack sufficient detail upon which to base management decision. Incumbent uses experienced judgment in the selection, interpretation, and application of available guidelines and must often make compromises and adaptations within the framework or established objectives. This is a substantial match to level 3-3 where incumbents are provided a variety of agency-wide regulations, standards, handbooks, and inspections or survey schedules and guides related to the major housing areas. They are usually not directly applicable to specific work assignments or lack sufficient detail regarding such factors as maintenance, cost control, turnover rate, or other elements on which to base management decision or actions. At this level the incumbent must also use judgment and initiative in the selection, interpretation, and application of the guides making compromises and adaptations, when necessary, within the framework of established guidelines which are not usually directly applicable to the assigned work.

4. Factor 4, Complexity, Level 4-3.

The club annex is a facility offering food, beverage, catering entertainment, and social programs. A variety of planning, budgeting, and coordinating functions are required to ensure a profitable operation. The work requires a proper balance between meeting the desires of members, conducting activities sponsored by the local commander, and satisfying DA regulatory requirements. This is a substantial match to level 4-3 where the work consists of assignments involving the relatively independent performance of numerous standard housing management functions. requiring different methods or techniques. Generally, the work performed at this level is prescribed in established schedules, procedures, or plans. However, issues concerning compliance or conformity with established housing parameters or criteria may often require such methods as reviewing case histories; examining management records, forms or practices; interviewing project personnel or tenants; or performing physical inspections to identify deficiencies, assess damages and determine the appropriate corrective measures required.

5. Factor 5, Scope and Effect, Level 5-3

The technical expertise provided by the incumbent contributes to the smooth, effective delivery of branch services to the various club annexes, their

members and guests; and helps assure that sound fiscal and internal controls are established and maintained. The effect is a branch which satisfies the service members and their families and guests, and provides the necessary social and command activities required at the installation while simultaneously meeting the required net income and other goals, as determined by Department of the Army guidance. This is a substantial match to level 5-3 where the purpose of the work is to plan, schedule, coordinate, and/or monitor the operational management and efficient use of housing projects, facilities, and resources; analyze problem areas; and recommend or implement corrective measures within the framework of housing program requirements. The work affects the efficiency of housing program operations and living conditions of the persons or families housed.

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

In addition to other Branch managers, ICM, and other specialist/technicians within the club system, personal contacts include applicants for employment; club patrons, and their guest; club council members, personnel from various headquarters, field levels, and local club officials; and visitors from other operating offices at the installation. Contacts also include major vendors doing business with the branch, and manufacturer's representatives. This is a near direct match to level 6-2 where contacts include housing applicants, tenants, or dependents; housing personnel from various headquarters, regional, or field levels of the agency or local housing authority; and visitors from other operating offices at the installation. The contacts are usually established on a routine basis at the employee's workplace. Level 6-3 is not fully met in that contacts with higher levels, e.g., management officials and representatives of public, private, and law enforcement agencies are generally handled by the ICM.

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

In addition to exchanging information, the purpose of contacts is to plan/coordinate management functions with other club personnel; serve as the principle point of contact and discuss matters related to the type, variety, and frequency of social and recreational services, technical requirements, or other areas of interest with local club representatives; resolve/eliminate problems; reach general agreement on techniques and clarify established goals, objectives, and responsibilities. Persons contacted are usually interested in seeking improvement and economies in the management and use of club facilities. This is a near direct match to level 7-2 where in addition to exchanging information, the purpose is to plan and/or coordinate management functions with other agency housing personnel; serve as the principle point of contact and discuss matters related to occupancy, maintenance, technical requirements, or other areas of interest with local project representatives; resolve or eliminate problems; reach general agreement on techniques; and clarify established goals, objectives, and responsibilities. Persons contacted are usually interested in seeking improvements and economies in the

management and use of housing facilities. Level 7-3 is not fully met in that the persuasion/influencing of agency or local authorities to accept plans, schedules, technical, or policy requirements, etc. is generally handled by the ICM.

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

The work is usually sedentary. However, there may be some walking, standing, bending, carrying or driving involved while visiting and inspecting the various facilities. This is a near direct match to level 8-1 where the work is principally sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light books, or driving an automobile. No special physical demands are required.

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

The work involves normal risks and discomforts associated with offices, meeting rooms, vehicles, and military clubs. There may be some exposure to extreme heat and cold when in the kitchen and cold storage areas. This is a near direct match to level 9-1 where the work involves normal risks or discomforts associated with an office environment. The work area is usually adequately lighted, heated, and ventilated. There may be occasional exposure to dusty or dirty conditions while visiting housing units or facilities undergoing repair, maintenance, or renovation.

c. Conclusion: A total of 1885 points converts to a grade of GS-9. Therefore, GS-9 is the appropriate grade level of subject position.

4. Title, Series, and Grade: Annex Manager, GS-1101-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A045__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Branch Manager

6. PAY SCHEDULE: GS

7. OCC CODE: 1101

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army club system consists of Officers' Clubs, Non-Commissioned Officer/ Enlisted Clubs, and community clubs. Some clubs also operate package beverage stores. The system is a business-like organization with each club operating on a self-sustaining basis. There are three basic levels of operation, Installation Club Manager, Branch Manager, and Annex Manager. The Installation Club Manager (ICM) is responsible for the overall operation and management of the installation/ club system. The Branch manager is responsible for the operation and management (under the supervision of the ICM) of a Branch (e.g., Officers Club or Non-Commissioned/Enlisted Club). The Annex Manager is responsible for the operation and management of a specific annex of a Branch (i.e., NCO/Enl, Officers).

MAJOR DUTIES

- Plans, coordinates, and supervises a branch (e.g., Officers Club, NCO Club Enl/Club, Community Club) within an installation club system.

- Directs a branch consisting of one or more annexes.

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- Coordinates and plans recurring special events such as: formal banquets; private parties; receptions; professional entertainment; bingo and other promotional activities.

- Initiates market surveys to determine membership desires and satisfaction with services; initiates programs to ensure a continuous variety of successful and popular events; makes recommendations to club council, annex managers and installation officials to improve services and maintenance of facilities and service. Monitors the various activities involved in club operations to determine (1) the needs and desires of the membership are being met and (2) sound business management practices are being applied. (Activities monitored include menu planning; food quality and service program; purchase of food, beverages, supplies, and equipment; merchandising of salable goods; and recreational and entertainment activities).

- Implements Department of the Army Regulations, directives, and programs; and installation policies and procedures.

- Develops, establishes, reviews and monitors rules and policies necessary for the operation of all branch facilities, i.e., hours of operation, rules of conduct, dress standards, etc.

- Coordinates purchases of merchandise, goods and services; ensures that goods and equipment are properly stored and secured; determines appropriate inventory levels of items used in retail sales activities.

- Analyzes financial performance and takes appropriate action to assure self-sustaining operation; prepares operating budget for the branch; makes recommendations to the ICM concerning financial operations and planning.

- Selects key employees or approves selection; evaluates or approves performance evaluations; initiates personnel actions; takes or approves disciplinary actions; schedules or approves leave and overtime; maintains constructive union relations.

- Determines training requirements and develops and monitors employee training programs.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position -- Level 1-7 -- 1250 points

- Comprehensive knowledge of Federal, DOD, and DA club policies, regulations, administrative practices, and procedures related to management planning, budgeting, scheduling, and coordinating the club's social and recreational programs and for the efficient operation and use of assigned facilities and equipment.

- Knowledge of skill in the application of a wide range of club management principles, concepts, and methodology to a variety of complex assignments involving the full range of club social and recreational activities, including operations and maintenance, assignment utilization, facility improvements, management-patron relations, and merchandise and equipment management.

- Knowledge of proper military protocol and decorum extended to general officers, commanders, their guests, and dignitaries.

- Knowledge of marketing techniques to determine the branch's market, and how to develop programs which appeal to the market. Skill in creating innovative, dynamic promotions and advertisements to support these programs.

- Knowledge of financial management and accounting principles and policies to establish procedures which prevent possible fraud, waste and abuse of branch assets and directs their use in a profitable manner. This knowledge requires an understanding of audit procedures, financial statements, balance sheets, food, and beverage internal controls, and how inventory controls are established, prepared, and analyzed.

- Knowledge of quality food service, preparation, presentation, and development to supervise an effective, attractive, sanitary food and beverage program targeted to the membership of the branch. This knowledge requires an extensive understanding of food and beverage menu development, catering, and general and specific preferences of each segment of the branch's market.

- Knowledge of budget/monetary process to participate in the formulation of the branch's current and long range plans involving the financing of capital expenditures, construction/renovation, contractual services, securing position authorizations, and preparation of the Annual Operating Budget.

Factor 2 - Supervisory Controls -- Level 2-4 -- 450 points

- The Installation Club Manager provides general direction on the overall management and operation of the branch, goals, budgetary requirements, and changes in policy and organization.

- The incumbent has the responsibility for independently planning and designing the branch's management, programs, and policies.

- The ICM is available to discuss unusual management and operational problems, and new or proposed changes in policies, procedures, long-range plans, special projects, and controversial matters.

- Performance is evaluated in terms of achievement of financial goals and attainment of capital expenditure objectives, audit results, internal reviews, sanitation inspections, overall effectiveness of resource management, quality of food and beverage service, customer relations, and membership satisfaction.

Factor 3 - Guidelines -- Level 3-3 -- 275 Points

General policy and procedure guidance is provided by the Installation Club Manager (ICM). The incumbent exercises considerable judgment, ingenuity, and initiative in selecting and adapting policies/regulations suited to meet the varied needs of the patron/community served. The incumbent must formulate management techniques or practices to accommodate unique problems not covered by written procedures and guidance.

Factor 4 - Complexity -- Level 4-4 -- 225 Points

- The incumbent has direct responsibility for the management and operation of a Branch (e.g., Officers, NCO/Enlisted, Community) Club with one or more annexes. The work requires such duties as conducting market surveys to determine membership desires and satisfaction with services; initiating programs to ensure a continuous variety of successful and popular events; making recommendations to club council, annex managers, and installation officials to improve services and maintenance of facilities and services; monitoring of the various activities involved in club operations to determine whether (1) the needs and desires of the membership are being met and (2) sound business management practices are being applied; and analyzing financial operations and determining solvency, preparing operating budgets for the branch, making recomendations to the ICM concerning financial operations and planning.

- The incumbent is also responsible for determining maintenance facility requirements; assuming responsibility for maintenance of real and installed property inventories, replacements, redecoration, expansion, and improvement; coordinating purchase of merchandise, goods, and services; ensuring that goods and equipment are properly stored and secured; and determining appropriate inventory levels of items used in retail sales activities.

- The incumbent provides a wide variety of social services at reasonable prices while meeting net income goals for each annex.

Factor 5 - Scope and Effect -- Level 5-3 -- 150 points

- The technical expertise provided by the incumbent contributes to the smooth, effective delivery of branch services to the various club annexes, their members and guests; and helps assure that sound fiscal and internal controls are established and maintained. This in turn enhances the effectiveness of the branch's programs.

- The effect is a branch which satisfies the service members and their families and guests, and provides the necessary social and command activities required at the installation while simultaneously meeting required net income and other goals as determined by Department of the Army guidance.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points

In addition to other Branch managers, ICM, and other specialist/technicians within the club system, personal contacts include applicants for employment; club patrons and their guests; personnel from various headquarters, field levels, and local officials; and visitors from other operating offices at the installation as well as club council members. Contacts also include major vendors doing business with the branch, and manufacturer's representatives.

Factor 7 - Purpose of Contacts -- Level 7-2 -- 50 points

In addition to exchanging information, the purpose of contacts is to plan/coordinate management functions with other club personnel; serve as the principle point of contact and discuss matters related to the type, variety, and frequency of social and recreational services, technical requirements, or other areas of interest with local club representatives; resolve/eliminate problems; reach general agreement on techniques' and clarify established goals, objectives, and responsibilities. The persons contacted are usually interested in seeking improvements and economies in the management and use of club facilities.

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

The work is usually sedentary. However, there may be some walking, standing, bending, carrying, or driving involved while visiting and inspecting the various facilities within the branch. On occasion there may be a requirement to become actively involved in the preparation and presentation of food, beverage, catering, or other programs provided by the club system.

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

The work involves the normal risks and discomforts associated with offices, meeting rooms, vehicles, and military clubs. There may be some exposure to extreme heat and cold when in the kitchen and cold storage areas of the club system. This would occur during onsight inspections or when the incumbent's presence is required. The branch managers may work extended and irregular hours including evenings, weekends, and holidays.

Total points = 2435
Grade level = GS-11

EVALUATION STATEMENT

1. References:

a. OMP, PCS, General Business and Industry, GS-1101, series definition only, Feb 69.

b. OPM, PCS, Housing Management Series, GS-1173, Sep 81.

2. Series and Title Determination: This position encompasses management responsibility for the operation of a Branch within an installation club system (e.g., Officers' branch, NCO/Enl branch). The management of the Branch requires the application of business knowledges and skills in providing food, beverage, and entertainment to authorized personnel. The incumbent is also required to exercise a high level of financial management in assuring that the Branch is effectively managed to opeate on a self-sustaining basis.

OPM has not published a position classification series or title directly applicable to this position. Since this position involves the application of business knowledge to manage the branch as an independent, financially solvent business enterprise, it is covered by the OPM published definition for the GS-1101 General Business and Industry Series, i.e., work properly classified in the GS-1101 Business and Industry Group for which no other series has been provided.

In accordance with the GS-1101 series definition and the General Introduction, Background, and Instructions to Position Classification Standards, contained in Section III F, Suggested Principles for the Construction of Class Titles Standards, the brief and meaningful title of "Branch Manager" is constructed for this position.

3. Grade Determination: There is no published OPM standard for club management. Therefore, reference 1b is used as a cross comparison for evaluating duties of subject position.

a. Summary Evaluation.

(1) Factor 1, Knowledge Required by the Position - Level 1-7, 1250 points.

(2) Factor 2, Supervisory Controls, Level 2-4, 450 points.

(3) Factor 3, Guidelines, Level 3-3, 275 points.

(4) Factor 4, Complexity, Level 4-4, 225 points.

(5) Factor 5, Scope and Effect, Level 5-3, 150 points.

(6) Factor 6, Personal Contacts, Level 6-2, 25 points.

(7) Factor 7, Purpose of Contacts, Level 7-2, 50 points

(8) Factor 8, Physical Demands, Level 8-1, 5 points

(9) Factor 9, Work Environment, Level 9-1, 5 points.

A total of 2,435 points converts to grade 11.

b. Comments on Major Factors:

1. Factor 1, Knowledge Required by the Position, Level 1-7.

Subject positions requires a knowledge of the principles, practices, and techniques of Army club management required to operate an effective and efficient military club system which delivers the necessary services to the military community in a profitable manner. A comprehensive knowledge of Federal, DOD, DA, state and local regulatory policies and procedures is also required. Position also requires knowledge of and skill in directing the application of club management principles, concepts, and methodology to unusually difficult and complex assignments, involving the full range of club social and recreational activities including operations and maintenance, financial management, assignment utilization, improvements, managmeent-patron relations and merchandise and equipment management. This is a substantial match to level 1-7 where assignments involve the planning, cost management, scheduling, and coordinating of housing program requirements with housing residents, local authorities, regulatory agencies, and others, and the development of administrative procedures related to the construction, maintenance, improvement, use, and management of housing projects and facilities. Subject positions exceeds level 1-6 in that it requires a comprehensive knowledge of a wide range of Federal and agency policies, requirements, and procedures to perform broad management planning, budgeting and coordinating of work forces and resources, for the effective implementation of program requirements and negotiating with patrons on broad programs and problems related to the operation and use of the Branch assets.

2. Factor 2, Supervisory Controls, Level 2-4.

The Installation Club Manager (ICM) provides general administrative direction on the overall management and operation of the organization. The incumbent has responsibility for independently planning and designing the branch's management, programs, and policies. The ICM is available to discuss unusual management and operational problems and controversial matters. Performance is evaluated in terms of achievement of financial goals, overall effectiveness of resource management, customer relations, and membership satisfaction. This is a substantial match to level 2-4 where the housing supervisor sets the overall

objectives and establishes the resources available. The incumbent and housing supervisor, in consultation, develop the project deadlines, scope, and level of work to be accomplished. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results. Level 2-3 is exceeded in that incumbent has more independent responsibility for making decisions and resolving most conflicts.

3. Factor 3, Guidelines, Level 3-3.

General policy and procedural guidance is provided by the Installation Club Manager. Incumbent exercises considerable judgment, ingenuity, and initiative in selecting and adapting policies/regulations suited to meet the varied needs of the patrons served. The incumbent must formulate management techniques or practices to accommodate unique problems not covered by written procedures and guidance. This is a substantial match to level 3-3 where incumbent is provided a variety of agency-wide regulations, standards, handbooks, and inspection of survey schedules and guides related to the major housing activity areas. They are usually not directly applicable to specific work assignments or lack sufficient detail regarding such factors as maintenance, cost control, turnover rates, or other elements on which to base management decisions or actions. At this level the incumbent must use judgment and initiative in selection, interpretation, and application of the guides, making compromises and adaptations, when necessary, within the framework of established housing objectives.

4. Factor 4, Complexity, Level 4-4.

Incumbent has direct responsibility for the management and operation of a Branch (e.g., Officers club, NCO/Enlisted Club, Community Club, etc.) with one or more annexes. The work requires such duties as conducting surveys to determine membership desires and satisfaction with services; initiating programs to ensure a continuous variety of successful and popular events; monitoring of the various activities involved in the club operations to determine whether sound business management practices are being applied; and analyzing financial operations to determine solvency. Incumbent is also responsible for determining maintenance facility requirements; assuming responsibility for maintenance of real and installed property inventories, replacement, redecoration, expansion, and improvement; coordinating purchase of merchandise, goods and services; ensuring that goods and equipment are properly stored and secured; and determining appropriate inventory levels of items used in retail sales activities. This is a substantial match to level 4-4 where the work consists of continuing assignments involving direct responsibility for the management control of one or more housing projects, facilities, or complexes. The work typically involves the application of the full range of methods and processes related to the planning, acquisition, construction, operation, occupancy, maintenance, improvement, and use of a variety of housing assets. The work usually requires the assessment of such

critical project activities as occupancy turnover rates, current, and projected operating costs, utility conservation efforts, and structural or physical condition of housing assets to formulate recommendations or directives governing housing operations and maintain control of allotment obligations and expenditures to ensure housing fund limitations are observed.

5. Factor 5, Scope and Effect, Level 5-3.

The technical expertise provided by the incumbent contributes to the smooth, effective delivery of branch services to the various club annexes, their members and guests; and helps assure that sound fiscal and internal controls are established and maintained. The effect is a branch which satisfies the service members and their families and guests, and provides the necessary social and command activities required at the installation while simultaneously meeting the required net income and other goals, as determined by Department of the Army guidance. This is a substantial match to level 5-3 where the purpose of the work is to plan, schedule, coordinate, and/or monitor the operational management and efficient use of housing projects, facilities, and resources; analyze problem areas; and recommend or implement corrective measures within the framework of housing program operations and living conditions of the persons or families housed.

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

In addition to other Branch managers, ICM, and other specialists/technicians within the club system, personal contacts include applicants for employment; club patrons, and their guest; club council members, personnel from various headquarters, field levels, and local club officials; and visitors from other operating offices at the installation. Contacts also include major vendors doing business with the branch, and manufacturer's representatives. This is a near direct match to level 6-2 where contacts include housing applicants, tenants, or dependents; housing personnel from various headquarters, regional, or field levels of the agency or local housing authority; and visitors from other operating offices at the installation. The contacts are usually established on a routine basis at the employee's workplace. Level 6-3 is not fully met in that contacts with higher levels, e.g., management officials and representatives of public, private, and law enforcement agencies are generally handled by the ICM.

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

In addition to exchanging information, the purpose of contacts is to plan/coordinate management functions with other club personnel; serve as the principle point of contact and discuss matters related to the type, variety, and frequency of social and recreational services, technical requirements, or other areas of interest with local club representatives; resolve/eliminate problems; reach general agreement on techniques and clarify established goals, objectives, and responsibilities. Persons contacted are usually interested in

seeking improvement and economies in the management and use of club facilities. This is a near direct match to level 7-2 where in addition to exchanging information, the purpose is to plan and/or coordinate management functions with other agency housing personnel; serve as the principle point of contact and discuss matters related to occupancy, maintenance, technical requirements, or other areas of interest with local project representatives; resolve or eliminate problems; reach general agreement on techniques; and clarify established goals, objectives, and responsibilities. Persons contacted are usually interested in seeking improvements and economies in the management and use of housing facilities. Level 7-3 is not fully met in that the persuasion/influencing of agency or local authorities to accept plans, schedules, technical, or policy requirements, etc. is generally handled by the ICM.

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

The work is usually sedentary. However, there may be some walking, standing, bending, carrying or driving involved while visiting and inspecting the various facilities. This is a near direct match to level 8-1 where the work is principally sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light books, or driving an automobile. No special physical demands are required.

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

The work involves normal risks and discomforts associated with offices, meeting rooms, vehicles, and military clubs. There may be some exposure to extreme heat and cold when in the kitchen and cold storage areas. This is a near direct match to level 9-1 where the work involves normal risks or discomforts associated with an office environment. The work area is usually adequately lighted, heated, and ventilated. There may be occasional exposure to dusty or dirty conditions while visiting housing units or facilities undergoing repair, maintenance, or renovation.

c. Conclusion: A total of 2435 points converts to a grade of GS-11. Therefore, GS-11 is the appropriate grade level of subject position.

4. Title, Series, and Grade: Branch Manager, GS-1101-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A046__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Installation Club Manager

6. PAY SCHEDULE: GS

7. OCC CODE: 1101

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army club system consists of Officers' Clubs, Non-Commissioned Officer/ Enlisted Clubs, and community clubs. Some clubs also operate package beverage stores. The system is a business-like organization with each club operating on a self-sustaining basis. There are three basic levels of operation, Installation Club Manager, Branch Manager, and Annex Manager. The Installation Club Manager (ICM) is responsible for the overall operation and management of the installation/ club system. The Branch manager is responsible for the operation and management (under the supervision of the ICM) of a Branch (e.g., Officers Club or Non-Commissioned/Enlisted Club). The Annex Manager is responsible for the operation and management of a specific annex of a Branch (i.e., NCO/Enl, Officers).

MAJOR DUTIES

- Serves as the principal staff advisor and installation program manager for all club system activities. Also, serves as fund manager of the Individual Non-appropriated Fund Instrumentalities.

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- Directs a club system consisting of at least two branches.

- Performs or directs periodic or scheduled market surveys, audits, review, and inspections to determine overall club operational conditions and requirements.

- Evaluates overall club management objectives, identifies most economical and efficient management practices and prepares directives, guides, and other procedural releases for application by lower grade club management personnel in the administration, control, and implementation of current and additional social and recreational activities and services.

- Coordinates with other installation club management officials in the development of management plans to ensure all administrative and technical areas are covered; to ensure areas of overlapping responsibilities such as financial management, procurement, maintenance, and type, frequency, and variety of social and recreational programs and other program elements are considered properly; and to ensure that the overall club program goals, objectives, and schedules are met. Formulates and evaluates operating policy relating to: quality food and beverage operation and service; menu planning, catering; and entertainment.

- Develops guides, procedures, and instructions within the framework of Army policies, governing the management functions related to providing required social and recreational services, maintenance and repair of club facilities or related equipment, cost reporting, and other major activities.

- Formulates current and long-range club improvement plans within the framework of established Army objectives, policies, and standards. Assures that the clubs in the system are self-sustaining and generate sufficient net income to provide for capital expenditures/improvements within the system.

- Performs or directs the preparation of budget estimates and control of disbursement funds and maintenance of harmonious relationships among patrons, management personnel, and the surrounding community. Approves purchasing requirements and procurement policies to ensure that club system purchasing and contracting meet DA regulatory criteria.

- Hires/approves key employees selection; evaluates/approves performance evaluations; initiates personnel actions; initiates/approves disciplinary actions; approves scheduling, leave, and overtime policies; maintains constructive union relations, and develops and monitors employee training programs.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position -- Level 1-7 -- 1250 points

- Comprehensive knowledge of Federal, DOD, and DA club policies, requirements, administrative practices, and procedures related to the planning, budgeting, scheduling, and coordinating of installation club systems, social, and recreational programs and the efficient operation and utilization of facilities and equipment. Skill in negotiating major program issues and operational requirements with personnel inside and outside the Army and local installation, community organizations, and patrons.

- Knowledge and skill in directing the application of club management principles, concepts, and methodology to a variety of conventional and unusually difficult and complex assignments involving the full range of club social and recreational activities including operations and maintenance, financial management, assignment utilization, facility improvements, management-patron relations, and merchandise and equipment management.

- Knowledge of proper military protocol and decorum extended to general officers, commanders, their guests, and dignitaries.

- Knowledge of audit procedures; financial planning and management; food and beverage controls and accountability; and how inventory controls are developed, implemented, and analyzed for their effectiveness.

- Knowledge of quality food and beverage preparation, presentation, and storage to develop and supervise an effective, attractive, sanitary food and beverage program targeted to the specific markets serviced by each club in the system. This knowledge requires an extensive understanding of food and beverage menu development, catering, tastes, habits, and preferences of each segment of the market, i.e., junior enlisted personnel, senior officers, military retirees, etc.

- Knowledge of marketing techniques and demographic data to determine the installation's market, develop programs which appeal to the market, and to create innovative, dynamic promotions and advertisements to support these programs.

- Knowledge of key military and civilian (both AF and NAF) personnel regulations, procedures and policies to direct military and civilian staff.

- Ability to communicate effectively, both orally and in writing. This is necessary to effectively present important information, such as financial and operating data, to a varied audience (e.g., Commander, subordinates, membership).

Factor 2 - Supervisory Controls -- Level 2-5 -- 650 points

- The supervisor provides very broad administrative direction on the management and operation of the installation club system. Supervisor also provides general guidance as to overall program goals and budgetary limitations.

- The incumbent has responsibility for independently planning and designing the club system's programs, and policies. The incumbent interprets and adheres to Army regulations, policies, and directives; formulates installation policy; and coordinates with overall management objectives/persons as required.

- Results of work are considered as technically authoritative. Work is reviewed for compatibility with overall management objectives, fulfillment of club system objectives, and contribution to the achievement of Army program goals.

Factor 3 - Guidelines -- Level 3-5 -- 450 points

Guidelines consist of Army-wide policies and regulations; state and municipal laws, ordinances, regulations and policies; and are of limited use. Incumbent exercises considerable judgment and ingenuity in deviating from traditional practices to meet the requirements to serve the patrons and satisfying the installation commander's objectives consistent with DA policies and procedures.

Factor 4 - Complexity -- Level 4-5 -- 325 points

- The incumbent has direct responsibility for the management and operation of an installation club system that is made up of two branches (e.g., Officers' Club, NCO Club, Enlisted Club, Community Club, etc.). The work involves management planning, cost control, and coordination of work forces and resources; negotiating with management and employees on complex program matters/problems; providing expert advisory service to management, technical and supervisory personnel in the headquarters and hospitality industry regarding club management programs and the operation/use of such factors as general club program trends within the private sector, market conditions, wholesale costs, and source of supply/services. These factors are subject to continuous change resulting from headquarters or local policies/priorities, operational cost fluctuations and various other general business activities.

- The work requires keeping updated on the latest techniques, procedures, and concepts in the field of club management to develop and appraise the installation club program policies and procedures.

Factor 5 - Scope and Effect -- Level 5-3 -- 150 points

- The incumbent is responsible for the management and operation of an installation club system. The work involves the planning, scheduling,

coordinating and evaluation of the management and operation of the installation club system. Incumbent serves in an advisory capacity for all matters related to the management and operation of a full range of social and recreational programs and resources and independently resolves a variety of unique or unconventional problems/difficulties.

- The work also involves the evaluation of services provided and developing corrective procedures and instructions. It affects a major segment of the installation's club policies and programs.

Factor 6 - Personal Contacts -- Level 6-3 -- 60 points

In addition to club members, branch and annex managers and other club system employees, personal contacts include a variety of management officials and representatives of public, private, and law enforcement agencies; club committees; union representatives and officials of professional business organizations. On occasion, contacts are made with local groups and representatives of civic, welfare or recreational organizations. Contacts are conducted on both a regular and irregular basis.

Factor 7 - Purpose of Contacts -- Level 7-3 -- 120 points

The purpose of contacts is to persuade local special interest committees/groups to accept proposed new or revised plans, programs, schedules, technical or policy requirements and methods that have elements of conflict; to negotiate or mediate agreement among conflicting parties; or to justify the feasibility or validity of proposals concerning club social and recreational activities and services, facilities or resources to installation officials/committees that are composed of club specialists and others authorized to grant approval. The persons or groups contacted are generally skeptical/uncooperative and require skill in approach/methodology to obtain desired objectives/effect.

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

The work is usually sedentary. However, there may be some walking, standing, bending, carrying or driving involved while visiting and inspecting the various facilities. On occasion, there may be a requirement to become actively involved in the preparation and presentation of food, beverage, catering or other programs provided by the club system. Irregular tour of duty may require incumbent to perform evening/weekends and holidays.

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

The work involves normal risks and discomforts associated with offices, meeting rooms, vehicles and military clubs. There may be some exposure to

extreme heat and cold when in the kitchen and cold storage areas of the club system. This would occur during onsite inspections or when the incumbent's presence is required.

Total points - 3015
Grade level - GS-12

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Business and Industry, GS-1101, series definition only, Feb 69.

b. OPM, PCS, Housing Management Series, GS-1173, Sep 81.

2. Series and Title Determination: This position encompasses management responsibility for the operation of an installation club system which includes an Officers' branch, and an NCO/Enl branch. The management of the installation club systems requires the application of business knowledges and skills in providing food, beverage, and entertainment to authorized personnel. The incumbent is also required to exercise a high level of financial management in assuring that the installation club system is effectively managed to operate on a self-sustaining basis.

OPM has not published a position classification series or title directly applicable to this position. Since this position involves the application of business enterprise, it is covered by the OPM published definition for the GS-1101 General Business and Industry Series, i.e., work properly classified in the GS-1101 Business and Industry Group for which no other series has been provided.

In accordance with the GS-1101 series definition and the General Introduction, Background and Instructions to Position Classification Standards, contained in Section III F, Suggested Principles for the Construction of Class Titles Standards, the brief and meaningful title of "Installation Club Manager" is constructed for this position.

3. Grade Determination: There is no published OPM standard for club management. Therefore, reference 1b is used as a cross comparison for evaluating duties of subject position.

a. Summary Evaluation.

(1) Factor 1, Knowledge Required by the Position - Level 1-7, 1250 points.

(2) Factor 2, Supervisory Controls, Level 2-5, 650 points.

(3) Factor 3, Guidelines, Level 3-4, 450 points.

(4) Factor 4, Complexity, Level 4-5, 325 points.

(5) Factor 5, Scope and Effect, Level 5-3, 150 points.

(6) Factor 6, Personal Contacts, Level 6-3, 60 points.

(7) Factor 7, Purpose of Contacts, Level 7-3, 120 points.

(8) Factor 8, Physical Demands, Level 8-1, 5 points.

(9) Factor 9, Work Environment, Level 9-1, 5 points.

A total of 3015 points converts to grade 12.

b. Comments on Major Factors:

(1) Factor 1, Knowledge Required by the Position, Level 1-7

Subject position requires a knowledge of the principles, practices, and techniques of Army Club management required to operate an effective and efficient military club system which delivers the necessary services to the military community in a profitable manner. A comprehensive knowledge of Federal, DOD, DA, state, and local regulatory policies and procedures is also requried. Position also requires knowledge of and skill in directing the application of club management principles, concepts, and methodology to unusually difficult and complex assignments, involving the full range of club social and recreational activities including operations and maintenance, financial management, assignment utilization, improvements, management-patron relations, and merchandise and equipment management. This is a substantial match to level 1-7 where assignments involve the planning, cost management, scheduling, and coordinating of housing program requirements with housing residents, local authorities, regulatory agencies, and others, and the development of administrative procedures related to the construction, maintenance, improvement, use, and management of housing projects and facilities. Subject position exceeds level 1-6 in that it requires a comprehensive knowledge of a wide range of Federal and agency policies, requirements, and procedures to perform broad management planning, budgeting, and coordinating of work forces and resources, for the effective implementation of program requirements and negotiating with management or patrons on broad programs and problems related to the operation and use of the installation club assets.

(2) Factor 2, Supervisory Controls, Level 2-5

The supervisor provides very broad administrative direction on the management and operation of the installation club system. Guidance on the overall program goals and budgetary limitations are also provided. The incumbent independently plans and designs the club system's management, programs, and policies; formulates the installation policy; and coordinates with overall

management objectives/persons as required. Results of work are considered technically authoritative and are reviewed for compatibility with overall management objectives, fulfillment of club system objectives, and contribution to the achievement of Army program goals. This is a substantial match to level 2-5 where the supervisor provides administrative directions with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. The results of level 2-5 work are considered technically authoritative and are normally accepted without significant change. Level 2-4 is exceeded in that projects, programs, studies and other operational work are not generally developed in consultation with supervisor, but instead are done independently by the incumbent (most ICM positions are placed under the supervision of the installation Director of Personnel and Community Activities, who generally leaves the total operation of the club system up to the ICM).

(3) Factor 3, Guidelines, Level 3-4

Guidelines consist of Army-wide policies and regulations; state and municipal laws, ordinances, regulations and policies; and are of limited use. Incumbent exercises considerable judgment and ingenuity in deviating from traditional practices to meet the requirements to serve the patrons and satisfy the installation commander's objectives consistent with DA policies and procedures. This is a substantial match to level 3-4 where agency policies, general program management guides, and legal opinions or precedents related to the management guides, use, and operation of housing projects, facilities, and other resources are available. These guides are usually inadequate for dealing with the unusually different problems associated with the broad management planning normally required in assignments typical of this level.

(4) Factor 4, Complexity, Level 4-5

- Incumbent of subject position has direct responsibility for the management and operation of an installation club system that is made up of two branches (e.g., Officers' Club, NCO Club, Enlisted Club, Community club, etc). The work involves management planning, cost control, and coordination of work forces and resources; negotiating with management and employees on complex program matters/problems; providing expert advisory service to management, technical, and supervisory personnel in the headquarters and hospitality industry regarding club management programs and the operations/use of club assets.

- Decisions are based on analysis and evaluation of such factors as general club program trends within the private sector, market conditions, wholesale costs, and source of supply/services. These factors are subject to continuous change resulting from headquarters or local policies/priorities, operational cost fluctuations, and various other general business activities. This is a

near direct match to level 4-5 where assignments involve management planning, cost control, and coordination of work forces and resources; negotiating with management and tenants on complex program matters and problems; and/or providing expert advisory services to management, technical, and supervisory personnel in the agency, in other government agencies, and in public or private institutions regarding housing management programs and the development, acquisition, operation and use of housing assets.

(5) Factor 5, Scope and Effect, Level 5-3

The work involves the planning, scheduling, coordinating, and evaluation of the management and operation of a full range of social and recreational programs and resources and independently resolves a variety of unique or unconventional problems/difficulties.

The work involves the evaluation of services provided and developing corrective procedures and instructions. It affects a major segment of the installation's club policies and programs. This is a substantial match to level 5-3 where the purpose of the work is to plan, schedule, coordinate, and/or monitor the operational and efficient use of housing projects, facilities, and resources; analyze problem areas; and recommend or implement corrective measures within the framework of housing program requirements. The work affects the efficiency of housing program operations and living conditions of persons or families housed.

(6) Factor 6, Personal Contacts, Level 6-3

In addition to club members, branch, and annex managers and other club system employees, personal contacts include a variety of management officials and representatives of public, private, and law enforcement agencies, club committees, union representatives, and officials of professional business organizations. On occasion, contacts are made with local groups and representatives of civic, welfare, or recreational organizations. Contacts are conducted on both a regular and irregular basis. This is a substantial match to level 6-3. At level 6-3, contacts include a variety of management officials and representatives of public, private, and law enforcement agencies; housing committees; tenant action groups; contractor representatives; and officials of professional business organizations. On occasion, contacts are made with local groups and representatives of civic, welfare, or recreational organizations.

(7) Factor 7, Purpose of Contacts, Level 7-3

The purpose of contacts is to influence/persuade the local special interest committees/groups to accept proposed new or revised plans, programs, schedules, technical, or policy requirements and methods that have elements of conflict; to negotiate or mediate agreement among conflicting parties; or to justify the feasibility or validity of proposals concerning club social and recreational activities and services, facilities or resources to installation

officials and committees that are composed of club specialists and others authorized to grant approval. The persons or groups contacted are generally skeptical/uncooperative and require skill in approach/methodology to obtain desired objectives/effect. This is a near direct match to level 7-3 where the purpose of contacts is to influence or persuade agency or local housing specialists, tenants, and local special interest committees or groups to accept plans, schedules, technical or policy requirements, and methods that have elements of conflict; to negotiate or mediate agreement among conflicting parties; to cooperate with and coordinate law enforcement efforts; or to justify the feasibility or validity of proposals concerning housing facilities or resources to agency officials or commitees that are composed of housing specialists and others authorized to grant approval. The persons or groups may be skeptical or uncooperative, and such contacts may require skill in approach or methodology to obtain the desired effect.

(8) Factor 8, Physical Demands, Level 8-1

The work is usually sedentary. However, there may be some walking, standing, bending, carrying, or driving involved while visiting and inspecting the various facilities. This a near direct match to level 8-1 where the work is principally sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light books, or driving an automobile. No special physical demands are required.

(9) Factor 9, Work Environment, Level 9-1

The work involves normal risks and discomforts associated with offices, meeting rooms, vehicles, and military clubs. There may be some exposure to extreme heat and cold when in the kitchen and cold storage areas. This is a near direct match to level 9-1 where the work involves normal risks or discomforts associated with an office environment. The work area is usually adequately lighted, heated, and ventilated. There may be occasional exposure to dusty or dirty conditions while visiting housing units or facilities and undergoing repair, maintenance, or renovation.

c. Conclusion: A total of 3015 points converts to a grade of GS-12. Therefore, GS-12 is the appropriate grade level of subject position.

4. Title, Series, and Grade: Installation Club Manager (ICM), GS-1101-12.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A163__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community Operations Officer

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	1101	12

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves as Chief, Community Operations Division (COD) at a small to medium-size installation/community composed of 4,000-15,000 active duty troops (2,000-7,500, OCONUS), 10,000-35,000 family members (6,000-18,000 OCONUS), 1,000-4,000 DA civilians (500-2,000 OCONUS) and 5,000-10,000 retirees. Through subordinate branch chiefs, is responsible for the overall management and direction of the COD to include clubs, e.g., officer, NCO, or community; a bowling center; a golf course to include retail sales of clothing, equipment, and food; and lodging and rod and gun activities where assigned. In CONUS, specific facilities may be located at a subinstallation; or for OCONUS, in dispersed communities. Provides policies and guidance to ensure the attainment of the established objectives of the division.

Program Planning. Directs, develops, and administers plans and procedures and implements regulations to provide for a continuing and aggressive community operations program designed to meet the interests and needs of the military community. Based on marketing surveys and analyses, establishes current and long range program plans considering

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

patrons' desires for programs/services, the installation mission, troop strength, budget, COD staff, and facilities. Prioritizes programs, program changes and construction projects in terms of customer needs and affordability. Reviews program priorities and develops the IMWRF five-year plan covering projected programs of personnel, funds and facilities. Ensures that construction program and program modifications reflect real cost savings, efficiencies or increased services. Develops the COD annual operating budget for appropriated and nonappropriated funds. Coordinates with COD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel, and facility renovation/construction. Reviews, approves, modifies, or rejects changes in functions, structure, staffing and budgeting areas proposed by program managers. Recommends major changes in programs or operations to his/her supervisor. _____%

Program Execution. Reviews all activities and programs to ensure programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes statistical variance data and budget reports to monitor achievement of required operating profits. Measures established program performance standards and objectives, customer relations and satisfaction, personnel utilization and cost limitations. Where adverse trends are developing, initiates studies to determine causes and takes corrective actions. Observes each COD activity to evaluate the effectiveness of leadership and operation, service provided to the community, conformance to operating standards and regulations. Develops and/or recommends methods, operations or programs for increasing locally-generated income. Establishes and maintains internal controls and audit procedures to ensure that personnel and funds are used in accordance with governing regulations.

_____%

Coordination. Coordinates with other installation activities, unit commanders, and family and soldier activity councils to keep informed on operations and/or to coordinate operations and requirements. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects for the modification and renovation of existing facilities. Publicizes COD programs and serves as a member on various installation activity committees and councils. Maintains contact with local media and city/council official to generate maximum publicity for installation events. In an overseas environment maintains liaison with local governmental authorities to insure conformance with host country laws, regulations and customs. Maintains liaison with civilian and other military club and business associations and attends national restaurant and retail operations conferences to exchange ideas and information on program

operations. Advises supervisor on problems involving the relationship of the work of the COD to broader installation/community goals. _____%

Personnel Management. Through subordinate supervisors assigns, directs, and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisor and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 points.

In addition to basic knowledge requirements for the occupation:

- Knowledge of a very wide range of the principles, concepts, and techniques of retail operations such as would be gained through extensive experience in planning and conducting revenue-generating social and recreation programs, which knowledge enables the employee to plan and conduct a community operations program containing all of the components set forth in AR 215-1.

- Knowledge of the range of activities and services and of customer interests and needs typical of a small to medium installation/community which enables the employee to develop and conduct a fully satisfactory community operations program.

- Knowledge of general business principles of financial planning, reporting, and of budgetary methods and processes for appropriated and nonappropriated funds to ensure best use of resources and to plan for operating costs, major and minor construction, renovation and capital purchases.

- Skill in the application and utilization of such knowledges in planning and carrying out community operations programs which meet, as

fully as possible, the needs of the participating community in a cost effective manner.

- Skill in modifying and/or developing appropriate methods, approaches, and procedures for the most effective management of community operations programs.

Factor 2 - Supervisory Controls - Level 2-4 - 450 points.

Performs under general supervision within objectives established by the supervisor who relies on the position to direct the Community Operations Division in meeting those objectives. Exercises authority and independent judgment in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; and in coordinating efforts with other organizations. Refers to the supervisor on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, service provided, and progress toward program objectives.

Factor 3 - Guidelines - Level 3-4 - 450 points.

General administrative guidelines are available, such as AR 215-1 which sets forth operational and policy guidance from the HQDA Community and Family Support Center, and program review feedback from higher echelons, and profitability/break-even goals prescribed by the MACOM. Little or no guidance for actual performance of the work is available.

The incumbent exercises considerable authority in interpreting and applying the general policies and guidelines. New methods and approaches must be developed to insure that the revenue-generating program continue to serve changing needs and that they continue to operate effectively in a changing environment.

Factor 4 - Complexity - Level 4-4 - 225 points.

The varied range of activities include different and unrelated processes, methods, and procedures relating to traditional and conventional operations activities typical of a program serving a small to medium-sized installation/community. Day-to-day management of the community operations program involves developing an effective level of service that emphasizes customer satisfaction and revenue-generating capabilities while dealing with the construction, maintenance/renovation and staffing of operations facilities to meet the needs of the installation population.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The work involves the application of basic program policies and standards to an installation Community Operations Division. The

diversity, volume and variety of activities exceed any single program area and and there are several elements which must be dealt with in program planning and administration. On a day-to-day basis, the work involves the application of general standards to overall program planning and to the needs of specific projects; evaluating effectiveness and participant interest and needs; and analyzing and finding solutions to program problems and questions, such as achieving and best balance between service and the need to generate revenue.

The social and recreation services provided to the military community affect the overall efficiency of the numerous military activities of the base, and contribute substantially to the welfare and morale of the entire military community.

Factor 6 - Personal Contacts - Level 6-3 60 points.

Personal contacts are with a very large number of people to include other IMWRF personnel, operational counterparts from other government agencies and private organizations, contract personnel, and representatives of the local media, OCONUS, contracts are also with representatives of the host government. The contacts typically take place in a moderately unstructured setting.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts with participants and base personnel are for the purpose of planning, implementing, and administering operations programs, motivating participants, and arranging for necessary staff assistance. Contacts with the general public are for such purposes as promoting the cooperation and collaboration of local organizations and groups, and for publicizing activities and events. In all these contacts, the employee must skillfully promote the highest possible degree of program participation and cooperation through highly motivating program planning and presentation, and through effective public relations methods and techniques. These skills in meeting and dealing with others are especially valuable in gaining the approval and cooperation of those which have goals which may run counter to those of the program which have been heretofore uninterested.

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

Much of the work is done in an office setting. Some walking and driving to and from facilities is required. No special physical demands are made upon the employee.

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

Work is performed in an office that is adequately lighted, heated, and ventilated.

Total Points: 2790

HQDA Evaluation Statement (A163__)
Community Operations Officer, GS-1101-12

1. References:

a. OPM PCS General Business and Industry Series Definition, GS-1101, February 1969.

b. OPM PCS Recreation Specialist Series, GS-188, Sept 1979.

c. Supervisory Grade Evaluation Guide, January 1976.

d. OPM General Introduction, Background, and Instructions, Section VII, Instructions for the Factor Evaluation System, May 1977.

e. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community Operations Officer" and placed in the 1101 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level in GS-12 (see attached FES evaluation statement).

4. Classification: Community Operations Officer, GS-1101-12.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Community Operations Officer, GS-1101-12

Citations: General Business and Industry Series Def. GS-1101
Recreation Specialist Series, GS-188

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	"
3. Guidelines	450	FLD 3-4	"
4. Complexity	225	FLD 4-4	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	60	FLD 6-3	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"
SUMMARY: TOTAL POINTS	2790		
SUMMARY: GRADE CONVERSION	GS-12		

Factor 1 - Knowledge Required by the Position. As discussed in reference 1e, the position is responsible for managing an IMWRF program requiring knowledge and skill characteristic of level 1-7.

Factor 2 - Supervisory Controls. As discussed in reference 1e, the position's independence in performing program management and planning responsibilities support level 2-4.

Factor 3 - Guidelines. As discussed in reference 1e, the incumbent is required to use initiative and resourcefulness in meeting level 3-4 of the Primary Standard.

Factor 4 - Complexity. As discussed in reference 1e, the position is concerned with responsibilities that involve complexities meeting level 4-4 criteria.

Factor 5 - Scope and Effect. As discussed in reference 1e, the operational inpact on the COD program meets level 5-4 criteria.

Factor 6 - Personal Contacts. As discussed in reference 1e, the type of contacts characteristic of the position meet level 6-3 criteria.

Factor 7 - Purpose of Contact. As described in reference 1e, the purpose of the position contacts meet level 7-3 of the criteria.

Factor 8 - Physical Demands. See reference 1e.

Factor 9 - Work Environment. See reference 1e.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A162__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Community Operations Officer

6. PAY SCHEDULE: GM

7. OCC CODE: 1101

8. GRADE: 13

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

DUTIES

Serves as Chief, Community Operations Division, (COD) at a large installation composed of 20,000 or more active duty troops (10,000 or more, OCONUS), 40,000 or more family members (20,000 or more, OCONUS) 4,000 or more DA civilians (2,000 or more, OCONUS) and 10,000 or more retirees, often with several tenant activities with differing missions. Through subordinate branch chiefs is responsible for a program encompassing officer, NCO, and community clubs, bowling centers, a golf course, post restaurants and snack bars, and lodging and rod and gun activities where assigned. In CONUS, specific facilities may also be located at a subinstallation; or in CONUS, at dispersed communities. Provides policies and guidance to ensure the attainment of the established objectives of the division.

Program Planning. Directs, develops, and administers plans and procedures and implements regulations to provide for a comprehensive community operation program widely recognized for addressing a broad range of interests and needs of the military community and for instituting innovative programs to meet future needs. Based on marketing

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surveys and analyses, establishes current and long range program plans considering users' desires for program/services, the installation mission, troop strength, budget, COD staff of facilities. Prioritizes programs, program changes, and construction projects in terms of user needs and affordability. Reviews program priorities and develops the IMWRF five-year plan covering projected programs for personnel, funds and facilities. Ensures that construction programs and program modifications reflect real cost savings, efficiencies, or increased services. Develops the COD annual operating budget for appropriated and nonappropriated funds. Coordinates with COD program and activity managers to develop detailed requirements to support budget projections for supplies, equipment, personnel, and facility renovation/construction. Reviews, approves, modifies, or rejects changes in functions, structure, staffing and budgeting areas proposed by program managers. Recommends major changes in programs or operations to his/her supervisor.

Program Execution. Reviews all activities and programs to ensure programs are operated in the most proficient manner and provide the best possible services. Evaluates progress of plans to determine whether overall objectives are being accomplished economically with reference to budget and manpower. Analyzes statistical variance data and budget reports to monitor achievement of required operating profits. Measures established program performance standards and objectives, customer relations and satisfaction, personnel utilization and cost limitations. Where adverse trends are developing, initiates studies to determine causes and takes corrective actions. Uses information from all sources to experiment with innovative COD programs, and to improve, curtail or terminate existing ones. Observes each COD activity to evaluate the effectiveness of leadership and operation, service provided to the community, conformance to operating standards and regulations. Develops and/or recommends methods, operations or programs for increasing locally-generated income. Establishes and maintains internal control and audit procedures to ensure that personnel and funds are used in accordance with governing regulations.

Coordination. Coordinates with other installation activities, unit commanders, and family and soldier activity councils to keep informed on operations and/or to coordinate operations and requirements. Coordinates with installation engineers on plans and specifications for proposed and approved construction projects or for the modification and renovation of existing facilities. Publicizes COD programs and serves as a member on various installation activity committees and councils. Maintains contact with local media and city/council official to generate maximum publicity for installation events. In an overseas environment maintains liaison with local governmental authorities to insure conformance with host country laws, regulations and customs. Maintains liaison with civilian and other military club and business associations and attends national restaurant and retail

operations conferences to keep abreast of the state of the art and to exchange ideas and information on developing trends, new types of program operations and new kinds of equipment and furnishings. Works with other division chiefs to develop innovative joint programs and activities. Advises supervisor on problems involving the relationships of the work of the COD to broader installation community goals. _____%

Personnel Management. Through subordinate supervisors assigns, directs, and evaluates work of the subordinate organizational elements. Delegates authority to subordinate supervisors and holds them accountable for the performance of their organizational element. Establishes workload priorities and initiates assignments based on the difficulty, complexity, type of work and employee capabilities. Reviews and accepts or rejects work accomplished; evaluates subordinate employee performance; identifies and fulfills the training needs of subordinates. Provides advice, counsel, and instruction on technical and administrative matters. Hears and resolves employees' complaints and refers the more serious unresolved cases accordingly. Effects minor disciplinary measures, e.g., warnings and reprimands and recommends action in the more serious cases. Interviews candidates for key vacant positions and makes sound selections considering all criteria. Reviews performance evaluations made by subordinate supervisors on their employees. Strives for balanced representation of minorities and women in the subordinate workforce. Promotes acceptance and adherence to such programs as Equal Employment Opportunity, employment of the handicapped, and other special emphasis programs. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points.

In addition to basic knowledge requirements for Level 1-7:

- Mastery of the concepts, operating requirements, administrative practices and procedures related to the planning, budgeting, scheduling and coordinating of the range of activities and services and of customer interests and needs typical of a large installation/community, which enables the incumbent to develop and conduct a widely recognized community operations program.

- Very broad knowledge, experience, and expertise in the techniques of management to ensure maximum use of revenue-generating social and recreational programs, facilities, and equipment in an environment characterized by complex or sensitive problems.

- A high degree of entrepreneurial skill in developing innovative management techniques and marketing approaches to a variety of unusually difficult and complex assignments involving the full range of revenue-producing social and recreational responsibilities to include operations and maintenance, renovation and construction, customer relations, and equipment management.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points.

Performs under general supervision within objectives established by the supervisor who relies on the position to direct the Community Operations Division in meeting those objectives. Exercises authority and independent judgement in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; in experimenting with new ideas; and in coordinating efforts with other organizations. Refers to the supervisor only on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, services provided, and progress toward program objectives.

Factor 3 - Guidelines - Level 3-4 - 450 Points.

General administrative guidelines are available, such as AR 215-1 which sets forth operational and policy guidance from the HQDA Community and Family Support Center, and program review feedback from higher echelons. There may also be profitability/break-even goals prescribed by the MACOM. Little or no guidance for actual performance of the work is available.

The incumbent exercises considerable authority in interpreting and applying the general policies and guidelines. New methods and approaches must be developed to insure that operations programs continue to serve changing needs and that they continue to operate effectively in a changing environment.

Factor 4 - Complexity - Level 4-5 - 325 points.

Work at a large installation/community, or at an installation/community characterized by complex, sensitive problems (e.g., changes in mission or tenants with differing missions, special interest groups, significant protocol activities), requires exceptionally careful management, constant attention to program trends, and continuing liaison with individuals and groups outside of the COD.

Decisions needed to maintain an outstanding program in a complex environment require intensive program evaluation and other information-gathering and analytical efforts to determine the nature and scope of problems, changing needs and interests. The work

requires constant attention to new developments and continuing efforts to integrate new ideas and approaches into the community operations programs.

Factor 5 - Scope and Effect - Level 5-4 - 225 points.

The work involves the application of basic program policies and standards to an installation Community Operations Division. The diversity, volume and variety of activities exceed any single program area and there are several elements which must be dealt with in program planning and administration. On a day-to-day basis, the work involves the application of general standards to overall program planning and to the needs of specific projects; evaluating program effectiveness and participant interests and needs; and analyzing and finding solutions to program problems and questions, such as achieving the best balance between service and the need to generate revenue.

The social and recreation services provided to the military community affect the overall efficiency of the numerous military activities of the base, and contribute substantially to the welfare and morale of the entire military community.

Factor 6 - Personal Contacts - Level 6-3 - 60 points.

Personal contacts are with a very large number of people to include other IMWRF personnel, operational counterparts from other Government agencies and private organizations, contract personnel, and representatives of local media. OCONUS, contacts are also with representatives of the host government. The contacts typically take place in a moderately unstructured setting.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 points.

Contacts with participants and base personnel are for the purpose of planning, implementing, and administering operations programs, motivating participants, and arranging for necessary staff assistance. Contacts with the general public are for such purposes as promoting the cooperation and collaboration of local organizations and groups, and for publicizing activities and events. In all these contacts, the employee must skillfully promote the highest possible degree of program participation and cooperation through highly motivating program planning and presentation, and through effective public relations methods and techniques. These skills in meeting and dealing with others are especially valuable in gaining the approval and cooperation of those which have goals which may run counter to those of the program or which have been heretofore uninterested.

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

Much of the work is done in an office setting. Some walking and driving to and from facilities is required. No special physical demands are made upon the employee.

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

Work is performed in an office that is adequately lighted, heated, and ventilated.

Total Points: 3190

HQDA Evaluation Statement (A162__)
Community Operations Officer, GM-1101-13

1. References:

a. OPM PCS General Business and Industry Series Definition, GS-1101, February 1969.

b. OPM PCS Recreation Specialist Series, GS-188, September 1979.

c. Supervisory Grade Evaluation Guide, January 1976.

d. OPM General Introduction, Background, and Instructions, Section VII, Instructions for the Factor Evaluation System, May 1977.

e. Department of the Army Classification Guidance for Key Installation Morale, Welfare, and Recreation Fund (IMWRF) Positions.

2. Title and Series Determination: The position is titled "Community Operations Officer" and placed in the 1101 occupational series (see reference 1e for rationale).

3. Grade Determination: The appropriate grade level is GS-13 (see attached FES evaluation statement).

4. Classification: Community Operations Officer, GM-1101-13.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Community Operations Officer GM-1101-13

Citations: General Business and Industry Series GS -1101
Recreation Specialist Series GS-188

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1550	FLD 1-8	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	"
3. Guidelines	450	FLD 3-4	"
4. Complexity	325	FLD 4-5	"
5. Scope & Effect	225	FLD 5-4	"
6. Personal Contacts	60	FLD 6-3	"
7. Purpose of Contacts	120	FLD 7-3	"
8. Physical Demands	5	FLD 8-1	"
9. Work Environment	5	FLD 9-1	"
SUMMARY: TOTAL POINTS	3190		
SUMMARY: GRADE CONVERSION	GM-13		

Factor 1 - Knowledge Required by the Position. As discussed in reference 1e, the position is responsible for managing an IMWRF program requiring knowledges and skills characteristic of level 1-8.

Factor 2 - Supervisory Controls. As discussed in reference 1e, the position's independence in performing program management and planning responsibilities support crediting level 2-4.

Factor 3 - Guidelines. As discussed in reference 1e, the incumbent is required to use initiative and resourcefulness in meeting level 3-4 of the Primary Standard.

Factor 4 - Complexity. As discussed in reference 1e, the position is concerned with responsibilities that involve complexities meeting level 4-5 of the Primary Standard.

Factor 5 - Scope and Effect. As discussed in reference 1e, the overall impact of the COD program meets level 5-4 criteria.

Factor 6 - Personal Contacts. As discussed in reference 1e, the type of contacts characteristic of the position meet level 6-3.

Factor 7 - Purpose of Contacts. As discussed in reference 1e, the purpose of the contacts is characteristic of level 7-3.

Factor 8 - Physical Demands. See reference 1e.

Factor 9 - Work Environment. See reference 1e.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A140_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contract Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 1102

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Using sealed bidding or negotiation procedures, contracts for a variety of supplies, services, and/or construction in support of installation operations and serviced activities.

1. Analyzes requirements upon receipt of requisitions and recommends to Contracting Officer the appropriate method of procurement (sealed bidding or negotiation). Writes the invitation for bid or request for proposal, working with the requiring activity as necessary to clarify specifications; determines applicability of general and special provisions. Forwards solicitation package to prospective bidders or offerors, and serves as the installation point of contact for inquiries. Issues amendments to solicitations.

2. Participates at formal bid openings for sealed bidding procurements. Performs detailed analysis of bids to determine responsiveness to the solicitation. Evaluates bidder responsibility based on previous contract performance; as necessary, conducts preaward survey. Performs price analysis by comparing bids with historical pricing

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information, Independent Government Estimate, and other factors. Recommends to Contracting Officer award of contract to the lowest responsive and responsible bidder. _____%

3. For negotiated procurements, performs detailed analysis of proposals to determined responsiveness to specifications and responsibility of offeror. Establishes the competitive range for proposals, and identifies offers that are either within the range or susceptible to being made competitive. Performs price analysis by comparing proposals with historical pricing information, Independent Government Estimate, and other factors. Negotiates prices, delivery date, closer conformance to specifications, or similar matters. Prepares recommendation for award, documenting reason for decisions including justifying basis for not recommending lowest offeror. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-6 - 950 Points

- Knowledge of sealed bidding and negotiation procedures sufficient to obtain supplies, equipment, services, and/or construction for the installation and serviced activities. This includes skill in techniques to negotiate contract prices and terms with contractors.

- Knowledge of commonly used contract types (e.g., firm fixed-price) and required clauses and special provisions to plan and carry out the procurement and to recommend award.

- Knowledge of policies, regulations, procedures, business and industrial practices, supply sources, and market trends to plan and carry out a procurement from receipt of requisition to recommendation for award of a contract.

- Knowledge of sources of supply and characteristics of assigned commodities or services sufficient to identify potential suppliers, assure adequate competition, and evaluate responsiveness and responsibility.

- Knowledge of price analysis sufficient to analyze a proposal or bid using historical data, commercial catalogs, price lists, etc., to assure price reasonableness.

Factor 2 - Supervisory Controls - Level 2-3 - 275 Points

The supervisor makes assignments in terms of broad categories (supplies, services, and/or construction), and defines objectives, priorities, and deadlines. Technical guidance and

assistance is provided by the supervisor or Contracting Officer as required. The incumbent exercises initiative and judgment in planning and carrying out assignments within established procedures and in line with established precedents. Completed work, usually in the form of a recommendation for contract award, is reviewed prior to signature for technical adequacy, effectiveness, and compliance with policies, procedures, laws, and regulations.

Factor 3 - Guidelines - Level 3-3 - 275 Points

Guidelines include Federal Acquisition Regulation, DOD/DA/MACOM supplements, and established procedures and precedents. The incumbent selects available reference information, and regularly interprets precedents or adapts established procedure to meet the needs of the assignment. Judgment is required in analyzing and evaluating information such as determining the appropriate procurement method, preparing justifications, selecting and adapting contractual provisions, identifying sources, determining price reasonableness, and evaluating responsibility of the contractor to perform successfully based on preaward surveys or past procurement histories. When significant problems are encountered or deviations are required, the incumbent develops recommended alternatives or solutions prior to completion of the procurement package.

Factor 4 - Complexity - Level 4-4 - 225 Points

The incumbent's work covers the full range of preaward contracting activities. Sealed bidding is used primarily, although some negotiation is required. Adequate competition is generally available, although review of the market is occasionally required to determine the availability of specialized items or services. Contracts used are firm fixed-price containing some special provisions. Assignments require planning procurements for specialized items or services where previous procurements of the same or similar items are available for review. Changes in the item or market conditions require adaptation of the procurement plan. The incumbent analyzes procurement requirements, market conditions, the contractor's responsibility, and problems which arise.

Factor 5 - Scope and Effect - Level 5-3 - 150 Points

The purpose of the work is to contract for specific supplies, services, or construction at a fair and reasonable price. The work supports the operation of the installation and serviced activities.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts are with a variety of contractors, manufacturers, suppliers, and representatives of other Federal agencies. Contacts within the installation include technical personnel in requiring activities, managers, other staff offices. Contacts and negotiations take place in a moderately unstructured situation and require the incumbent to establish the role and ground rules for the procurement.

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

Contacts are made to coordinate procurement approaches, advise technical specialists and contractor representatives on causes of action, and negotiate a fair and reasonable price with contractors. This includes obtaining information clarifying procurement requirements, resolving recurring problems, advising on appropriate procurement methods and procedures, and providing procurement assistance.

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

The work is primarily sedentary.

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

The work is performed primarily in an office setting, although some visits to contractor's facilities and work performance sites are occasionally required.

Total Points - 1995

Evaluation Statement

1. References:

a. OPM PCS, GS-1102, Contracting Series, Dec 83.

b. Department of the Army Supplemental Guidance, GS-1102 Contracting Series.

2. Title and Series Determination: This position involves the procurement of supplies, services, or construction using sealed bidding or negotiation procedures; this kind of work is specifically covered by the GS-1102 Contracting Series. Consistent with the titling guidance in reference 1b, the position is titled Contract Specialist, on the basis that it involves two or more functions with none predominant or grade-controlling.

3. Grade Determination: The appropriate grade level is GS-09 (See attached FES evaluation statement).

4. Classification: Contract Specialist, GS-1102-9.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Contract Specialist, GS-1102-9

Citations: Contracting Series, GS-1102, Dec 83.

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	950	FL 1-6 BMK 9-1	
2. Supervisory Controls	275	FL 2-3	
3. Guidelines	275	BMK 9-1	
4. Complexity	225	BMK 9-1	
5. Scope & Effect	150	FL 5-3	
6. Personal Contacts	60	BMK 9-1	
7. Purpose of Contacts	50	BMK 9-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY: TOTAL POINTS	1995		Remarks: (As appropriate, desk audit findings or other considerations not previously documented which effect final grade.)
SUMMARY: GRADE CONVERSION	GS-09		

2

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A141_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contract Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 1102

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the full range of preaward functions for a variety of service, supply and/or construction contracts for several installation organizations and/or tenant activities. These organizations and activities typically include diverse mission needs and requirements representing more than one command channel, frequent revisions or updates of existing missions resulting in new or changed requirements, and occasional additions of new missions.

1. Performs the development, justification, coordination, and completion of a large number and variety of procurement transactions from time of receipt to award of contract. Contracts range from firm fixed-price contracts, with well-defined and well-precedented requirements, to the more complex fixed-price and occasional cost-reimbursement contracts requiring specialized provisions, frequent price changes, urgent delivery requirements and a limited number of suppliers. Examples of these more complex provisions are economic price adjustments, cost incentives, price redeterminations, time and

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materials estimates, indefinite delivery dates and quantities, and other similar provisions. The preceding provisions would typically be found in contracts for ADP equipment and related services, negotiated contracts with disadvantaged business firms, contracts for specialized services, equipment, and personal services for medical and dental facilities, service contracts supporting Army Community Services, fixed-price contracts with special provisions for parts reimbursement and maintenance of vehicles, fixed-price contracts with special provisions for overtime payments, and cost reimbursement contracts for complex services. Upon receipt of requisition, determines the appropriate method of acquisition, either sealed bidding or negotiation, and the proper type of contract, e.g., firm fixed-price, fixed price with special provisions (price adjustments, cost incentives, price redeterminations, etc.) or cost reimbursement.

a. Develops solicitations and awards fixed-price contracts involving sealed bidding procedures. Ensures that bid schedules are properly structured, prepares solicitations, determines sources to be solicited, develops new sources as needed, conducts prebid conferences, receives and processes protests, determines the responsiveness of bids, and determines the responsibility and capability to perform of low bidders based on financial and technical analyses. _____%

b. Develops solicitations and awards contracts involving the more complex fixed-price with special provisions and specialized procurements. May also occasionally award cost-reimbursement contracts. Applies knowledge of a large number of diverse commodities, services, and organizations to provide assistance in the development of specification requirements, statements of work and data requirements. Plans the procurement with technical, legal and contract pricing personnel. Applies knowledge of a wide range of contract and legal possibilities to determine the most suitable type of contract and incentive structure for the Army. Applies a knowledge of market conditions and sources to determine the sources to be solicited, prepares determinations and findings, conducts preproposal conferences, and receives and evaluates proposals in conjunction with price/cost analysts and technical personnel. For negotiated solicitations, determines the competitive range in negotiations, assures that technical evaluation factors and award criteria are clearly stated in the request for proposal, prepares Army position for negotiation after coordination with legal, technical, and functional personnel, performs cost or price analysis as necessary prior to award, prepares all necessary award documentation and, when necessary, makes presentations to source selection authorities and/or contract review boards. Responds to protests from bidders or

offerors; develops the Government rationale to be considered by the General Accounting Office in resolving protests. Formulates replies to Congressional inquiries concerning contracting actions. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points

Knowledge of contracting principles and procedures applicable to preaward functions. Applies knowledge of a large number of diverse commodities, services, and organizations sufficient to award contracts for a variety of specialized equipment, supplies, services, and/or construction.

Knowledge of a wide range of contract types ranging from firm fixed-price to cost reimbursement and contracting instruments that require many special provisions to determine the most suitable type of contract and incentive structure for the Army.

Knowledge of technical requirements of several serviced organizations and a wide range of diverse commodities, equipment, and services to provide assistance in the development of specification requirements, statements of work and data requirements. Knowledge of both cost and price analysis to fully evaluate bids or offers.

Knowledge of market conditions and sources interested in and capable of performing a specific contract to identify potential contractors and to evaluate bids or proposals for responsibility and responsiveness. Some requirements result in a limited number of available sources. Knowledge and skill in negotiating sole source contracts.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

Work assignments are made by the supervisor in terms of contracting actions to be accomplished and broad objectives. The incumbent is responsible for planning and carrying out assigned work independently.

The incumbent plans the procurement approach, initiating all actions required, monitors progress, and coordinates with technical and program offices. Keeps supervisor informed of overall progress and of controversial issues. Supervisor is available for consultation on the most difficult or sensitive aspects of complex actions. Deals directly with higher level review

authorities (e.g., MACOM, HQDA, etc.) as needed. Work is reviewed upon completion for overall effectiveness, soundness of judgement and accomplishment of contracting objectives.

Factor 3 - Guidelines - Level 3-3 - 275 Points

Guidelines include Federal Acquisition Regulation, DOD/DA/MACOM supplements, established procedures, and Comptroller General and other legal precedents. The incumbent studies, evaluates, and selects available and pertinent reference information and regularly makes adaptation of established techniques, methods, etc. to meet local needs. Guidelines are not always available pertaining to specific applications or situations. Judgement is required to identify those regulations or precedents which apply to the particular procurement, to develop a justification for adopting a local contractual position, and to tailor provisions to meet special requirements.

Factor 4 - Complexity - Level 4-4, 225 Points

Assignments include a full range of preaward functions for a variety of service, supply and/or construction contracts for several internal organizations and/or tenant activities. These organizations and activities typically include diverse mission needs and requirements representing more than one command channel and where some of the serviced missions are going through changes. Contract requirements range from firm fixed-price/specialized contracts involving special provisions, and occasional cost-reimbursement contracts.

The incumbent determines a variety, and workable combinations, of specialized requirements and provisions for a wide range of fixed-price/specialized contracts. Typical considerations would include such provisions as economic price adjustments, cost incentives, price redeterminations, time and materials, indefinite delivery dates and similar provisions. Many of the specialized provisions are not the typical standard clauses, as they need to be modified for a wide variety of serviced organizational/technical and equipment requirements.

Factor 5 - Scope and Effect - Level 5-3 - 150 Points

The purpose of the work is to perform preaward contracting activities to procure diverse customer requirements covering a variety of missions/functions and a wide range of services, supplies, construction and/or equipment. Effective and timely procurements enable the serviced organizations and activities to accomplish their missions.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts include other Directorate of Contracting employees, contractors and their representatives from local and national firms and other suppliers. The incumbent typically works with technical and functional staff, attorneys, auditors, financial personnel, and representatives from local and higher level organizations and commands. Many of these contacts do not occur in structured settings, with the role and authorities being developed during negotiations, discussions or on-site inspections based on the requirements of the specific action.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points

External contacts are to obtain general information, answer bidders' questions relating to the solicitation and award process, clarify issues, conduct detailed factfinding, negotiate contracts, and to resolve problems. Internal contacts are to advise on developing specifications and evaluation criteria, to evaluate proposals and to prepare prenegotiation positions.

The incumbent must be skillful in dealing with uncooperative individuals, personnel with highly divergent points of view, and must have tact and be persuasive when defending contracting policies and procedures.

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

The work is mainly sedentary. Occasional on-site visits to plants, construction sites, etc. are required.

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

The work environment mainly involves normal safety precautions typical of such places as offices, conference rooms, and commercial vehicles. Occasional on-site visits to plants, construction sites, etc. are required.

Total Points - 2540

Evaluation Statement

1. References:

a. OPM PCS, GS-1102, Contracting Series, Dec 83.

b. Department of the Army Supplemental Guidance, GS-1102 Contracting Series.

2. Title and Series Determination: This position involves the procurement of supplies, services, or construction using sealed bidding or negotiation procedures; this kind of work is specifically covered by the GS-1102 Contracting Series. Consistent with the titling guidance in reference 1b, the position is titled Contract Specialist, on the basis that it involves two or more functions with none predominant or grade-controlling.

3. Grade Determination: The appropriate grade level is GS-11 (See attached FES evaluation statement).

4. Classification: Contract Specialist, GS-1102-11

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Contract Specialist, GS-1102-11

Citations: OPM-PCS, GS-1102, Dec 83; and DA Supplement Guidance, GS-1102 Contracting Series, Jan 87.

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See narrative below
2. Supervisory Controls	450	BMK 11-1	
3. Guidelines	275	FLD 3-3	
4. Complexity	225	FLD 4-4	
5. Scope & Effect	150	BMK 11-1	
6. Personal Contacts	60	FLD 6-3	
7. Purpose of Contacts	120	FLD 7-3	
8. Physical Demands	5	FLD 8-1	
9. Work Environment	5	FLD 9-1	
SUMMARY: TOTAL POINTS	2540		
SUMMARY: GRADE CONVERSION	GS-11		

Factor 1 Knowledge Required by the Position. As discussed in reference 1b, this position is concerned with contracts having characteristics that support crediting Level 1-7.

2

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A143_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contract Administrator

6. PAY SCHEDULE: GS

7. OCC CODE: 1102

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a contract administrator/contracting officer responsible for a full range of postaward functions for a variety of service, supply and/or construction contracts for several internal organizations and/or tenant activities. These organizations and activities typically include diverse mission needs and requirements representing more than one command channel, frequent revision or updates of existing missions resulting in new or changed requirements, and occasional additions of new missions.

1. Performs the full range of assigned contract administration functions to include negotiation of contract modifications and delivery orders. Contracts cover a wide range of services, supplies, spare parts, equipment, and/or construction work representing a large number of organizations and activities with diverse requirements. These contracts range from firm fixed-price to the more complex fixed-price/specialized contracts, with such special provisions as economic price adjustments, cost incentives, price redeterminations, time and materials estimates, indefinite delivery dates and quantities, etc.,

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and occasional cost-reimbursement contracts. Monitors contractor performance and maintains funds status by various management accounts to ensure that over-obligation does not occur on orders. Analyzes contract fund status reports, reviews actual expenditures made by contractor, reviews reports made by technical specialists, and determines if the contractor's progress and expenditures compare with negotiated estimates. Obtains additional funds and deobligates funds when the contractor's performance varies significantly from the original estimate. Coordinates requests for waivers or deviations from contract terms. Resolves delivery schedule problems and negotiates delivery schedule changes. Reviews and investigates actions on overtime requests, allowability of costs, and problems concerning Army property. Reviews progress payment requests and ensures that required clauses in the contract are met, that the proper rates are being applied, and that proper accounting is made. Makes visits to work sites to evaluate contractor compliance with applicable contract clauses, such as labor standards provisions (e.g., Davis Bacon-construction contracts), and to evaluate accuracy of progress reports. Advises contractors as to scope of work statements, shipping requirements, EEO requirements for clearances of subcontractors, and other questions regarding terms and conditions. Monitors the contractor's use of Government furnished property. Issues change orders as needed by changes in mission requirements, defective specifications, changed site conditions, changes in Government furnished property, and the like. Negotiates settlements for changes, approves contract payments, assesses liquidated or actual damages for nonperformance, issues show cause or cure notices to contractors, terminates contracts for default or convenience and settles a variety of claims. Performs all contract close out actions necessary prior to final payment (e.g., disposition of Government property).

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level - 1250 Points

Knowledge of contracting policies and procedures to plan and carry out a full range of contract administration functions relating to ordering agreements and contracts with a variety of special provisions, e.g., economic price adjustments, cost incentives, price redeterminations, and other similar clauses.

Knowledge of diverse commodities, services, specialized equipment, supplies, and/or construction requirements to administer contracts supporting a large number of different organizations and mission requirements.

Knowledge and skill in the use of negotiation techniques to negotiate postaward changes to contracts and orders, which involve the added difficulty of dealing with a single source in most cases.

Knowledge of business and industrial practices, technical requirements of items, and contractor operations sufficient to establish a reasonable negotiation position.

Knowledge of price and cost analysis sufficient to review proposals against previous history, actual expenditures, and established rates to determine a negotiation position, and to evaluate and use results of reviews performed by price/cost analyst/auditors.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

Work assignments are made by the supervisor in terms of contract administration actions to be accomplished and broad objectives. The incumbent is responsible for planning and carrying out assigned work independently to include analyzing, negotiating, settling, and executing contractual agreements.

Determines the approach to be taken and methodology to be used and establishes necessary coordinations with technical personnel, auditors, attorneys, management officials, and others. Resolves conflicts, including disagreements over allowability of costs and interpretation of requirements.

Keeps supervisor informed of overall progress and of controversial issues. Review of completed work is minimal and is primarily for results achieved. Actions over a prescribed dollar amount are subject to review by technical experts and/or higher levels to assure compliance with legal and regulatory requirements. Technical decisions in regard to contract administration are normally accepted.

Factor 3 - Guidelines - Level 3-3 - 275 Points

Guidelines include Federal Acquisiton Regulation, DOD/DA/MACOM supplements, contracting regulations and manuals applicable to contract administration, and precedents and historical background applicable to assigned contracts and contractors. Guidelines, such as those for determining negotiation and profit objectives, provide general policy guidance, but do not include specific procedures for all situations. The wide variety and changes in the services and products involved preclude the use of past negotiations for anything more than partial guidance.

Factor 4 - Complexity - Level 4-4 - 225 Points

Assignments include a full range of postaward functions for a variety of service, supply, and/or construction contracts for several internal organizations and/or tenant activities. These organizations and activities typically include diverse mission needs and requirements representing more than one command channel and where some of the serviced missions are going through changes. Contract requirements range from firm fixed-price to the more complex fixed-price/specialized contracts, involving special provisions, and occasional cost-reimbursement contracts.

Makes decisions based on analyses of alternatives and capabilities of assigned contractors, to include resolution of incomplete or conflicting technical or contractor data. Interprets a large amount of technical data provided by assigned contractor and various technical specialists and interprets regulatory information concerning complex contract and a variety of special provision possibilities.

Factor 5 - Scope and Effect - Level 5-3 - 150 Points

The purpose of the work is to perform contract administration/ postaward functions for a wide variety of assigned contracts and to resolve problems relating to those contracts. Payments, contractual changes, and other administrative actions affect the contractor's operations and financial position, and the Army's expenditure of funds and receipt of services.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts include management and technical officials of the contractor (e.g., presidents, contract administrators, accountants and finance personnel), Army/MACOM or local management officials/technical specialists. Many of these contacts do not occur in structured settings, with the role and authorities being developed during discussions or negotiations based on the requirements of the specific action.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points

Contacts are to monitor contractor compliance with terms and conditions of the contract, and to negotiate contract modifications, delivery orders, and changes to basic contracts and agreements. Difficulties are frequently encountered in reaching an equitable agreement as the contractor and the Army have opposing goals. The incumbent must be skillful in negotiations and in obtaining agreement with prices and terms being negotiated.

Factor 8 - Physical Demands - Level 8-2 - 20 Points

The incumbent makes on-site visits to contractor or construction sites on a regular and recurring basis. The purpose of on-site visits is to monitor contractor work progress by inspecting work in progress, check on compliance to contract requirements and special provisions, resolve differences between technical and contractor personnel, and to evaluate claims pertaining to contract changes and/or site changes. Site visits typically require working around machines, moving equipment and construction in progress and walking in partially completed structures, climbing ladders, entering excavation sites or similar situations.

Factor 9 - Work Environment - Level 9-2 - 20 Points

The incumbent is subjected to moderate risks or discomforts, on a regular and recurring basis, which require special safety precautions. At production or construction sites, incumbent is required to use appropriate protective equipment such as hardhats, goggles, boots, and similar protections.

Total Points - 2570

EVALUATION STATEMENT

1. References:

a. OPM PCS, GS-1102, Contracting Series, Dec 83.

b. Department of the Army Supplemental Guidance, GS-1102, Contracting Series.

2. Title and Series Determination: This position involves the performance of various postaward functions in the administration of supply, service, or construction contracts; this kind of work is specifically covered by the GS-1102 Contracting Series. Consistent with the titling guidance in reference 1b, the position is titled Contract Administrator since contract administration is clearly the predominant function.

3. Grade Determination: The appropriate grade level is GS-11 (See attached FES evaluation statement).

4. Classification: Contract Administrator, GS-1102-11.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Contract Administrator, GS-1102-11

Citations: OPM PCS, GS-1102, Dec 83; and DA Supplemental Guidance, GS-1102 Contracting Series, Jan 87

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7	See narrative below
2. Supervisory Controls	450	FLD 2-4	
3. Guidelines	275	FLD 3-3	
4. Complexity	225	FLD 4-4	
5. Scope & Effect	150	BMK 11-3	
6. Personal Contacts	60	FLD 6-3	
7. Purpose of Contacts	120	BMK 11-3	
8. Physical Demands	20	FLD 8-2	
9. Work Environment	20	FLD 9-2	
SUMMARY: TOTAL POINTS	2570		
SUMMARY: GRADE CONVERSION	GS-11		

Factor 1 Knowledge Required by the position. As discussed in reference 1b, this position involves administering the more complex contracts at the operating level, requiring knowledge equating to level 1-7.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A142

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contract Specialist

6. PAY SCHEDULE: GS

7. OCC CODE: 1102

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Contracts for a variety of complex installation support services, such as those covered by the Commercial Activities program.

1. Assists requiring activity in developing the Statement of Work (SOW). Reviews draft SOW to ensure that it clearly describes work products (without specifying methods), fully describes all work to be performed, and provides for various contingencies and changes in programs. Advises requiring activity on Government Furnished Property issues and performs appropriate evaluations regarding relative costs of maintaining existing equipment versus having contractor provided equipment, and other factors. Assures that evaluation factors are measurable, and that they address all significant performance areas, including responses to contingencies.

Analyzes requirement and determines appropriate contract method and contract type (fixed price, fixed price with incentive provisions, cost-plus-award-fee, cost-plus-fixed-fee, etc.). Formulates incentive arrangements or award fee schedule and evaluation method, working with the requiring activity.

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For procurements with projected cost exceeding regulatory dollar threshold, formulates a formal Acquisition Plan, discussing the intended contract method and type, including the rationale therefor; forwards to higher headquarters for approval, responding to inquiries and technical issues. For competitive negotiated procurements, works with requiring activity to develop a source selection plan, establishing criteria for each evaluation factor (management, technical, and cost), and the weight to be assigned each factor. Conducts pre-solicitation conferences and site visits with potential contractors to clarify requirements; serves as the primary government representative, referring technical questions to Government subject matter experts.

Works with Source Selection Evaluation Board in performing detailed analysis of proposals determine responsiveness to specifications and responsibility of offerors. Establishes the competitive range for proposals, and identifies offers that are either within the range or susceptible to being made competitive. Refers proposals to Contract Price/Cost Analyst for detailed cost analysis; for proposals exceeding regulatory dollar threshold, requests field pricing support from other Government agency. Prepares pre Business Clearance Memorandum. Serves as lead negotiator in negotiations with offerors, relying on subject-matter experts for guidance on technical questions; negotiations concern such matters as number and types of personnel to be employed in performance of particular requirements, contractor plans for meeting specific requirements (including contingencies), cost elements, fee structure, type of contract to be used, weighted guidelines analysis, etc. When agreement is reached, prepares post Business Clearance Memorandum summarizing all pertinent points. Develops recommendation for award for approval by the Source Selection Authority. Responds to protests from bidders or offerors; develops the Government rationale to be considered by the General Accounting Office in resolving protests. Formulates replies to Congressional inquiries concerning contracting actions. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points

- Knowledge of contracting principles and procedures applicable to preaward actions sufficient to contract for a variety of complex installation support services. This includes skill in techniques to negotiate contract costs, special contract requirements, and technical issues.

- Knowledge of a variety of fixed-price and cost contracts, use of special provisions and incentives, and unique regulatory requirements pertinent to various installation support services.

- Knowledge of technical requirements of serviced organizations to provide assistance in the development of contract specifications, including Statement of Work.

- Knowledge of source selection proceedings, both formal and informal.

- Knowledge of cost and price procedures and techniques to employ cost analyses developed independently or by a Contract Price/Cost Analyst/Auditor in negotiations.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

The supervisor provides broad policy guidance and discusses objectives in terms of the overall operation, and determines priorities and deadlines in consultation with the incumbent. The incumbent plans and carries out assignmetns independently, initiating coordination with other offices as required. The incumbent negotiates contracts independently; in some instances, the magnitude of a contract may require referral to a Source Selection Authority (e.g., Chief of Staff) for approval. Completed work is reviewed for conformance with policy, soundness of judgment, and effectiveness in meeting requirements.

Factor 3 - Guidelines - Level 3-4 - 450 Points

Guidelines include Federal Acquisition Regulation, DOD/DA/MACOM supplements, and Comptroller General decisions. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to each particular procurement. For example, precedents are of limited use due to the scope (multiple, interrelated functions) and magnitude (in terms of manyears involved in contract performance as well as dollar value) of requirements. The incumbent exercises experienced judgment and resourcefulness to identify those aspects of regulations and laws which do or do not apply to the particular procurement, to assure that all requirements are identified in the Statement of Work and that numerous and varied quality characteristics are included, to devise innovative contractual provisions (e.g., incentives, award fee), to develop a position regarding potential set-asides for small business, to negotiate significant technical performance, cost, or management issues, etc.

Factor 4 - Complexity - Level 4-5 - 325 Points

Assignments involve serving as project officer for a significant procurement assignment (e.g., substantial installation support activities), which involves such complexities as: use of cost reimbursable contracts with fixed fee or award fee provisions, contractual arrangement of more than two years (i.e., base year with two or more option years), technical requirements that involve responding to continuing changes in programs (including contingencies), and indepth cost analysis based on cost and pricing audit data received from Defense Contract Audit Agency or other Federal agencies.

Decisions involve such problems as integrating many and varied performance requirements into a single contract, ensuring that contingencies and program changes are provided for, ensuring that many and varied quality characteristics are defined in the Statement of Work, constructing an effective incentive schedule or award fee determination process. The incumbent extends contractual techniques, modifies approaches, develops new terms and conditions, or other innovations necessary to satisfy the unique procurement requirements and conditions.

Factor 5 - Scope and Effect - Level 5-4 - 225 Points

The purpose of the work is to contract for substantial installation support services; contracts typically must accommodate changes in program requirements and involve Government furnished equipment. The work products affect major installation support functions.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts include local and national firms, small businesses, disadvantaged business firms, and other suppliers. Typical contacts with contractors include officers and technical experts representing these firms. The incumbent works with technical staff, attorneys, auditors, and others from within the agency or other agencies. The contacts occur in moderately unstructured settings, with the roles and authorities being developed during the negotiation or discussion.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points

The purpose of contacts with external groups is to conduct conferences, obtain information necessary for preaward evaluations, conduct factfinding, and negotiate contracts. Contacts with internal groups are to advise on developing specifications and

evaluation criteria for contractual actions, to evaluate proposals, and to prepare Business Clearance positions. The incumbent must be skillful in dealing with personnel with highly divergent points of view.

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

The work is primarily sedentary.

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

The work is performed primarily in an office setting, although some visits to contractor's facilities and work performance sites are occasionally required.

Total Points - 2890

EVALUATION STATEMENT

1. References:

a. OPM PCS, GS-1102, Contracting Series, Dec 83.

b. Department of the Army Supplemental Guidance, GS-1102, Contracting Series.

2. Title and Series Determination: This position involves the performance of various preaward functions (e.g., solicitation development, price/cost analysis, negotiation) in the procurement of services; this kind of work is specifically covered by the GS-1102 Contracting Series. Consistent with the titling guidance in reference 1b, the position is titled Contract Specialist, on the basis that it involves two or more functions with none predominant or grade-controlling.

3. Grade Determination: The appropriate grade level is GS-12 (See attached FES evaluation statement).

4. Classification: Contract Specialist, GS-1102-12.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Contract Specialist, GS-1102-12

Citations: Contracting Series, GS-1102, Dec 83

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FDL, etc)	Comments
1. Knowledge Required by the Position	1250	FL-1-7	See attached narrative evaluation
2. Supervisory Controls	450	BMK 11-1	
3. Guidelines	450	FL 3-4	See attached narrative evaluation
4. Complexity	325	FL 4-5	See attached narrative evaluation
5. Scope & Effect	225	FL 5-4	See attached narrative evaluation
6. Personal Contacts	60	BMK 11-1	
7. Purpose of Contacts	120	BMK 11-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	

SUMMARY		
	TOTAL POINTS	2890
	GRADE CONVERSION	GS-12

Remarks: (As appropriate, desk audit findings or other considerations not previously documented which affect final grade).

2

Factor 1, Knowledge Required by the Position: As discussed in reference 1b, the position is concerned with preaward functions for service contracts that require knowledges characteristic of Level 1-7.

Factor 3, Guidelines: As discussed in reference 1b, the incumbent deals with service contracts that are unprecedented in terms of scope, complexity, and magnitude, which generate problems for which guidelines are inadequate, and for which there are no previous negotiations that are applicable. These characteristics support crediting Level 3-4.

Factor 4, Complexity: As discussed in reference 1b, the position is concerned with service contracts that involve complexities meeting the criteria for Level 4-5.

Factor 5, Scope and Effect: As discussed in reference 1b, the incumbent deals with contacts that meet the characteristics of Level 5-4.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A144_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Contract Administrator

6. PAY SCHEDULE: GS

7. OCC CODE: 1102

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the full range of contract administration functions for one or more installation support service contracts (e.g., those covered by the Commercial Activities program, involving use of cost reimbursement contracts).

1. Conducts initial conference with the contractor to provide information and clarify standard and special provisions of the contract. Throughout the contractual period, serves as the primary installation point of contact with the contractor to interpret contractual obligations and to resolve problems. Reviews periodic reports from technical evaluators to ensure that performance meets requirements; based on recommendation from the technical evaluator, determines appropriate corrective action for deficiencies (e.g., deduction from contractor payment, cure notice). Considering performance reports from contractors and evaluations developed by technical evaluator, develops periodic overall evaluation of contractor performance and award fee recommendation. Reviews contract costs submitted for reimbursement and renders decisions on allowability and allocablity. Coordinates

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with technical staff in evaluating contractor requests for use of overtime. Makes visits to work sites to evaluate contractor compliance with applicable contract clauses such as labor standards provisions and to evaluate accuracy of progress reports. Monitors the contractor's use of Government Furnished Property. Meets with contractor and technical personnel frequently to discuss contractual interpretations, problem areas, progress, etc. _____%

2. Negotiates contract modifications for work outside the scope of the contract. Requests from technical staff an Independent Government Estimate, including costs and labor hours, for use in negotiations with contractor. For modifications exceeding regulatory dollar thresholds, requests and analyzes cost data provided by other Government agencies (e.g., Defense Contract Audit Agency) or by price/cost analyst. Negotiations concern such matters as number and types of personnel to be employed in performance of particular requirements, contractor plans for meeting specific requirements, cost elements, etc. _____%

3. Processes contract claims and disputes arising under the Contract Disputes Act. Analyzes the strengths and weaknesses of the Government's position and evaluates the various settlement alternatives. Prepares final decisions on cases which cannot be resolved with the contractor. In cases of contractor appeals to the Armed Services Board of Contract Appeals or to the U.S. Court of Claims, ensures that case files adequately support the government's position. Deals directly with Army trial attorneys and contractor's representatives to accomplish resolution of claims whenever possible. Participates in legal proceedings to support government actions and assist in arranging for testimony of government representatives in hearings, etc. _____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points

- Knowledge of contract administration principles, policies, regulations, and procedures to administer complex service contracts.

- Knowledge of and skill in the use of negotiation techniques to conduct postaward negotiations for contract modifications and settlement actions.

- Knowledge of cost and price analysis techniques sufficient to compare proposals against previous history, actual expenditures,

and established rates to determine a negotiation position, and to use results of analysis performed by Contract Price/Cost Analyst, auditors, or technical specialists.

- Knowledge of business and industry practices to identify factors affecting contractor's costs.

Factor 2 - Supervisory Controls - Level 2-4 - 450 Points

The supervisor makes initial assignments in terms of contracts to be administered and provides broad policy guidance. The incumbent independently plans and carries out the full range of contract administration duties,including analyzing, negotiating, settling, and executing contractual agreements. The incumbent resolves conflicts, such as disagreements over allowability of costs and interpretation of contractual requirements, keeping the supervisor informed of progress and controversial issues. Completed work is reviewed for conformance with policy, soundness of judgment, and effectiveness in meeting requirements.

Factor 3 - Guidelines - Level 3-4 - 450 Points

Guidelines include Federal Acquisition Regulation, DOD/DA/MACOM supplements, and Comptroller General decisions. Precedents are of limited use due to scope (multiple interrelated functions) and magnitude (in terms of manyears involved in contract performance as well as dollar value) of requirements. The volume of contractual provisions (e.g., Statement of Work) requires continuous assessment throughout contract administration. The incumbent uses judgment and discretion in interpreting and applying guidelines to solve a broad range of contract administration problems, including methods for correcting performance deficiencies, for implementing program or workload changes, and for negotiating contract modifications.

Factor 4 - Complexity - Level 4-5 - 325 Points

Assignment involves serving as project officer for a significant contract administration effort (e.g., a contract for substantial installation support activities), which involves such complexities as: use of cost reimbursable contracts with incentive or award fee provisions, contractual arrangement of more than two years (i.e., base year with two or more option years), and technical requirements that involve responding to continuing changes in programs (including contingencies).

Decisions involve interpretation, analysis, and negotiations regarding modification of contract terms and conditions, evaluation of contract performance, and identification and solution

of problems. Administration involves responding to continuing changes in program requirements (scope and level of services, contingencies, etc). The work requires making final decisions on a variety of issues, such as cost and price allowability, negotiating modifications, resolving legal and technical problems, approving or disapproving expenditures incurred, etc.

Factor 5 - Scope and Effect - Level 5-4 - 225 Points

The purpose of the work is to administer one or more service contracts, which involves monitoring the performance of contractors throughout the life of the contract. This includes advising contractor and Government officials on the terms and conditions of the contract, resolving unusual problems which arise, and negotiating contract modifications. Payments, claims, contractual changes, and other issues affect the business and financial posture of the contractor and the expenditure of Government funds and receipt of services.

Factor 6 - Personal Contacts - Level 6-3 - 60 Points

Contacts are with management and technical officials of the contractor, and with technical staff, attorneys, auditors and others from within the agency or other agencies. The contacts occur in moderately unstructured settings, with the roles and authorities being developed during the negotiation or discussion.

Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points

Contacts are to monitor contractor compliance with the terms and conditions of the contract, to settle a variety of contractual problems, and to negotiate contract modifications. Negotiations require skill in reaching an equitable agreement or in obtaining compliance with contractual terms and conditions.

Factor 8 - Physical Demands - Level 8-2 - 20 Points

The incumbent makes on-site visits to contractor production or construction sites on a regular and recurring basis. The purpose of on-site visits is to monitor contractor work progress by inspecting work in progress, check on compliance to contract requirements and special provisions, resolve differences between technical and contractor personnel, and to evaluate claims pertaining to contract changes and/or site changes. Site visits typically require working around machines, moving equipment and construction in progress and walking in partially completed structures, climbing ladders, entering excavation sites or similar situations.

Factor 9 - Work Environment - Level 9-2 - 20 Points

The incumbent is subjected to moderate risks or discomforts, on a regular and recurring basis, which require special safety precautions. At production or construction sites, incumbent is required to use appropriate protective equipment such as hardhats, goggles, boots, and similar protections.

Total Points 2920

EVALUATION STATEMENT

1. References:

a. OPM PCS, GS-1102, Contracting Series, Dec 83.

b. Department of the Army Supplemental Guidance, GS-1102, Contracting Series.

2. Title and Series Determination: This position involves the performance of various postaward functions in the administration of service contracts; this kind of work is specifically covered by the GS-1102 Contracting Series. Consistent with the titling guidance in reference 1b, the position is titled Contract Administrator since contract administration is clearly the predominant function.

3. Grade Determination: The appropriate grade level is GS-12 (See attached FES evaluation statement).

4. Classification: Contract Administrator, GS-1102-12.

FACTOR EVALUATION SYSTEM

POSITION EVALUATION STATEMENT

Titles, Series, and Grade Contract Administrator, GS-1102-12

Citations: Contracting Series, GS-1102, Dec 83

Evaluation Factors	Points Assigned	Standard Used (Bmk#, FLD, etc)	Comments
1. Knowledge Required by the Position	1250	FLD 1-7 BMK 12-4	See attached narrative evaluation
2. Supervisory Controls	450	FLD 2-4	
3. Guidelines	450	FLD 3-4	See attached narrative evaluation
4. Complexity	325	FLD 4-5	See attached narrative evalution
5. Scope & Effect	225	BMK 12-4	See attached narrative evaluation
6. Personal Contacts	60	FLD 6-3	
7. Purpose of Contacts	120	FLD 7-3	
8. Physical Demands	20	FLD 8-2	
9. Work Environment	20	FLD 9-2	
SUMMARY: TOTAL POINTS	2920	Remarks: (As appropriate, desk audit findings or other considerations not previously documented which effect final grade).	
SUMMARY: GRADE CONVERSION	GS-12		

Factor 1, Knowledge Required by the Position: As discussed in reference 1b, the position is concerned with postward functions for service contracts that require knowledges characteristic of Level 1-7.

Factor 3, Guidelines: As discussed in reference 1b, the incumbent deals with large-scale, multifunction CA contracts that support crediting Level 3-4.

Factor 4, Complexity: As discussed in reference 1b, the position is concerned with service contracts that involve complexities meeting the criteria for Level 4-5.

Factor 5, Scope and Effect: As discussed in reference 1b, the incumbent deals with contracts that meet the characteristics of Level 5-4.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A145_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supervisory Contract Specialist

6. PAY SCHEDULE: GM

7. OCC CODE: 1102

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives administrative direction from the garrison/installation commander or chief of staff; assignments are made in terms of broadly defined functions and overall organization objectives. The incumbent determines the approaches and methods necessary to carry out assignments, including designing overall plans and strategies for executing the installation's contracting and acquisition mission. Provides work products and advisory services which are considered to be technically authoritative. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other functions, and effectiveness in meeting requirements or expected results.

MAJOR DUTIES

Serves as Director of Contracting, with responsibility for planning, managing, and executing a comprehensive contracting and acquisition program to meet the needs of the installation and serviced activities. Scope of the program includes contract awards, contract administration, and purchasing functions, along with associated special programs

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(e.g., small and disadvantaged business, increasing competition). Aquisitions include a variety of supplies, services, and construction. Directs a staff of approximately ___, of which number ____ are engaged in performing substantive contracting or purchasing work.

1. Serves a senior advisor to commanders and other key officials on all aspects of contracting. Participates in operational planning with top management and key operating officials in order to advise on the contracting implications of proposed management decisions and to recommend alternatives based on contracting considerations. Coordinates with other organizations to develop an annual Advance Acquisition Plan, and performs various other customer relations activities. Provides authoritative interpretations in behalf of the commander of specific policy and procedural regulations, directives, and other guidance from DOD, DA, and Head of Contracting Activity elements. Develops and/or approves installation level regulations and guidance pertaining to the acquisition process. Makes final decisions on contracting technical matters, such as the most appropriate procurement method and contractual arrangement to fulfull specific requirements. Reviews work products of subordinate staff, and provides technical guidance as needed. Represents the installation in contacts with outside activities, including contractors and their business representatives, and other Federal agencies (e.g., Small Business Administration, Department of Labor).

2. Manages the overall operations of the directorate. Within assigned allocation, decides on the personnel resources to be devoted to particular programs (e.g., Commercial Activities) or to individual functions (e.g., contracting or contract administration); decisions involve a significant number of the GS-1102 positions in the organization (e.g., the contracting out of major activities). Develops program goals for the directorate based on analysis of local operations, and conducts periodic evaluations against those goals. Develops plans for achieving and evaluates office performance against DA or MACOM-established goals (e.g., set-aside for small businesses). Develops or decides on the best means for enhancing participation of businesses in contracts. Develops recommendations and justifications for facilities (new or substantially renovated office space for the directorate, new furniture for the directorate etc.), or equipment, and deals with appropriate installation authorities to gain approval.

3. Performs personnel management duties such as making selections for supervisory positions and reviewing division chiefs' selections for nonsupervisory positions; deciding on position management issues and changes in jobs; establishing performance

standards and evaluating performance of division chiefs, and reviewing performance appraisals for specialists; hearing and resolving complaints and grievances and taking serious disciplinary action; identifying training needs and assuring that necessary training is provided; approving or rejecting personnel actions proposed by subordinate supervisors. Assures local implementation of Career Program policies and procedures. Administers a variety of management programs, such as safety, upward mobility, sick leave and overtime usage, suggestions, etc. Provides program support and takes positive action to advance equal opportunity in areas of responsibility; ensures that all employees receive equal opportunity and treatment in placements, promotions, and training.

Performs other duties as assigned.

EVALUATION STATMENT

1. References:

a. OPM Supervisory Grade - Evaluation Guide, Part II, January 1976.

b. Department of the Army Supplemental Guidance, GS-1102, Contracting Series.

2. Determination of Grade:

a. Factor I, Base Level of Work Supervised:

b. Factor II, Nature and Extent of Supervisory Responsibility: Degree A

c. Factor III, Managerial Aspects: As discussed in reference 1b and as reflected in Major Duty 2, this position entails managerial responsibilities that warrant crediting the presense of significant managerial aspects.

d. Factor IV, Special additional elements affecting supervisory work:

e. Comprehensive Evaluation:

3. Classification: Supervisory Contract Specialist,

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A146_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supervisory Contract Specialist

6. PAY SCHEDULE: GM

7. OCC CODE: 1102

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives administrative direction from the garrison/installation commander or chief of staff; assignments are made in terms of broadly defined functions and overall organization objectives. The incumbent determines the approaches and methods necessary to carry out assignments, including designing overall plans and strategies for executing the installation's contracting and acquisition mission. Provides work products and advisory services which are considered to be technically authoritative. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other functions, and effectiveness in meeting requirements or expected results.

MAJOR DUTIES

Serves as Director of Contracting, with responsibility for planning, managing, and executing a comprehensive contracting and acquisition program to meet the needs of the installation and serviced activities. Scope of the program includes contract awards, contract administration, and purchasing functions, along with associated special programs

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(e.g., small and disadvantaged business, increasing competition). Aquisitions include a variety of supplies, services, and construction. Directs a staff of approximately ___, of which number ____ are engaged in performing substantive contracting or purchasing work.

1. Serves a senior advisor to commanders and other key officials on all aspects of contracting. Participates in operational planning with top management and key operating officials in order to advise on the contracting implications of proposed management decisions and to recommend alternatives based on contracting considerations. Coordinates with other organizations to develop an annual Advance Acquisition Plan, and performs various other customer relations activities. Provides authoritative interpretations in behalf of the commander of specific policy and procedural regulations, directives, and other guidance from DOD, DA, and Head of Contracting Activity elements. Develops and/or approves installation level regulations and guidance pertaining to the acquisition process. Makes final decisions on contracting technical matters, such as the most appropriate procurement method and contractual arrangement to fulfull specific requirements. Reviews work products of subordinate staff, and provides technical guidance as needed. Represents the installation in contacts with outside activities, including contractors and their business representatives, and other Federal agencies (e.g., Small Business Administration, Department of Labor).

2. Plans and directs the overall operations of the directorate. Plans for work to be performed during the fiscal year, considering the Advance Acquisition Plan. Sets internal workload priorities, and assigns personnel to particular assignments. Develops plans for achieving and evaluates office performance against DA or MACOM-established goals (e.g., for Procurement Administrative Lead Time, set-asides for small businesses). Reviews work products of subordinate staff, and provides technical guidance as needed.

3. Performs personnel management duties such as making selections for supervisory positions and reviewing division chief's selections for nonsupervisory positions; deciding on position management issues and changes in jobs; establishing performance standards and evaluating performance of division chiefs, and reviewing performance appraisals for specialists; hearing and resolving complaints and grievances and taking serious disciplinary action; identifying training needs and assuring that necessary training is provided; approving or rejecting personnel actions proposed by subordinate supervisors. Assures local implementation of Career Program policies and procedures.

Administers a variety of management programs, such as safety, upward mobility, sick leave and overtime usage, suggestions, etc. Provides program support and takes positive action to advance equal opportunity in areas of responsibility; ensures that all employees receive equal opportunity and treatment in placements promotions, and training.

Performs other duties as assigned.

EVALUATION STATEMENT

1. References:

a. OPM Supervisory Grade-Evaluation Guide, Part II, January 1976.

b. Department of the Army Supplemental Guidance, GS-1102, Contracting Series.

2. Determination of Grade:

a. Factor I, Base Level of Work Supervised:

b. Factor II, Nature and Extent of Supervisory Responsibility: Degree A

c. Factor III, Managerial Aspects: This position does not involve managerial duties or responsibilities comparable to those described under this factor.

d. Factor IV, Special additional elements affecting supervisory work:

e. Comprehensive Evaluation:

3. Classification: Supervisory Contract Specialist,

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A013__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Purchasing Agent

6. PAY SCHEDULE: GS

7. OCC CODE: 1105

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervision received is general in nature for recurring assignments. Incumbent selects methods and techniques to follow within limits of established office practices to complete work assignments. The supervisor or higher grade agent is available to participate in solving unusual problems and to spot-review procurement transactions to be sure sound judgment and adherence to prescribed policies, rules, and regulations were used in purchasing.

MAJOR DUTIES

As a purchasing agent engaged in open market purchases, handles transactions involving the purchase of standard commercial items and services.

1. Makes open market purchases of supplies, equipment, and services costing less then $25,000 when approved by the contracting officer. Purchases items and services

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including plumbing and heating equipment, the temporary storage of household goods, shipping, and custodial and maintenance services. Makes purchases from local suppliers, who are frequently contacted, or through formal advertising procedures. Contacts suppliers for quotations by telephone or letter; and selects the most appropriate offer and places the order. Maintains suspense file on orders, checks items as received, and closes out file. Follows up on delayed shipments by telephone or letter. Reconciles discrepancies in bids, prices offered, shipments, etc., by contact with suppliers. _____%

2. Contacts users to clarify requirements or to suggest substitutes. Contacts suppliers - to discuss new sources of supply, prices, item availability; to explain specific requirements, regulations, and procedures; to obtain items or services within short deadlines; or to clarify questionable price quotations. _____%

3. With respect to formal contracts, makes recommendations regarding such features as adequacy of terms and conditions of purchase request; selection of potential bidders; compliance of offers with required terms and conditions; and most advantageous bids, considering transportation and handling charges, prices, delivery dates, and discount rates. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-1105, Purchasing Series, Feb 69.

2. Title and series determination. The purpose of this position is to make open market purchases of supplies, equipment, and services. Items and services are purchased from local suppliers, who are frequently contacted, or through formal advertising procedures. This meets the coverage of above reference. This series includes positions that involve purchasing, rental, or lease of supplies, services, and equipment through - informal open-market methods; and formal competitive bid procedures when the primary objective of the work is to assure rapid delivery of goods and services in direct support of operational requirements. The title established for nonsupervisory positions in this series is "Purchasing Agent."

3. Grade determination. Grade level is determined on the basis of the following two factors:

a. Assignment characteristics. The incumbent handles transactions involving the purchase of standard commercial items and services, e.g., plumbing and heating equipment, the temporary storage of goods, and custodial and maintenance services. Items and services are purchased from local suppliers, who are frequently contacted, or through formal advertising procedures. Selection of the most advantageous bid involves consideration of transportation and handling charges, prices, delivery dates, and discount rates. These duties meet the GS-05 level of difficulty. At this level (GS-05), purchases assigned are usually standard commercial items and services, although some technical items may be assigned. The worker employs varied purchasing methods to include informal purchase methods and the basic techniques of formal contracting. Purchase arrangements revolve around price, price reasonableness, discount, delivery dates, and transportation and handling charges.

This position does not meet the GS-06 level. At the GS-06 level, items purchased are primarily technical items such as parts and components needed for maintenance, overhaul, and repair of aircraft, electronic equipment, or specialized machinery. However, purchases made by the incumbent are limited to a range of standard commercial items and services.

b. Level of responsibility. The incumbent receives general supervision for recurring assignments. He or she selects methods and techniques to follow within limits of established office practices to complete work assignments. The supervisor or higher grade agent is available to solve unusual problems. This work situation meets the GS-05 level. At the GS-05 level, employees perform assignments with considerable independence in planning and carrying out the day-to-day work. The supervisor helps solve new or different problems.

4. Classification. Purchasing Agent, GS-1105-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A068__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Chemist

6. PAY SCHEDULE: GS

7. OCC CODE: 1320

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties

Performs a full range of experiments to primarily bring "on-line" testing of additional drugs and to install state-of-the-art instrumentation in the Department of the Army's (DA) forensic toxicology drug testing laboratories.

-Researches current scientific literature to study the chemistry of drugs or drug metabolites not currently being screened in the DA and determine their stability in urine. Following this research, devises and/or modifies experiments to develop a scientifically acceptable forensic procedure that identifies any such drug of abuse (e.g., opiates, phencyclidine, quaaludes, etc.).

-Analyzes and interprets empirical data generated by laboratory experiments; makes additional modifications to procedures if needed; and writes reports that describe the new methods and their uses and limitations. Makes presentation of principles and results of new procedures to scientific and layman audiences to explain the advantages and disadvantages of the new procedures.

-Evaluates new instrumentation, developed by private industry vendors, for

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scientific capabilities and possible use in the DOD Drug Deterrent Program. Recommends in writing to the appropriate HQDA field operating agencies those instruments that should be adapted for use. Prepares cost analysis and impact statements for instruments studied. Provides protocols and evaluates testing of newly developed automated equipment for use in the drug screening process.

-Conducts experiments related to the phase development of new methodologies/techniques as directed by HQDA. Evaluates new solid phase extraction procedures for precision and accuracy as well as potential for automation. Conducts tests with pilot studies to determine applicability of automated procedures which may improve laboratory operations.

-Presents briefings at Laboratory Managers' meetings and professional conferences regarding the results of experiments.

Performs other duties as assigned.

Factor 1. Knowledge Required by the Position - Level 1-7 - 1250 points

-Professional knowledge of chemical principles, theories and practices to extend the established drug testing methodology to the analysis of drugs or their metabolites not currently being screened in the DA.

-Practical knowledge of DOD and DA regulations pertaining to drug testing.

-Skill in calibrating and operating radioimmunoassay instruments, gas chromatograph and mass spectrometer.

Factor 2. Supervisory Controls - Level 2-4 - 450 points

The supervisor assigns the work by indicating overall objectives and the resources available. The chemist is responsible for planning, organizing, and performing the work; determining the best approach and methods to use; making modifications needed; and interpreting the results. The completed work is reviewed from an overall standpoint for feasibility and effectiveness in meeting the assignment's requirements. Controversial issues and problems are brought to the attention of the supervisor.

Factor 3. Guidelines - Level 3-3 - 275 points

The guidelines primarily include chemical textbooks, professional journals and instrumentation manuals provided by the vendor. The reference material is not completely specific for all the requirements of the work. The incumbent must exercise judgment in applying established methods and practices to new situations. The incumbent must be aware of all legal requirements for forensic testing.

Factor 4. Complexity - Level 4-4 - 225 points

The assignments include modification and adaptation of the established drug testing methodology. The work requires evaluating and interpreting scientific data from chemical literature and completed experiments. Typically, modifications and deviations from the established methods and

procedures are necessary to complete the assignments. Modification from a small developmental setting to a mass production operation is necessary for successfull completion of the assignments.

Factor 5. Scope and Effect - Level 5-3 - 150 points

The work primarily involves modifying and adapting the standard methods and procedures that are used in the DA's forensic toxicology drug testing laboratories. The work efforts affect the scientific adequacy and accuracy of drug testing operations in the DA.

Factor 6. Personal Contacts - Level 6-2 - 25 points
The personal contacts are with chemists and medical technologists in the three Army FTDTLs and HQDA - level officials who have technical oversight responsibility for drug testing.

Factor 7. Purpose of Contacts - Level 7-2 - 50 points
The purpose of the personal contacts is to obtain or give factual information and to discuss methodological problems and possible solutions.

Factor 8. Physical Demands - Level 8-1 - 5 points
The work is primarily sedentary, but there may be occasional walking, standing, bending, and carrying of light items.

Factor 9. Work Environment - Level 9-1 - 5 points
The work may involve occasional exposure to the risks and hazards of a chemistry laboratory requiring special safety precautions, use of protective clothing or gear.

Total Points - 2435

HQDA (DAPC-CPP) EVALUATION STATEMENT

1. Reference
Position - Classification Standard For Chemistry Series GS-1320, September 1978

2. **Series and Title Determination** - The incumbent of this position conducts a variety of experiments to investigate problems in the field of forensic toxicology and drug testing. This requires a professional knowledge of chemical principles, theories and practices. As a result, the position meets the inclusion criteria of the GS-1320 Chemistry Series. The basic title for all positions in this series is Chemist.

3. **Grade Level Determination** - The reference employs the Factor Evaluation System methodology. As a result, the position's evaluation is derived from the following nine factors:

Factor 1, Knowledge Required By The Position. Radioimmunoassay (RIA) and gas chromatography/mass spectrometry (GC/MS) are state-of-the art technologies that the scientific community has developed to test urine samples for evidence of drug use. At the present time, the Department of the Army employs these methods of instrumentation to screen only THC (marijuana), cocaine and, to a lesser extent, amphetamines. This number of drugs is relatively small, since current RIA and GC/MS tests have been forensically unreliable in distinguishing other chemical substances from harmless compounds, foods, etc. For example, the ingestion of poppyseed from a bread product can possibly yield a test result that is similar to the abuse of opiates. For this reason, HQDA - level officials are establishing this position with its three incumbents to initially devise and/or modify the detection tests for other drugs that plague our society. These new tests will permit the Department to discipline members of the uniformed services for the abuse of drugs (e.g., opiates, phencyclidine, LSD, quaaludes, etc.) not currently being screened. In this regard, the Level 1-7 illustration to adapt and modify independently the established methods pertaining to a specialty area and extend their applicability to the chemical analysis of new substances is an apt description of this primary purpose of the position.

The position does not meet Level 1-8. At this level (1-8), an employee would normally serve as a headquarters level technical authority or as an agency's leading scientists in a specialty area. In the drug testing field within the Department of the Army, this criterion would describe the Fort Meade FTDTL Technical Director but not the incumbent of this position.

Factor 2, Supervisory Controls. The immediate supervisor (the Fort Meade FTDTL Technical Director) defines the overall objectives of the assignment. The incumbent is responsible for independently planning, organizing and performing the experiments. Completed work is reviewed for effectiveness in meeting the assignment's requirements. This degree of supervision is a direct match to that depicted in the first GS-11 benchmark job description in the reference. In this regard, the Office of Personnel Management (OPM) has assigned Level 2-4 for this factor.

Factor 3, Guidelines. At Level 3-3, the chemist must exercise judgment in applying established methods and practices to new situations. Th'

criterion reflects the work situation in this position. Specifically, existing scientific theory in the form of RIA and GC/MS principles serves as the reference material for the incumbent. The literature for these technologies can be readily found in chemical textbooks, professional journals and instrumentation manuals provided by the vendor (e.g., Abbot). The incumbent adapts this written material to devise new procedures which will identity additional drugs or metabolites in biological fluids. Since these guidelines will contribute to the solution of problems that the testing for opiates, barbituates, etc. currently presents, Level 3-4 is not met. At this level (3-4), the guidelines are very limited in applying directly to the work.

Factor 4, Complexity. Apart from the incumbent's efforts to increase the number of drugs that are presently being screened, he/she is also responsible for conducting state-of-the-art experiments to evaluate new drug testing technologies and for assessing the effectiveness of new instrumentation proposed by vendors. This varied work imposes a requirement upon the incumbent to interpret scientific data emanating from the laboratory and to compare this experimental information with existing chemical literature. Following this analysis, it is anticipated that the unique nature of subsequent experiments will involve frequent modification of established methods and procedures. This aspect of the position meets Level 4-4 where the chemist must interpret considerable data either found in the guidelines or generated in the work. These data frequently are incomplete or conflicting or require frequent modification or adaptation of the established methods and procedures. Despite the challenges that these assignments will present, they should not include obscure and novel problems which are dealt with by planning and carrying out either individual projects or major studies involving various laboratories. For this reason, Level 4-5 is not assigned to the position.

Factor 5, Scope and Effect. In the context of the Department of the Army, Level 5-4 would require that the results of the work affect a wide range of activities or the planning and direction of major investigatory or scientific projects. With the effect of the incumbent's efforts being confined to the advancement of drug testing throughout the Department, the position is not considered to be equivalent to the overall intent of this factor level. As a result, Level 5-3 is assigned to the position. At this level (5-3), the work efforts affect the scientific adequacy and accuracy of activities such as field investigations, testing operations, and research projects.

Factor 6, Personal Contacts. The nature of the mission in the Applications Division will require personal contact with not only the staff of the Fort Meade FTDTL but also chemists and medical technologists in the comparable organization at Tripler Army Medical Center and Wiesbaden, West Germany. Also, HQDA-level officials who have technical oversight responsibility for drug testing will have recurring contact with the incumbent. With Level 6-2 providing that the personal contacts are with employees in the agency but outside the immediate and related units, the position is credited with this factor level. However, any contact with representatives of remaining Department of Defense services, other Federal agencies or private industry vendors will be handled by the immediate supervisor (the Fort Meade FTDTL Technical Director). These personal contacts are characteristic of Level 6-3.

Level 7, Purpose of Contacts. Personal contacts occur in a work environment where the participants share a mutual goal: to increase the reliability of drug testing results in the Department of the Army. This will often involve a constructive discussion of problems associated with current methodologies and their possible solution. This cooperative atmosphere differs sharply with Level 7-3 where contacts are to persuade, influence, or motivate individuals who are skeptical, uncooperative, or of differing and conflicting opinions. As a result, Level 7-2 is assigned to the position.

Factor 8, Physical Demands. Work assignments are performed primarily while sitting, but some walking and standing will be required. Work with these types of physical demands matches Level 8-1, which provides that the work is primarily sedentary, but there may be occasional walking, standing, bending, and carrying of light items.

Factor 9, Work Environment. At Level 9-1, the work may involve occasional exposure to the risks and hazards of a chemistry laboratory requiring special safety precautions, use of protective clothing or gear. This classification criterion is an accurate portrayal of the work environment in this position.

In Summary:

Factor	Level	Points
1	1-7	1250
2	2-4	450
3	3-3	275
4	4-4	225
5	5-3	150
6	6-2	25
7	7-2	50
8	8-1	5
9	9-1	5
		2435 = GS-11

4. **Classification.** Chemist, GS-1320-11

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A052

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Director

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves as the Director of a single center-based program (e.g., full-day, part-day school age, part-day preschool,hourly or special needs care) with an average

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daily attendance of not more than 150. Responsible for the operation of a developmental program which impacts on the growth and development of children from infancy to school age.

- Applies professional knowledges of child development principles to develop, implement, and supervise curriculum and age-appropriate activities for a developmental CDS program that promotes the social, emotional, physical and cognitive growth of children in a specific or a variety of age categories (e.g., infant, toddler, preschool, and school-age). Designs an environment that is organized into child activity spaces that provide developmentally appropriate learning experiences specific to the program type offered and age group(s) of children served. Selects age-appropriate equipment, toys, games, and materials. Serves as staff educational advisor and resource person.

- Administers center-based program (e.g., full-day, part-day preschool, part-day school-age, hourly, special needs). Recommends modifications of program goals, philosophy, and procedures based on patron needs, facility constraints, and available resources. Implements staffing requirements and fee/tuition policies.

- Ensure that balanced meals and/or snacks are provided IAW USDA guidelines, AR 608-10, and food service procedures for children support developmental programing.

- Implements procedures to ensure that the program complies with health, fire, safety, facility, and program regulatory guidance.

- Develops budget input and prepares justification for funding of program resource requirements.

- Supervises a staff composed of full-time, part-time and/or intermittent employees. Supervises the activities of employees engaged in all phases of work involved with the care and development of children. Makes age group/program assignments and changes for caregiver staff and children as appropriate. Establishes work schedules for subordinates; approves leave. Resolves employee complaints. Establishes standards of performance and evaluates empoyees' work to ensure proper performance. Initiates personnel actions through the CDS Coordinator for hiring, awards, evaluations, promotions, dismissals/separations.

- Identifies personnel training needs and provides input to the development of in-service training to reflect assessed needs. Ensures that subordinates are properly trained in the care and understanding of the behavior patterns of children. Responsible for assigned components of the CDS staff training program. Conducts monthly staff meeting and arranges for staff training sessions as required.

- Utilizes and supervises volunteers in a manner that maximizes expertise and expands program services.

- Establishes and maintains an active program of parental involvement. Ensures that parents are kept abreast of policy changes and program activities; implements parent education programs. Counsels parents and participates in parent conferences. Encourages parent observation. Prepares written communication to parents.

- Collects and maintains up-to-date statistical data for planning reporting purposes in accordance with AR 608-10 requirements. Monitors program to ensure compliance with DOD minimum standards for child care programs and Army CDS minimum program and facility standards, per Command objectives and installation Developmental Assessment Team (DAT) recommendations.

- Implements policies and develops operation procedures as required for the efficient operation and management of the program. Makes approved purchases of expandable supplies. Requests the procurement of non-expendable supplies and equipment. Arranges for bus transportation of children as required. Maintains a professional library for staff and parental use.

Performs other duties as assigned.

Factor 1 - Knowledges - Level 1-5 - 750 Points

- Knowledge of professional early childhood education principles, concepts, and techniques to plan and conduct a single center-based Child Development Services (CDS) program serving an average daily attendance of up to 150. Knowledge of child development principles, norms, behaviors, growth, and progress to implement meaningful activities which promote a child's physical, social, emotional, and intellectual growth and development as appropriate for program type and age group category. Implements criteria for the organization of developmentally appropriate child activity spaces, determines requirements for program materials and equipment, and develops curriculum plans and activities.

- Knowledge of budget processes and techniques sufficient to develop budget input, and monitor program expenditures. Skill in integrating program needs with available resources and with existing policies and regulations.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of staff training requirements in CDS subject matter areas and operational procedures.

- Skills in applying and using such knowledge in planning, implementing, and evaluating effectiveness of CDS program in meeting the assessed needs of children and parents within the framework of agency policies/requirements and local guidance. Skill in developing recommendations to increase the effectiveness and efficiency of CDS program policies.

Factor 2 - Supervisory Controls - Level 2-3 - 275 Points

The CDS Coordinator provides outlines of the CDS program objectives and is available for the discussion of complicated and unprecedented matters. The incumbent plans and carries out program responsibilities; coordinates with other organizations or persons as required; resolves conflicts; and interprets policy. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting CDS progress requirements.

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

Guidelines are available for the CDS program in the form of policy statements and procedureal manuals. However, many situations arise which require the Director to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations and conditions.

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

The Director plans, implements, and operates a single CDS center-based program for less than 150 children which impacts on the growth and development of children from infancy to school-age as applicable. The program includes one of the following programs: full day care, part-day preschool age care, part-day school age care, hourly care, special needs care. The incumbent implements policies and procedures for operation of the program; trains and supervises a staff that may include part-time and intermittent workers; carries out a parent education program; inputs to the budget and approves purchases of supplies and equipment. Management of the overall program is complicated by the need to comply with a wide variety of federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF), and the need for coordinating frequent visits by health, fire, and safety inspectors, food service program auditors, and fund custodians. Supervises provision of meals and snacks IAW appropriate food service regulations and AR 608-10.

The work requires decision on the management of developmental programs to meet children's needs, abilities and interest; provision of adequate service and activities within financial and physical constraints.

Factor 5 - Scope and Effect - Level 5-3 - 150 Points

The CDS Program supports and develops physical, cognitive, social, and emotional capabilities of children ranging from infancy to school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and to contribute to the quality of life of military families with young children.

Factor 6 - Personal Contact - Level 6-1 - 25 Points

In addition to children, center staff members and parents, the incumbent has contact with command staff and installation personnel e.g., engineers, medical treatment personnel, safety officers, fire marshals, and representatives of civilian personnel and central accounting offices.

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

Contacts with staff, and installation personnel are for the purpose of planning, implementing, and administering CDS Program. Contacts with parents are for educating and counseling purposes. The Director must use tact and diplomacy to gain support and cooperation. The Director is frequently called upon to define and defend program requirements and budget requests: to assist in resolving conflicts regarding program policies, physical space requirements, and limitation of existing facilities; and to promote the program.

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

The work requires some walking, standing, and driving. While much of the work is done in an office setting, some special physical demands are required such as carrying children or equipment.

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

Work is performed in an office setting, although there are visits to be made to various CDS settings such as classrooms, and installation settings, e.g., CPO, Central Accounting.

Total Points = 1460
Grade Level GS-7

Evaluation Statement

1. References:

a. OPM PCS, General Education and Training Series, GS-1701, Aug 68.

b. FPM Bulletin 511-30, Implementation of Instructor and Instructional Specialist Grade Evaluation Guides, 13 Jun 86.

c. OPM PCS, Grade-Evaluation Guide for Instructor and Specialist Positions Involving Education and Training Work, TS-40, Feb 80.

d. Evaluation Statement, HQDA Standardized Job Description for CDS Director, GS-1701-8.

2. Series and Title Determination:

Incumbent of subject position serves as the Director of a single center-based program (e.g., full-day, part-day school age, part-day preschool, hourly or special needs care) with average daily attendance of 150 or less. Develops, implements and supervises curriculum, environment and activities for a program serving the developmental needs of a particular population of children which may be of one age group, or may include infants through school-age children. A knowledge of professional early childhood education principles, practices and techniques related to early childhood development is required. These knowledges are required in order to develop meaningful activities which promote a child's physical, social and intellectual growth and development. The duties of this position are professional in nature, meet the criteria outlined in reference 1a, and are not appropriately classifiable in any of the other existing series in the 1700 group. Therefore, the position is classified in the GS-1701 series and titled Child Development Services Director.

3. Grade Determination:

a. Background

There are no published standards that apply directly to Child Development Services. This position was originally graded by cross-comparison to the Instructional Specialist Grade Evaluation Guide, issued by OPM under the identifier TS-66 in October 1982. However, on 13 June 1986, OPM rescinded the TS-66 guides (reference 1b), and directed agencies to resume use of TS-40 (reference 1c). Consequently, this position is being re-evaluated by cross-comparison to TS-40 (reference 1c), in order to bring this guidance into conformance with current OPM requirements.

Reference 1c does not address early childhood development nor does it include any reference to a preschool educational environment. However, the classification criteria provided in Part II, Grade-Level Criteria for Specialist Positions, of the reference are sufficiently comparable to be used to

evaluate this position. Part I is excluded, since it is applicable only to positions engaged directly in instruction. By contrast, this position is akin to specialist positions which provide professional-level staff services for teachers, instructors, etc. In this case, the professional staff services provided are program responsibility and oversight, the context within which teachers and caregivers provide developmental and educational experiences. The staff services include such preinstructional activities (reference 1c, p.6) as recommending to the center director material requirements for facilities, equipment and develomental materials needed; and recommending adaptations of CDS standard curriculum and training courses to local needs. Typical postinstructional activities (reference 1c, p.7) include evaluation of teacher/caregiver performance, and of developmental progress (or lack thereof) of the children served.

b. Determination of Grade

Unlike the TS-66 Guide previously used to evaluate this position, there are no direct provisions in reference 1c for a full performance grade of GS-7. However, this position, which is full performance, remains properly graded at the GS-7 level, as shown below.

Reference 1d presents a detailed rationale for a grade of GS-8 for the director of a small center-based system which includes 2 or more CDS programs/services. The subject position is the director of a single one of these component programs/services. The basis for the grade of the subject position is derived by the same process as described in reference 1d. However, with the effects of the more limited scope of assignment (less complexity) and the lower level of responsibility factored in, this position cannot be evaluated at the same grade level as the director of the center-based system. It is appropriate to allocate the subject position at the next lower grade to reflect the lesser complexity and the more limited responsibility.

The position in question is properly evaluated at the GS-7 grade level.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A056

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION (Complete on organization copy only):

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Family Child Care Outreach Worker

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) (Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) (Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as installation Family Child Care (FCC) Outreach Worker, with responsibility for up to 40 certified FCC homes. Monitors homes, provides training and outreach services to FCC providers, and ensures growth and development of children from infancy through school age.

- Implements and monitors curriculum and age-appropriate activities in a manner that ensures developmental programming practices within FCC homes. Ensures that activities promote the social, emotional, physical and cognitive growth of children in a variety of age categories (e.g., infant, toddler, preschool and school age). Monitors FCC home environments to ensure that these provide developmentally appropriate learning experiences specific to the home type (e.g., multi-age, age specific, mildly ill, extended hours and special needs). Assesses development of children by direct observation onsite, using professional knowledge for early detection of cases of delayed development in order to make referrals to appropriate diagnostic and/or treatment facility. Such assessments are also for the purpose of correcting problems in home environments. Recommends to FCC Director age-appropriate equipment, toys, and games for use in FCC toy lending library. Serves as educational advisor and resource person to each FCC provider.

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- Recommends to FCC Director modifications in operations and procedures based on patron needs, facility constraints and available resources. Advises on fee policies and requirements for adult/child ratio and maximum group sizes. Ensures that balanced meals and/or snacks are provided in accordance with U.S. Department of Agriculture guidelines and AR 608-10.

- Implements FCC certification and monitoring procedures in accordance with regulatory guidance. Initiates background checks for assigned FCC applicants. Disseminates FCC information to providers. Assists providers in establishing daily routines which promote the child's physical, social, emotional and intellectual growth. Carries out existing procedures, policies and regulations. Coordinates with regulatory proponents (e.g., Fire Marshal, Preventive Medicine officials) in accordance with AR 608-10. Ensures that assigned homes comply with health, fire, safety, facility and program regulatory guidance. Makes periodic (not less than quarterly) visits to FCC homes to ensure that health and environmental standards are met and fire/safety hazards are eliminated. Evaluates homes in accordance with AR 608-10 and installation SOPs.

- Identifies provider training needs. Conducts DA-developed training modules required for certification. In conjunction with FCC Director, coordinates with other agencies/organizations (e.g., Red Cross, safety, fire, health, etc.) to provide appropriate training as required. Based on identified provider training needs, recommends additional training requirements to the FCC Director and participates in the development of these requirements. Subject matter of training courses includes, but is not limited to, child growth and development, child rearing, guidance in nutrition, common illnesses, accidents, and child abuse identification and reporting. Provides onsite informal training in FCC homes based on needs assessed during home visits (e.g., upon observation of child engaging in acting-out behavior, provides on-the-spot training in handling this type of behavior). Works with FCC Director to maintain a professional library for staff and parental use. Makes approved purchases of expendable supplies. Maintains individual personnel files for each FCC provider according to the specific requirements outlined in AR 608-10.

- Implements and maintains an active program of parental involvement. Ensures that parents are kept abreast of policy changes and program activities; implements parent education programs. Provides advice and guidance to parents, recognizing the need for referral to other professionals. Encourages parent observation. Prepares written communication to parents.

- Collects and maintains up-to-date statistical data (e.g., daily curriculum activities, required health documents, fire/safety inspection documents, and home visit evaluation) for planning and reporting purposes in accordance with AR 608-10 requirements. Provides input for information papers and briefings. Provides input for CDS annual report (4841-R).

Performs other duties as assigned.

Factor 1 - Knowledges -- Level 1-5 750 points.

Knowledge of professional child development principles, concepts and techniques, and CDS policies and procedures in order to effectively initiate, maintain and monitor an assigned area of the FCC program, which promotes the physical, social, emotional and cognitive growth and development of children from infancy through school age (monitors 30-40 homes with up to eight children each).

Knowledge of policies and regulations governing the operation of CDS FCC homes (e.g., fire, health, safety and facility requirements, food service regulations), and skill in applying these policies and regulations to ensure valid certification of FCC homes and maintenance of a safe, healthy environment for children.

Knowledge of training techniques and course development methods to provide required and supplemental training for FCC providers.

Skill in identifying children with developmental disabilities, behavioral problems, possible cases of abuse/neglect to obtain specialized assistance and/or alert authorities.

Knowledge of purchase request procedures to obtain supplies. Skill in communicating effectively, both orally and in writing.

Factor 2 - Supervisory Controls -- Level 2-3 275 points.

Works under the general supervision of the FCC Director who provides initial guidance on scope of assignments, policies and program objectives. Director is available to aid in resolution of complex technical and professional problems. Work is reviewed for compliance with governing regulations, education, philosophy, and overall effectiveness of operations.

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

Guidelines are available for the FCC system in the form of Army Regulations, policy statements and procedural manuals. Many situations arise which require the Outreach Worker to use judgment in local situations/conditions. However, significant deviations are referred to the FCC Director.

Factor 4 - Complexity -- Level 4-2 75 points.

The Outreach Worker assists the FCC Director in evaluating the installation FCC program by evaluating application of program requirements to individual situations. The incumbent implements policies and procedures for the operation of the FCC system; trains FCC providers; assures that all fire, health, safety and program management requirements are met; carries out a parent education plan; provides a FCC information and referral service; and integrates a wide range of administrative tasks and requirements, such as maintaining accurate, updated files on all FCC providers.

The FCC system is complicated by a need to comply with a wide variety of federal, state and local regulations, the requirement to be sensitive to such situations as child abuse/neglect, and requirements for coordinating frequent visits by health, fire and safety inspectors.

Factor 5 - Scope and Effect -- Level 5-3 150 points.

The FCC system supports and develops physical, intellectual, social and emotional capabilities of a large number of children, ages 4 weeks to 12 years. The services are designed to support readiness by reducing lost duty time related to conflict between parental responsibilities and unit mission requirements. The service is designed to contribute to the quality of life and well-being of military families with young children.

Factor 6 - Personal Contacts -- Level 6-2 25 points.

In addition to children, FCC providers and parents, incumbent has frequent contacts with command staff and installation personnel such as engineers, medical treatment officers, safety officers and fire marshals. Contacts are also with representatives of state and local agencies, and other professional organizations.

Factor 7 - Purpose of Contacts -- Level 7-2 50 points.

The purpose of contacts is to coordinate activities related to the operation of the FCC program, and to provide advice. Contacts are made with other agencies/ organizations (e.g., Red Cross, local board of education, fire and safety) for the purpose of training FCC providers and assuring compliance with regulations and procedures. Many of the participants (potential FCC providers) are skeptical (many of them are providing day care services without a license prior to certification by the FCC director/outreach worker and feel that the FCC Outreach Worker poses a potential threat because they may expose the FCC provider to the appropriate authorities or may disagree with CDS philosophy and program requirements). Thus, contacts with potential FCC providers require skill in approach/methodology to obtain the desired effect.

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

The work requires some walking, standing and driving from one FCC home to another. Occasionally, there is a requirement to carry children or equipment.

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

Much of the work is performed in an office setting; there are visits to be made to various child care settings to include FCC homes, CDS centers, and classrooms. Incumbent is exposed to normal risks and discomforts.

Evaluation Statement

1. References:

a. OPM PCS, General Education and Training Series, GS-1701, Aug 68.

b. FPM Bulletin 511-30, Implementation of Instructor and Instructional Specialist Grade Evaluation Guides, 13 Jun 86.

c. OPM PCS, Grade-Evaluation Guide for Instructor and Specialist Positions Involving Education and Training Work, TS-40, Feb 80.

d. Evaluation Statement, HQDA Standardized Job Description for Family Child Care (FCC) Director, GS-1701-8.

2. Series and Title Determination:

Incumbent of subject position serves as the Family Child Care (FCC) Outreach Worker, with responsibility for the growth and development of children from infancy through school age in up to 40 certified homes. Develops, implements and supervises curriculum, environment and activities for a program that provides for the diversity of abilities, interests, physical strength, dexterity, social, emotional and physical capabilities of children from infancy to school age. A knowledge of professional early childhood education principles, practices and techniques related to early childhood development is required. These knowledges are required in order to develop meaningful activities which promote a child's physical, social and intellectual growth and development. The duties of this position are professional in nature, meet the criteria outlined in reference 1a, and are not appropriately classifiable in any of the other existing series in the GS-1700 group. Therefore, this position is classified in the GS-1701 series and titled Family Child Care Outreach Worker.

3. Grade Determination:

a. Background

There are no published standards that apply directly to Child Development Services. This position was originally graded by cross-comparison to the Instructional Specialist Grade Evaluation Guide, issued by OPM under the identifier TS-66 in October of 1982. However, on 13 June 1986, OPM rescinded the TS-66 guides (reference 1b), and directed agencies to resume use of TS-40 (reference 1c). Consequently, this position is being re-evaluated by cross-comparison to TS-40 (reference 1c), in order to bring this guidance into conformance with current OPM requirements.

Reference 1c does not address early childhood development nor does it include any reference to a preschool educational environment. However, the

classification criteria provided in Part II, Grade-Level Criteria for Specialist Positions, of the reference are sufficiently comparable to be used to evaluate this position. Part I is excluded, since it is applicable only to positions engaged directly in instruction. By contrast, this position is akin to specialist positions which provide professional-level staff services for teachers, instructors, etc. In this case, the professional staff services provided are program responsibility and oversight, the context within which providers ensure that developmental and educational experiences take place. The staff services include such preinstructional activities (reference 1c, p.6) as recommending to the FCC director material requirements for facilities, equipment and developmental materials needed; and recommending adaptations of CDS standard curriculum and training courses to local needs. Typical post-instructional activities (reference 1c, p.7) include evaluation of provider performance, and of developmental progress (or lack thereof) of the children served.

b. Determination of Grade

Unlike the TS-66 Guide previously used to evaluate this position, there are no direct provisions in reference 1c for a full performance grade of GS-7. However, this position which is full performance, remains properly graded at the GS-7 level, as shown below.

Reference 1d presents a detailed rationale for a grade of GS-8 for the director of the quarters-based system which includes oversight of the entire FCC program area at an installation. The subject position is responsible for a portion of the program, that is, up to 40 homes, but not including program administrative functions such as budget, information and referral services, and the like. The basis for the grade of the subject position is derived by the same process as described in reference 1d. However, with the effects of the more limited scope of assignment (less complexity) and the lower level of responsibility factored in, this position cannot be evaluated at the same grade level as the director of the quarters-based system. It is appropriate to allocate the subject position at the next lower grade to reflect the lesser complexity and the more limited responsibility.

The position in question is properly evaluted at the GS-7 grade level.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A051__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Director

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 8

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well-being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day Out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves as the Director of a small (average daily attendance of not more than 100) center-based system which includes 2 or more CDS programs/services within

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a single facility (e.g., full-day, part-day school age, part-day preschool, hourly, or special needs care). Responsible for the operation of a facility and developmental programs/services which impact on the growth and development of children from infancy to school-age.

- Applies professional knowledge of child development principles to develop, implement, and supervise curriculum and age-appropriate activities for developmental CDS programs that promote the social, emotional, physical and cognitive growth of children in a variety of age categories (e.g., infant, toddler, preschool, and school age). Designs an environment that is organized into child activity spaces that provide developmentally appropriate learning experience specific to the program types offered and age groups served. Selects age-appropriate equipment, toys, games, and materials, serves as staff educational advisor and resource person.

- Administers the center-based programs/services (e.g., full-day, part-day school-age, part-day preschool hourly, special needs) with responsibility for overall facility operation. Recommends modifications of program goals, philosophy and procedures based on patron needs, facility constraints, and available resources. Implements staffing requirements and fee/tuition policies.

- Implements facility food service operations to include policies and procedures for food preparation/service/storage. Ensures that nutritionally balanced meals and/or snacks are provided IAW USDA guidelines, AR 608-10 and food service procedures for children support developmental programing. Administers USDA Child Care Food Program as applicable.

- Implements procedures to ensure that the program and facility comply with health, fire, safety, facility, and program minimum standards and regulatory guidance.

- Develops budget input and prepares justification for funding of program resource requirements and repairs/maintenance of facilities and equipment. Oversees the collection, accurate accounting, and reporting of funds received from CDS patrons. Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.

- Supervises a staff composed of full-time, part-time, and/or intermittent employees. Supervises the activities of employees engaged in all phases of work involved with the care and development of children. Makes age group/program assignments and changes for caregiver staff and children as appropriate. Establishes work schedules for subordinates; approves leave. Resolves employee complaints. Establishes standards of performance and evaluates employees' work to ensure proper performance. Initiates personnel actions through the CDS Coordinator for hiring, awards, evaluations, promotions, dismissals/separations. Interviews prospective employees and selects direct service and support staff as appropriate.

- Identifies a variety of personnel training needs and provides input to the development of in-service training to reflect assessed needs. Ensures that subordinates are properly trained in the care and understanding of the behavior patterns of children. Responsible for assigned components of the CDS staff training program. Conducts monthly staff meeting and arranges for staff training sessions as required.

- Utilizes and supervises volunteers in a manner which maximizes expertise and expands program services.

- Establishes and maintains an active program of parental involvement. Ensures that parents are kept abreast of policy changes and program activities. Implements parent education programs. Counsels parents and participates in parent conferences. Encourages parent observation; prepares written communications to parents.

- Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with AR 608-10 requirements. Monitors programs to ensure compliance with DOD minimum standards for child care programs and Army CDS minimum program and facility standards per command objectives and installation Developmental Assessment Team (DAT) recommendations.

- Implements policies and develops operational procedures as required for the efficient operation and management of facility and programs/services. Makes approved purchases of expendable supplies. Requests the procurement of non-expendable supplies and equipment. Arranges for routine cleaning, maintenance, and repairs of equipment, building, and grounds. Arranges for bus transportation of children as required. Maintains a professional library for staff and parental use. Provides input for information papers and briefings.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Knowledge of professional early childhood education principles, concepts, and techniques to plan and conduct a small center based Child Development Services (CDS) system operating out of a single facility and which may contain two or more programs, serving an average daily attendance of up to 100. Knowledge of child development principles, norms, behaviors, growth, and progress to implement meaningful activities which promote the physical, social, emotional and intellectual growth, and development as appropriate for program type and age group category. Implements criteria for the organization of developmentally appropriate child activity spaces, determines requirements for program materials and equipment and develop curriculum plans and activities.

- Knowledge of policies and regulations governing the operation of child development facilities, e.g, fire, health, safety, and facility requirements; food service regulations.

- Knowledge of budget processes and techniques sufficient to develop budget input, and monitor program expenditures. Skill in integrating program needs with available resources and with existing policies and regulations.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of staffing training requirements in child development subject matter areas and operational procedures.

- Skills in applying and using such knowledge in planning and carrying out and evaluating effectiveness of CDS program in meeting the assessed needs of children and parents within the framework of agency policies/requirements and local guidance. Skill in developing recommendations to increase the effectiveness and efficiency of the installation CDS Program policies.

Factor 2 - Supervisory Controls

The CDS Coordinator outlines CDS program objectives and is available for the discussion of complicated and unprecedented matters. The incumbent plans and carries out program responsibilities; coordinates with other organizations or persons as required; and resolves conflicts; and interprets policy. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting child development progress requirements.

Factor 3 - Guidelines

Guidelines are available for the CDS Program in the form of policy statements and procedural manuals. However, many situations arise which require the Director to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions.

Factor 4 - Complexity

- The Director plans, implements, and operates a small center-based system program within a single facility for less than 100 children which impacts on the growth and development of children from infancy to school-age. The system includes two or more of the following programs: full-day, part-day preschool, part-day school age, hourly care, special needs care. The incumbent implements policies and procedures for operation of the various programs;

trains and supervises a staff that includes part-time and intermittent workers; assures that all fire, health, safety, and management requirements are met; oversees the food service program; develops and carries out a parent education program; integrates a wide range of administrative tasks and requirements such as monitoring the budget; and approving purchases of supplies and equipment. Management of the overall program is complicated by the need to comply with a wide variety of Federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF), use of part-time, intermittent employees (AF and NAF), and the need for coordinating frequent visits by health, fire and safety inspectors, food service program auditors, and fund custodians.

The work requires decision on the establishment of developmental programs to meet children's needs; provision of adequate service and activities within financial and physical constraints.

Factor 5 - Scope and Effect

The CDS Program supports and develops physical, cognitive, social, and emotional capabilities of children ranging from infancy thru school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and contribute to the quality of life and well-being of military families with young children.

Factor 6 - Personal Contacts

In addition to children, center staff members, and parents, incumbent has contacts with command staff and installation personnel, e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and Central Accounting Office.

Factor 7 - Purpose and Contacts

Contacts with staff and installation personnel are for the purpose of planning, implementing, and administering the CDS Program. Contacts with parents are for educating and counseling purposes. The Director must use tact and diplomacy to gain support and cooperation. The Director is frequently called upon to defend program requirements and budget requests; to resolve conflicts regarding the program such as policies and physical space requirements and limitation of existing facilities; and to promote the program.

Factor 8 - Physical Demands

The work requires some walking, standing, and driving. While much of the work is done in an office setting, some special physical demands are required such as carrying children or equipment.

Factor 9 - Work Environment

Work is performed in an office setting, although there are visits to be made to various CDS settings such as classrooms, and installation settings, e.g., CPO, Central Accounting Office.

Evaluation Statement

1. References:

a. OPM PCS, General Education and Training Series, GS-1701, Aug 68.

b. FPM Bulletin 511-30, Implementation of Instructor and Instructional Specialist Grade Evaluation Guides, 13 Jun 86.

c. OPM PCS, Grade-Evaluation Guide for Instructor and Specialist Positions Involving Education and Training Work, TS-40, Feb 80.

2. Series and Title Determination:

Incumbent of subject position serves as the Director of a small (average daily attendance of not more than 100) Center-based system which includes two or more CDS programs (e.g., full-day, part-day and/or hourly care) within a single facility. Develops, implements and supervises curriculum, environment and activities for a program that providing pre-school development and education for children from infancy to school-age. A before- and after-school program for school-age children may also be included. A knowledge of professional early childhood education principles, practices and techniques related to early childhood development is required. These knowledges are required in order to develop and monitor meaningful activities which promote a child's physical, social and intellectual growth and development. The duties of this position are professional in nature, meet the criteria outlined in reference 1a, and are not appropriately classifiable in any of the other existing series in the GS-1700 group. Therefore, this position is classified in the GS-1701 series and titled Child Development Services Director.

3. Grade Determination:

a. Background

There are no published standards that apply directly to Child Development Services. This position was originally graded by cross-comparison to the Instructional Specialist Grade Evaluation Guide, issued by OPM under the identifier TS-66 in October of 1982. However, on 13 June 1986, OPM rescinded the TS-66 guides (reference 1b), and directed agencies to resume use of TS-40 (reference 1c). Consequently, this position is being re-evaluated by cross-comparison to TS-40 (reference 1c), in order to bring this guidance into conformance with current OPM requirements.

Reference 1c does not address early childhood development nor does it include any reference to a preschool educational environment. However, the classification criteria provided in Part II, Grade-Level Criteria for Specialist Positions, of the reference are sufficiently comparable to be used to evaluate this position. Part I is excluded, since it is applicable only to positions engaged directly in instruction. By contrast, this position is akin

to specialist positions which provide professional-level staff services for teachers, instructors, etc. In this case, the professional staff services provided are program responsibility and oversight, the context within which teachers and caregivers provide developmental and educational experiences. The staff services include such preinstructional activities (reference 1c, p.6) as determining, within CDS regulations and guidelines, material requirements for facilities, equipment and developmental materials needed; and adapting standard curriculum and training courses to local needs. Typical postinstructional activities (reference 1c, p.7) include evaluation of teacher/caregiver performance, and of developmental progress (or lack thereof) of the children served.

b. Determination of Grade

Unlike the TS-66 Guide previously used to evaluate this position, there are no direct provisions in reference 1c for a grade of GS-8. However, this position remains properly graded at the GS-8 level, as explained in the analysis below.

The GS-7 level as described in Part II of reference 1c cannot be used directly, since it is described as a developmental level. The position in question would generally exceed such a level in any case, since responsibility for the center-based system which includes two or more CDS programs involves complexities that exceed assignments of relatively uncomplicated nature, or that are often in the form of segments or phases of projects. The center-based system can be considered to be analogous to an entire project, with subparts such as the component programs, food service, budget responsibilities and parent and volunteer programs.

The assignment characteristics described for the GS-9 level are more nearly analogous to the position in question. At the GS-9 level, work assignments require knowledge and skill in the application of the fundamentals and basic techniques of the particular specialty area (in this case early childhood development), and understanding of the needs of the students (infants and young children) and instructors (teachers and caregivers). Also at this level, assignments are of a conventional nature, with requirements being mainly for minor adaptations in existing materials or methods and/or evaluation of instructional materials and methods for adequacy in relation to anticipated needs and to training (in this case, educational/developmental) objectives. This also is analogous to the assignment level of the position in question, with the caveat that there is little leeway for review/revision of the basic core curriculum and materials. This is because the basic core curriculum is directly tied to the governing philosophy of the Army CDS Program.

Another characteristic of assignments at the GS-9 level is that they tend to be self-contained short-range studies or projects (or portions of larger projects). This is, of course, not directly comparable; however, as indicated in the discussion of the GS-7 level of assignment, a center-based system of this limited size and complexity can be considered to equate to a self-contained project at this level of difficulty.

In many respects then, the level of assignment for the position in question is similar to the assignment characteristics prescribed for the GS-9 level in reference 1c. However, in one very significant way the position does not meet the GS-9 level. The criteria for evaluating education specialist positions are based on curricula that are developed for a spectrum extending from elementary school through professional education and also including adult education and vocationally-oriented training. While the early childhood curriculum is vitally important in terms of its impact on the growth and development of children, it is also much less complex and more circumscribed in nature than even elementary school curricula. It is also, because of the importance of these developmental steps to the children involved, subject to numerous specific and clear-cut guidelines. It cannot therefore be considered to fully meet the intent for GS-9 for assignment characteristics. For the above reasons, it is appropriate, and consistent with general classification principles, to evaluate the position at the GS-8 level for this factor.

A similar situation is encountered with regard to the second factor, level of responsibility. In reference 1c, this factor measures the nature and extent of governing guidelines and of the supervisory controls, review of the work, and personal contacts. In many respects, the position operates at a similar level to the GS-9 level under Part II. At that level, the supervisor provides background and objectives of a project and the nature of the results expected. An incumbent of such a position consults with the supervisor only in problem situations that may need a change in approach, and review is in terms of how well objectives have been met and consistency with the education or training program. Personal contacts are primarily to obtain and verify information. With regard to the position in question, personal contacts also are to disseminate information. The GS-9 criteria for this factor also indicate that specialists at this level devise ways and means of accomplishing work within established guidelines, with minor adjustments and modifications. While this latter statement is true of the position in question, the nature of the guidelines for the CDS program is different than the nature of guidelines for education specialists specifically covered by reference 1c. The CDS guidelines are very numerous and specific, and permit little room for deviation in many areas. For this reason, the position cannot be considered to fully meet the GS-9 level for this factor. As is the case for the first factor, the appropriate grade level here is GS-8.

The position as a whole is therefore properly allocated at the GS-8 level.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A055

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Family Child Care Director

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 8

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's Child Development Services (CDS) program is designed to promote children's physical, social, emotional, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well being of dependent children. These efforts are accomplished through two major systems, center-based and quarters-based. The quarters-based or Family Child Care (FCC) system is in-home child development services provided by an adult family member occupying certified Government quarters.

MAJOR DUTIES

- Serves as the director of an installation Family Child Care (FCC) system with responsibility for managing and planning all aspects of this system composed of approximately 30-120 certified multi-age and special purpose homes. Ensures that activities promote the social, emotional, physical, and cognitive growth of children from infants to school age. Monitors FCC home environments to ensure these activities support appropriate learning experiences specific to the home

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type (e.g., mildly ill, special needs). Selects appropriate equipment, toys, games for the FCC toy lending library. Serves as FCC educational advisor and resource person.

- Recommends modifications of program goals, philosophy and procedures based on patron needs, facility (FCC homes) constraints, and available resources. Develops Standard Operating Procedures regarding fee policies and contracts with parents. Evaluates and monitors FCC homes for adequacy. Assists the Family Advocacy Case Management Team (FACMT) in the resolution of FCC-related child abuse and neglect.

- Develops budget input (to the CDS Coordinator) and prepares justification for funding of program resource requirements to include manpower, supplies, equipment, and expenditures required for program operation.

- Hires, trains, guides, and supervises outreach/support staff and volunteers. Initiates background checks on all FCC applicants. Establishes and implements FCC certification and monitoring procedures. Establishes an FCC information and referral service. Carries out existing procedures, policies, and regulations. Coordinates with regulatory proponents (e.g., fire marshal, preventive medicine officials). Makes visits to FCC homes to ensure that health and environmental standards are met and fire/safety hazards are eliminated.

- Develops and provides the initial training course for new applicants. Coordinates with other agencies/organizations (e.g., Red Cross, safety, fire, health, etc.) to provide appropriate training as required. Training includes guidance in nutrition, common illnesses, accidents, child abuse identification and reporting, child growth, and development and child rearing. Develops and conducts additional ongoing training for FCC providers.

- Establishes and maintains an active program of parental involvement. Ensures that parents are kept abreast of policy changes and program activities; implements parent education programs. Counsel parents and participates in parent conferences. Encourages parent observation. Prepares written communication to parents.

Performs other duties as assigned.

Factor 1 - Knowledges and Skills Required - Level 1-6 950 points

- Knowledge of a range of professional child development principles, methods, practices and techniques to plan and conduct a diversified FCC program which may include one to three outreach workers.

- Knowledge of CDS principles, norms, behaviors, growth patterns, and procedures to develop a meaningful FCC program which promotes the physical, social, emotional, and cognitive growth and development of children from infancy through school-age.

- Knowledge of policies and regulations governing the operation of CDS FCC homes e.g., fire, health, safety, and facility requirements, food service regulations, and skill in integrating and coordinating program needs with available resources and with existing policies and regulations.

- Knowledge of budget processes sufficient to develop input and monitor expenditures.

- Skills in coordinating with a variety of regulatory, enforcement, and other agencies and developing recommendations to increase the effectiveness and efficiency of CDS program policies.

- Ability to communicate effectively, both verbally and in writing.

Factor 2 - Supervisory Controls - Level 2-3 275 points

Works under the general supervision of the Child Development Services (CDS) Coordinator who provides initial guidance on scope of assignments policies and program objectives. Supervisor is available to aid in resolution of complex technical and professional problems. Work is reviewed for compliance with governing regulations and overall effectiveness of operations.

Factor 3 - Guidelines - Level 3-2 125 points

Guidelines are available for the FCC system in the form of Army regulations, policy statements, and procedural manuals. However, many situations arise which require the FCC Director to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions.

Factor 4 - Complexity - Level 4-2 75 points

The FCC Director implements and evaluates the installation FCC program. The incumbent implements policies and procedures for the operation of the FCC system; may train and supervise one to three outreach workers; trains up to 120 FCC providers during the fiscal year; assures that all fire, health, safety, and program management requirements are met; carries out a parent education plan; provides a FCC referral service; and integrates a wide range of administrative tasks and requirements, such as maintaining accurate, updated files on all FCC providers. Management of the overall installation FCC system is complicated by a need to comply with a wide variety of Federal, state, and local regulations, and requirement for coordinating frequent visits by health, fire, and safety inspectors.

Factor 5 - Scope and Effect - Level 5-3 150 points

The FCC system supports and develops physical, intellectual, social, and emotional capabilities of a large number of children, ages 4 weeks to 12 years. The services are designed to support readiness by reducing lost duty time related to conflict between parental responsibilities and unit mission requirements. The service is designed to contribute to the quality of life and well being of military families with young children.

Factor 6 - Personal Contact - Level 6-2 25 points

In addition to children, FCC outreach workers, FCC providers and parents, incumbent has frequent contacts with command staff and installation personnel e.g., engineers, medical treatment officers, safety officers, and fire marshals. Contacts are also with representatives of state and local agencies, and other professional organizations.

Factor 7 - Purpose of Contacts - Level 7-2 50 points

In addition to providing advice, the purpose of contacts is to plan/coordinate management and operation of the FCC program. Contacts are made with other agencies/organizations (e.g., Red Cross, local board of education, fire, and safety) for the purpose of training FCC providers and assuring compliance with regulations and procedures. Many of the participants (potential FCC providers) are skeptical (many of them are providing day care services without a license prior to certification by the FCC director and feel that the FCC director poses a potential threat because they may expose this to the appropriate authorities). Thus, contacts with potential FCC providers require skill in approach/methodology to obtain the desired effect.

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

The work requires some walking, standing, and driving from one FCC home to another. Occasionally, there is a requirement to carry children or equipment.

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

Much of the work is performed in an office setting; there are visits to various child care settings to include CDS centers, classrooms, and FCC homes. Incumbent is exposed to normal risks and discomforts.

Total Points = 1660

Evaluation Statement

1. References:

a. OPM PCS, General Education and Training Series, GS-1701, Aug 68.

b. FPM Bulletin 511-30, Implementation of Instructor and Instructional Specialist Grade Evaluation Guides, 13 Jun 86.

c. OPM PCS, Grade-Evaluation Guide for Instructor and Specialist Positions Involving Education and Training Work, TS-40, Feb 80.

2. Series and Title Determination:

Incumbent of subject position serves as the Director of an installation Family Child Care (FCC) system that provides in-house child development services within certified homes. Develops, implements and supervises curriculum, environment and activities for a program that provides for the diversity of abilities, interests, physical strength, dexterity, social, emotional and physical capabilities of children from infancy to school age. A professional knowledge of early childhood education principles, practices and techniques related to early childhood development is required. These knowledges are required in order to develop and monitor meaningful activities which promote a child's physical, social and intellectual growth and development. The duties of this position are professional in nature, meet the criteria outlined in reference 1a, and are not appropriately classifiable in any of the other existing series in the GS-1700 group. Therefore, this position is classified in the GS-1701 series and titled Family Child Care (FCC) Director.

3. Grade Determination:

a. Background

There are no published standards that apply directly to Child Development Services. This position was originally graded by cross-comparison to the Instructional Specialist Grade Evaluation Guide, issued by OPM under the identifier TS-66 in October of 1982. However, on 13 June 1986, OPM rescinded the TS-66 guides (reference 1b), and directed agencies to resume use of TS-40 (reference 1c). Consequently, this position is being re-evaluated by cross-comparison to TS-40 (reference 1c), in order to bring this guidance into conformance with current OPM requirements.

Reference 1c does not address early childhood development nor does it include any reference to a preschool educational environment. However, the classification criteria provided in Part II, Grade-Level Criteria for Specialist Positions, of the reference are sufficiently comparable to be used to evaluate this position. Part I is excluded, since it is applicable only to positions engaged directly in instruction. By contrast, this position is akin to specialist positions which provide professional-level staff services for

teachers, instructors, etc. In this case, the professional staff services provided are program responsibility and oversight, the context within which outreach workers and providers ensure that developmental and educational experiences take place. The staff services include such preinstructional activities (reference 1c, p.6) as determining, within CDS regulations and guidelines, material requirements for facilities, equipment and developmental materials needed; and adapting standard curriculum and training courses to local needs. Typical postinstructional activities (reference 1c, p.7) include evaluation of outreach worker/provider performance, and of developmental progress (or lack thereof) of the children served.

b. Determination of Grade

Unlike the TS-66 Guide previously used to evaluate this position, there are no direct provisions in reference 1c for a grade of GS-8. However, this position remains properly graded at the GS-8 level, as explained in the analysis below.

The GS-7 level as described in Part II of reference 1c cannot be used directly, since it is described as a developmental level. The position in question would generally exceed such a level in any case, since responsibility for the quarters-based system involves complexities that exceed assignments of relatively uncomplicated nature, or that are often in the form of segments or phases of projects. The quarters-based system can be considered to be analogous to an entire project, with subparts such as multi-age and special purpose homes, budget responsibilities, information and referral services, and parent cooperatives.

The assignment characteristics described for the GS-9 level are more nearly analogous to the position in question. At the GS-9 level, work assignments require knowledge and skill in the application of the fundamentals and basic techniques of the particular specialty area (in this case early childhood development), and understanding of the needs of the students (infants and young children) and instructors (outreach workers and providers). Also at this level, assignments are of a conventional nature, with requirements being mainly for minor adaptations in existing materials or methods and/or evaluation of instructional materials and methods for adequacy in relation to anticipated needs and to training (in this case, educational/developmental) objectives. This also is analogous to the assignment level of the position in question, with the caveat that there is little leeway for review/revision of the basic core curriculum and materials. This is because the basic core curriculum is directly tied to the governing philosophy of the Army CDS Program.

Another characteristic of assignments at the GS-9 level is that they tend to be self-contained short-range studies or projects (or portions of larger projects). This is of course not directly comparable; however, as indicated in the discussion of the GS-7 level of assignment, a quarters-based system can be considered to equate to a self-contained project at this level of difficulty.

In many respects then, the level of assignment for the position in question is similar to the assignment characteristics prescribed for the GS-9 level in reference 1c. However, in one very significant way the position does not meet the GS-9 level. The criteria for evaluating education specialist positions are based on curricula that are developed for a spectrum extending from elementary school through professional education and also including adult education and vocationally-oriented training. While the early childhood curriculum is vitally important in terms of its impact on the growth and development of children, it is also much less complex and more circumscribed in nature than even elementary school curricula. It is also, because of the importance of these developmental steps to the children involved, subject to numerous specific and clear-cut guidelines. It cannot therefore be considered to fully meet the intent for GS-9 for assignment characteristics. For the above reasons, it is appropriate, and consistent with general classification principles, to evaluate the position at the GS-8 level for this factor.

A similar situation is encountered with regard to the second factor, level of responsibility. In reference 1c, this factor measures the nature and extent of governing guidelines and of the supervisory controls, review of the work, and personal contacts. In many respects, the position operates at a similar level to the GS-9 level under Part II. At that level, the supervisor provides background and objectives of a project and the nature of the results expected. An incumbent of such a position consults with the supervisor only in problem situations that may need a change in approach, and review is in terms of how well objectives have been met and consistency with the education or training program. Personal contacts are primarily to obtain and verify information. With regard to the position in question, personal contacts also are to disseminate information. The GS-9 criteria for this factor also indicate that specialists at this level devise ways and means of accomplishing work within established guidelines, with minor adjustments and modifications. While this latter statement is true of the position in question, the nature of the guidelines for the CDS program is different than the nature of guidelines for education specialists specifically covered by reference 1c. The CDS guidelines are very numerous and specific, and permit little room for deviation in many areas. For this reason, the position cannot be considered to fully meet the GS-9 level for this factor. As is the case for the first factor, the appropriate grade level here is GS-8.

The position as a whole is therefore properly allocated at the GS-8 level.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A049

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Coordinator

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well-being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves as the installation Child Development Services (CDS) Program Coordinator for a very large (average daily attendance 100 - 200) CDS Program which includes

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a center based system with two programs/services (e.g., full-day, part-day preschool, part-day school age, hourly, special needs), and a quarters-based system (Family Child Care (FCC) Homes) or three center-based programs/services (e.g., full-day, part-day pre-school, and part-day school-age, hourly). Interprets and implements DA and MACOM CDS guidance and policies; plans for program development; and implements, directs, and coordinates the installation's CDS operations in accordance with AR 608-10. Establishes and implements all local CDS administrative and operational policies and procedures.

- Applies professional knowledge of child development principles to interpret CDS philosophy and policy in a manner that assures developmental programing for all CDS operations. Develops and supervises the implementation of a variety of curriculum plans and activities that are supportive of a wide range of child age groups (e.g., infants, toddlers, preschool age, school age) characteristics; foster the physical, social, emotional, and intellectual growth of all children enrolled in installation CDS program; and are developmental in nature regardless of setting or length of time in care. Develops the criteria and montiors the implementation of the organization of center-based indoor child activity spaces into functional areas that provide developmentally appropriate learning experiences for children. Determines requirements for program equipment and materials. Ensures quantities, levels of complexity and age-related program materials and equipment are appropriate to support age group numbers and child activity centers. Ensures that all management procedures and policies in installation CDS operations show awareness of children's developmental needs.

- Plans and supervises administration of the installation center-based system to include full-day, part-day preschool, part-day school age, hourly, and special needs CDS program/services as applicable. Formulates installation/community policies and procedures necessary for the operation of all programs/services in the center-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implementation of staffing requirements and fee/tuition policies. Plans and directs efforts which provide interaction between all program component staff, parents, and community.

- Plans and supervises the administration of a quarters-based system of Family Child Care (FCC) Homes within the installation/community. Formulates installation/community policies or procedures necessary for the operation of all FCC Homes in the quarters-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implemenation of policies involving certification of FCC Homes and FCC Providers. Plans and directs interaction between FCC Providers, parents, and community.

- Coordinates the integration of all the center-based programs and the quarters-based system as applicable, including enrollment of children through a centralized administrative structure, and overall supervision of individual CDS programs/services.

- Establishes and monitors food service policies and procedures for the installation CDS Program which adhere to United States Department of Agriculture (USDA) guidance and AR 608-10. Monitors USDA Child Care Food Program funds when applicable.

- Formulates health and safety policies and procedures for children, staff, and facilities for all installation CDS operations. Directs and monitors the maintenance of health history records and physician's reports for all child patrons and staff to include volunteers and FCC providers. Establishes procedures, coordinates interaction with installation and civilian agencies as required for referral, training, and consultation purposes to include provision of services for special needs children.

- Coordinates management of funds and resources to include developing the annual budget for the installation CDS Program which includes submission and prioritization of all program component requirements. Requirements include Appropriated Funds (AF) and Nonappropriated Funds (NAF) personnel, equipment and supplies, travel, training, contracted, services, rentals, investments, and capital expenditures. Projects quarterly expenditures and monitors all installation CDS program operations in consonance with funds allocated. Approves purchases of facility, program and playground supplies, equipment and furnishings.

- Promotes community awareness of the installation CDS Program. Coordinates interaction with other installation activities and civilian agencies including: Youth Activities, Facilities Engineers, Army Community Services, Housing, Chaplain, Medical Treatment Facilities, Safety Office, Fire Marshal, Staff Judge Advocate, Community Health Nurses, and professional subject matter organizations. May serve as ex-officio member of the Morale Support Fund (MSF) council. Serves as a member of the Family Advocacy Case Management Team (FACMT).

- Plans and executes a training program to meet duty requirements of the Director(s), services staff (professional and paraprofessional) and support personnel. Plans and executes progressive and specialized training of installation CDS staff and volunteers to meet overall CDS Program and regulatory requirements.

- Coordinates effective utilization of volunteer force in support of the installation CDS Program.

- Initiates parent education services which include resources for information and referral, communication linkages, e.g., newsletters, policy handbook, and opportunities for conferences and counseling. Maintains community-wide CDS information and referral data to ensure that unit commanders, their staff and all military personnel and their families are aware of services offered.

- Prepares information papers, fact sheets, studies, and decision papers as

required. Prepares and presents briefings to command and installation personnel as required to inform installation personnel of matters pertaining to the installation CDS Program. Prepares reports, surveys, and schedules as appropriate to meet routing requirement outlined in AR 608-10 and as required by higher headquarters.

- Provides overall management of all CDS operations. Initiates, reviews, and approves personnel actions for CDS programs/services including recruitment, selection, and evaluation. Helps resolve complaints from employees and effects disciplinary measures as appropriate. Participates in meeting the organization's EEO objectives.

- Coordinates the installation Development Assessment Team (DAT) (composed of a command representative, and installation regulatory proponency representatives, e.g., fire marshal, medical advisor, safety officer, facility engineer, dietician, a parent, an off-post child development professional and additional team members as designated by the command) which conducts an internal review to identify the level and quality of programs/services and assesses compliance with DOD and Army standards for child care.

- Collects and analyzes individual CDS program data to determine adequacy and effectiveness of installation CDS Program. Takes actions required to attain resources/implement policies to meet Command objectives and DAT recommendations.

Performs other duties as assigned.

Factor 1 - Knowledges

- Knowledge of a very wide range of professional early childhood education principles, concepts, and techniques to plan and conduct a medium sized diversified installation Child Development Services (CDS) Program (average daily attendance of 100-200 which includes a center-based system with two programs/services e.g., full-day, part-day school age, part-day preschool, hourly care, special needs, and a quarters-based system (Family Child Care (FCC) Homes).

- Knowledge of child development principles, norms, behaviors, growth patterns, and procedures to develop meaningful program services, establish criteria for the organization of developmentally appropriate child activity spaces, determine requirements for program materials and equipment and develop curriculum plans and activities which promote the physical, social, emotional and intellectual growth and development of children from infancy through school age.

- Knowledge of policies and regulations governing the operation of child development facilities (centers and government quarters), e.g, fire, health, safety, and facility requirements; food service regulations; and design criteria.

- Knowledge of staffing training requirements in child development subject matter areas and operational procedures.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of budget processes and techniques sufficient to develop annual budgets, and project and monitor program expenditures. Skill in integrating and coordinating program needs with available resources and with existing policies and regulations.

- Skills in coordinating with a variety of regulatory, enforcement, and other agencies and developing recommendations to increase the effectiveness and efficiency of the installation CDS Program policies.

Factor 2 - Supervisory Controls

The supervisor provides guidance concerning command CDS program objectives and budget limitations. The incumbent interprets DA and MACOM CDS policy; formulates installation CDS policy; plans and carries out program responsibilities; coordinates with other organizations or persons as required; and resolves most conflicts. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting installation CDS Program requirements. The incumbent is considered to be the CDS subject matter expert of the installation.

Factor 3 - Guidelines

Guidelines are available for the CDS Program in the form of policy statements and procedural manuals. However, many situations arise which require the CDS Coordinator to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions. The CDS Coordinator evaluates program compliance and accomplishments in light of available guidelines and recommends changes to eliminate inadequacies and improve services.

Factor 4 - Complexity

- The Coordinator plans, implements, and evaluates an installation CDS program for 100-200 eligible children, infants thru school-age. The program includes a center-based system with three programs/services (e.g., full-day, part-day preschool, part-day school age, hourly care, special needs) or two

center-based programs/services and a quarters-based system (Family Child Care (FCC) Homes). The incumbent develops policies and procedures for operation of the various programs; ensures developmental services are provided in all CDS operations; trains and supervises a large staff composed of professionals and non-professionals; assures that all fire, health, safety, and program management requirements are met in all program operations; oversees the installation's food service program, develops, and ensures implementation of the installation CDS parent education program; integrates a wide range of administrative tasks and requirements such as developing and monitoring the budget; and approves purchases of supplies and equipment. Management of the overall installation CDS Program is complicated by the need to comply with a wide variety of Federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF), physical dispersion of activities, some of which are several miles apart; employment of many part-time and intermittent employees (AF and NAF); utilization of volunteer services; necessity to renovate buildings and facilities to meet program and regulatory requirements; and need for coordinating frequent visits by regulatory proponents, e.g., health, fire and safety inspectors, food service program auditors.

- The work requires daily decisions regarding the provision and implementation of developmental programs within financial and physical constraints, and the integration of various services to assure the most economical and effective utilization of resources.

Factor 5 - Scope and Effect

The CDS Program supports and develops physical, intellectual, social, and emotional capabilities of a large number of children, from infancy thru school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and contribution to the quality of life and well being of military families with young children.

Factor 6 - Personal Contacts

In addition to children, staff members, and parents, incumbent has frequent contacts with command staff and installation personnel, e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and Central Accounting Office. Contacts are also with representatives of other Federal agencies such as the United States Department of Agriculture and Department of Health and Human Services, state and local agencies, and other professional organizations.

Factor 7 - Purpose and Contacts

Contacts with staff and installation personnel are for the purpose of planning, implementing, administering, and monitoring the installation CDS Program. Contacts with parents are for education and counseling purposes. Contacts with other government agency representatives involve assuring compliance with regulations and procedures. Contacts with educational institutions and professional associates are for the purpose of arranging for technical assistance and training programs. The Coordinator is frequently called on to defend program requirements and budget requests to justify expenditures and procedures of the CDS Program. The coordinator must compete for resources and must have working knowledge of other programs competing for those resources. The Coordinator must resolve conflicts such as policies on physical space requirements and limitation of existing facilities. The Coordinator is expected to develop plans to promote and publicize the program offered within CDS. In all instances tact and diplomacy are required to gain support and cooperation.

Factor 8 - Physical Demands

The work requires some walking, standing, and driving from one service location to another. While much of the work is done in an office setting, some special physical demands are required such as carrying children and equipment.

Factor 9 - Work Environment

Work is usually performed in an office setting, although there are visits to be made to various child care settings to include CDS centers, classrooms, and Family Child Care (FCC) Homes.

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Education and Training Series, GS-1701, Aug 68.

b. OPM, Grade Evaluation Guide for Positions of Managers of Operating Education Programs, Aug 74.

2. Series and Title Determination: Incumbent of this position is responsible for developing and managing an installation Child Development Services (CDS) Program. Knowledge of a wide range of professional early childhood education principles, concepts, and techniques are required in order to plan and conduct a diversified Child Development Services Program. Also, a knowledge of child development principles, norms, behavior, growth patterns, and procedures are required to develop meaningful activities which promote a child's physical, social, emotional, and intellectual growth and development. Subject position may be compared to that of a school principal, i.e., to direct an (informal and basic) education program combined with administrative/managerial responsibilities. In addition, curriculum development and determination of program needs are present in the job as well. Such job requirements are neither covered by the GS-1710-0, GS-1722-0, nor GS-1740 series. The duties of this position are professional in nature, meet the criteria outlined in the GS-1701 series, and are not appropriately classifiable in any other existing series in the 1700 group. Therefore, position is classified in the GS-1701 series and titled Child Development Services Coordinator.

3. Grade Determination: There are no published standards that applies directly to Child Development Services. Therefore, reference 1b is used as a cross comparsion of evaluating duties of subject position.

a. Summary Evaluation

(1) Factor 1, Student Load.	Degree A,	2 points
(2) Factor 2, Variety and Complexity of Instructional Activity		
(a) Course Range and Variety		1 point
(b) Program Complexity		1 point
(3) Factor 3, Level of Responsibility		3 points
	Total	7 points

A total of 7 points converts to grade 9.

b. Comments on Major Factors:

(1) Factor 1 - Student Load Degree A

Incumbent of subject position serves as the Child Development Services (CDS) Coordinator for a CDS Program with an average daily attendance of between 100 and 200 children. This is a direct match with degree A, 2 points (100-200 children).

(2) Factor 2 - Variety and Complexity of Instructional Activity.

Incumbent is responsible for a CDS Program that includes either three center-based programs/services (e.g., full-day, part-day, pre-school and school age, and hourly care) or two center-based programs supplemented with a quarters-based system. This represents the typical kind of programs offered by almost any CDS Program. Unlike a CDS Program that requires, in addition to other services, establishment of a special needs program based on local needs, these programs/services do not place extraordinary burden/efforts on the Coordinator. Accordingly, subject position is considered to be less complex than the criteria described in degree A. Therefore, a total of one point each is appropriate for each of the sub-factors under factor 2.

(3) Factor 3 - Level of Responsibility - Degree B, 3 points

The supervisor of subject position provides guidance concerning CDS Program objectives and budget limitations. The incumbent plans and carries out program responsibilities, coordinates with other organizations or persons as required; resolves most conflicts; and interprets policy. This does not fully match degree B (4 points) where program managers frequently modify and improve existing program activities by updating course content and instructional methodology and/or provide additional program or course activity within broad guidelines established by higher authority. However, Degree A (2 points) is exceeded in that subject position's duties are not fully covered by guidelines and precedents set by the agency headquarters or by higher command (many situations arise which require the Coordinator to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/ conditions). Accordingly, since duties fall between Degree A, (2 points) and degree B (4 points), 3 points are assigned.

(4) Total of 7 points falls below the lowest range identified (8-12 points - GS-11). Therefore, GS-9 is the appropriate grade level of subject position.

4. Title, Series, and Grade: Child Development Services Coordinator, GS-1701-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A050

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Coordinator/Director

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves in a dual capacity as an installation Child Development Services (CDS) Program Coordinator and Director for a small (average daily attendance of less

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than 100) CDS Program which includes a center-based system e.g., full-day, part-day preschool, part-day school age, hourly, special needs program/ services or a combination of a center based system and a quarters-based system. Responsible for the operation of a facility and developmental programs/services which impact on the growth and development of children from infancy to school-age. Interprets and implements DA and MACOM CDS guidance and policies; plans for program development; and implements, directs, and coordinates the installation's CDS operations in accordance with AR 608-10. Establishes and implements all local CDS administrative and operational policies and procedures.

- Applies professional knowledge of child development principles to interpret CDS philosophy and policy in a manner that assures developmental programing for all CDS operations. Develops, supervises, and implements curriculum plans and age-appropriate activities for developmental CDS programs in a specific or a variety of age group categories that promote the physical, social, emotional, and intellectual growth of all children enrolled in the installation's CDS program are developmental in nature regardless of setting or length of time in care. Develops the criteria and implements the organization of center-based indoor child activity spaces into functional areas that provide developmentally appropriate learning experiences for children specific to the program type offered and age group of children served. Determines requirements for program equipment, and materials. Ensures quantities, levels of complexity and age-related program materials and equipment are appropriate to support age group numbers and child activity centers. Ensures that all management procedures and policies in installation CDS operations show awareness of children's developmental needs. Serves as the staff educational advisor and resource person.

- Administers the installation's center-based system (which may include full-day, part-day preschool, part-day school age, hourly, special needs CDS Programs) and a quarters-based system. Formulates and implements installation/ community policies and procedures necessary for the operation of all installation CDS operations in accordance with regulations and to comply with CDS minimum standards. Defines, implements staffing requirements and fee/tuition policies.

(Optional)

- Plans and supervises the administration of a small quarters-based system of Family Child Care (FCC) Homes within the installation/community. Formulates installation/community policies or procedures necessary for the operation of all FCC Homes in the quarters-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implementation of policies involving certification of FCC Homes and FCC Providers.

- Coordinates and supervises the integration of all CDS programs/services including the enrollment of children through a centralized administrative structure. Establishes and implements food service policies and procedures for the installation CDS program which adhere to USDA guidance and AR 608-10.

Administers USDA food program funds as applicable. Ensures that nutritionally balanced meals and/or snacks are provided IAW USDA and AR 608-10 guidance and that food service procedures support developmental programs.

- Formulates and implements health and safety policies and procedures for children, staff, and facilities for all CDS operations. Directs and monitors the maintenance of health history records and physicians' report for all child patrons and staff to include volunteers and FCC providers. Establishes procedures, coordinates interaction with installation and civilian agencies as required for referral, training, and consultation purposes to include provision of services for special needs children.

- Coordinates management of funds and resources to include developing the annual budget for the installation CDS Program which includes submission and prioritization of all program component requirements. Requirements include Appropriated Funds (AF) and Nonappropriated Funds (NAF) personnel, equipment and supplies, travel, training, contracted services, rentals, investments, and capital expenditures. Projects quarterly expenditures and monitors all installation CDS program operations in consonance with funds allocated. Approves purchases of facility, program and playground supplies, equipment and furnishings. Ensures compliance with all regulations governing the use of AF and NAF.

- Supervises a staff composed of full-time, part-time, and/or intermittent-on-call employees engaged in all phases of work involved with the care and development of children. Assigns and reviews work of subordinates, appraises performance, develops justification of awards, grants leave, takes appropriate actions and resolves grievances. Responsible for recruitment, selection, and initiation of action to promote subordinates.

- Plans and executes a training program to meet duty requirements of direct service and support service personnel (professional and paraprofessional). Plans and executes progressive and specialized training of installation CDS staff and volunteers to meet overall CDS Program and regulatory requirements. Conducts monthly staff meetings.

- Coordinates effective utilization of volunteers in a manner that maximizes expertise and extends program services.

- Initiates and implements parent education services which include resources for information and referral data to ensure that unit commanders, their staff, and all military personnel and their families are aware of services offered.

- Prepares information papers, fact sheets, studies, and decision papers as required. Prepares and presents briefings to command and installation personnel as required to inform installation personnel of matters pertaining to the installation CDS Program. Prepares reports, surveys, and schedules as appropriate to meet routing requirement outlined in AR 608-10 and as required by higher headquarters.

- Coordinates the installation Development Assessment Team (DAT) (composed of a command representative, and installation proponency representatives, e.g., fire marshal, medical advisor, safety officer, facility engineer, dietician, a parent, an off-post child development professional and additional team members as designated by the command) which conducts an internal review to identify the level and quality of programs/services and assesses compliance with DOD and Army standards for child care. Implements command objectives and DAT recommendations.

- Collects, maintains, and analyzes individual CDS program data for planning and reporting purposes in accordance with AR 608-10 requirements.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Knowledge of a very wide range of professional early childhood education principles, concepts, and techniques to plan and conduct a small (less than 100) Child Development Services (CDS) Program operation which includes a center-based system or a combination of center-based system and quarters-based. Knowledge of child development principles, norms, behaviors, growth, and procedures to develop meaningful services specific to the program offered and age groups served. Knowledge of child development principles to establish criteria for the organization of developmentally appropriate child activity spaces, determine requirements for program materials and equipment and develop curriculum plans and activities which promote the physical, social, emotional and intellectual growth and development of children from infancy through school age.

- Knowledge of policies and regulations governing the operation of child development facilities, e.g, fire, health, safety, and facility requirements; food service regulations, design criteria.

- Knowledge of budget processes and techniques sufficient to develop annual budgets, and project and monitor program expenditures. Skill in integrating and coordinating program needs with available resources and with existing policies and regulations.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of staffing training requirements in child development subject matter areas and operational procedures.

- Skill in coordinating with a variety of regulatory, enforcement, and other agencies and developing recommendations to increase the effectiveness and efficiency of the installation CDS Program policies.

Factor 2 - Supervisory Controls

The supervisor provides guidelines of the child development services program objectives and budget limitations. The incumbent plans and carries out program responsibilities; coordinates with other organizations or persons as required; resolves conflicts; and interprets policy. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting child development progress requirements. The incumbent is considered to be the installation CDS subject matter expert.

Factor 3 - Guidelines

Guidelines are available for the CDS Program in the form of policy statements and procedural manuals. However, many situations arise which require the CDS Coordinator to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions. The CDS Coordinator evaluates program compliance and accomplishments in light of available guidelines and recommends changes to eliminate inadequacies and improve services.

Factor 4 - Complexity

- The Coordinator/Director plans, implements, and operates a child development service program for a small CDS program (less than 100 children) which impacts on the growth and development of children from infancy to school-age. The program may include a center-based full day, part-day preschool, part-day school age, and/or hourly program or a combination of center-based programs and a quarters-based program. The incumbent develops policies and procedures for operation of the various programs. Trains and supervises a staff that includes part-time and intermittent workers; assures that all fire, health and safety programs, and management requirements are met; oversees the food service program; develops and carries out parent education program; integrates a wide range of administrative tasks and requirements such as developing and monitoring the budget; and approving purchases of supplies and equipment. Management of the overall program is complicated by the need to comply with a wide variety of federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF), use of part-time, intermittent employees (AF and NAF), and the need for coordinating frequent visits by health, fire and safety inspectors, food service program auditors, and fund custodians.

- The work requires daily decisions on the establishment of developmental programs to meet children's needs, provision of adequate service and activities within financial and physical constraints.

Factor 5 - Scope and Effect

The CDS Program supports and develops physical, intellectual, social, and emotional capabilities of children ranging from infancy thru school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and contribute to the quality of life and well being of military families with young children.

Factor 6 - Personal Contacts

In addition to children, staff members, and parents, incumbent has frequent contacts with command staff and installation personnel e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and central accounting office. Contacts are also with representatives of other Federal agencies such as the United States Department of Agriculture and Department of Education, state and local agencies, and other professional organizations.

Factor 7 - Purpose and Contacts

Contacts with staff and installation personnel are for the purpose of planning, implementing, and administering child development services program. Contacts with parents are for educating and counseling purposes. The Coordinator must use tact and diplomacy to gain support and cooperation. Contacts with other government agency representatives involve assuring compliance with regulations and procedures. Contacts with educational institutions and professional associates are for the purpose of arranging for technical assistance and training programs. The Coordinator is frequently called on to defend program requirements and budget requests; to resolve conflicts regarding the program such as policies and physical space requirements and limitation of existing facilities; and to promote the program.

Factor 8 - Physical Demands

The work requires some walking, standing, and driving from one service location to another. While much of the work is done in an office setting, some special physical demands are required such as carrying children and equipment.

Factor 9 - Work Environment

Work is performed in an office setting, although there are visits to be made to various child care settings to include CDS centers, classrooms, and installation settings, e.g., CPO, Central Accounting Office.

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Education and Training Series, GS-1701, Aug 68.

b. OPM, Grade Evaluation Guide for Positions of Managers of Operating Education Programs, Aug 74.

2. Series and Title Determination: Incumbent of this position is responsible for developing and managing an installation Child Development Services (CDS) Program. Knowledge of a wide range of professional early childhood education principles, concepts, and techniques are required in order to plan and conduct a diversified Child Development Services Program. Also, a knowledge of child development principles, norms, behavior, growth patterns, and procedures are required to develop meaningful activities which promote a child's physical, social, emotional, and intellectual growth and development. Subject position may be compared to that of a school principal, i.e., to direct an (informal and basic) education program combined with administrative/managerial responsibilities. In addition, curriculum development and determination of program needs are present in the job as well. Such job requirements are neither covered by the GS-1710-0, GS-1722-0, nor GS-1740 series. The duties of this position are professional in nature, meet the criteria outlined in the GS-1701 series, and are not appropriately classifiable in any other existing series in the 1700 group. Therefore, position is classified in the GS-1701 series and titled Child Development Services Coordinator/Director (since both Coordinator's and Director's duties are performed).

3. Grade Determination: There are no published standards that apply directly to Child Development Services. Therefore, reference 1b is used as a cross comparsion of evaluating duties of subject position.

a. Summary Evaluation

(1) Factor 1, Student Load.		1 point
(2) Factor 2, Variety and Complexity of Instructional Activity		
(a) Course Range and Variety		1 point
(b) Program Complexity		2 points
(3) Factor 3, Level of Responsibility	Degree B,	3 points
	Total	7 points

A total of 7 points converts to grade 9.

b. Comments on Major Factors:

(1) Factor 1 - Student Load 1 point

Incumbent of subject position serves in a dual role as an installation CDS Coordinator and Director for a small-size CDS program (average daily attendance of less than 100 children). This is below the lowest level (100-200 2 points) identified. Therefore, one point is assigned.

(2) Factor 2 - Variety and Complexity of Instructional Activity.

(a) Course range and variety 1 point

Incumbent is responsible for a small CDS program that includes a center-based program (e.g., full-day, part-day, hourly services - including pre-school or a combination of a center-based and quarters system. These programs represent the typical kinds of programs offered by many CDS programs. Accordingly, subject is considered to be less complex than the criteria described in degree A. Therefore, one point (in lieu of 2) is appropriate for this factor.

(b) Instructional Program Complexity (Degree A) 2 points

At degree A level, goal-oriented instructional programs are standardized or well-established, with few, if any, complexities. The instructional activities of subject position typically include a small number of programs (e.g., 1 to 3) at 1 to 3 learning levels. In addition to the 3 standard programs offered, incumbent may, on occasion, be required to be involved with developing a special need program, (e.g., handicapped). Degree A is appropriate.

(3) Factor 3 - Level of Responsibility (Degree B) 3 points

The supervisor of subject position provides guidelines for Child Development Services program objectives and budget limitations. The incumbent plans and carries out program responsibilities, coordinates with other organizations or persons as required; and interprets policy. This does not fully match degree B (4 points) where program managers frequently modify and improve existing program activities by updating course content and instructional methodology and/or provide additional program or course activity within broad guidelines established by higher authority. However, degree A (2 points) is exceeded in that subject position's duties are not fully covered by guidelines and precedent set by the agency headquarters or by higher command (many situations arise which require the incumbent to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions). Accordingly, since duties fall between degree A (2 points) and degree B (4 points), 3 points are assigned.

(4) A total of 7 points falls below the lowest range identified (8-12 points - GS-11). Therefore, GS-9 is the appropriate grade level of subject position.

4. Title, Series, and Grade: Child Development Services Coordinator/Director, GS-1701-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A048__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Coordinator

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves as the installation Child Development Services (CDS) Program Coordinator for a large (average daily attendance 250 - 650) CDS Program which includes a

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center-based system with four center-based programs/services (e.g., full-day, part-day preschool, part-day school age, hourly, special needs), and a quarters-based system (Family Child Care (FCC) Homes); or five center-based programs. Interprets and implements DA and MACOM CDS guidance and policies; plans for program development; and implements, directs, and coordinates the installation's CDS operations in accordance with AR 608-10. Establishes and implements all local CDS administrative and operational policies and procedures.

- Applies extensive professional knowledge of child development principles to interpret CDS philosophy and policy in a manner that assures developmental programing for all CDS operations. Develops and supervises the implementation of a variety of curriculum plans and activities that are supportive of a wide range of child age groups (e.g., infants, toddlers, preschool age, school age) characteristics and that foster the physical social, emotional, and intellectual growth of all children enrolled in installation CDS program operations. Ensures program types provided within the installation CDS program are develolopmental in nature regardless of setting or length of time in care. Develops the criteria and montiors the implementation of the organization of center-based indoor child activity spaces into functional areas that provide developmentally appropriate learning experiences for children. Determines requirements for program equipment, and materials. Ensures quantities, levels of complexity and age-related program materials and equipment are appropriate to support age group numbers and child activity centers. Ensures that all management procedures and policies in installation CDS operations show awareness of children's developmental needs.

- Plans and supervises administration of the installation center-based system to include full-day, part-day preschool, part-day school age, hourly, special needs CDS program/services as applicable. Formulates installation/community policies and procedures necessary for the operation of all programs/services in the center-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implementation of staffing requirements and fee/tutition policies. Plans and directs efforts which provide interaction between all program component staff, parents, and community.

- Plans and supervises the administration of a quarters-based system of Family Child Care (FCC) Homes within the installation/community. Formulates installation/community policies or procedures necessary for the operation of all FCC Homes in the quarters-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implemenation of policies involving certification of FCC Homes and FCC Providers. Plans and directs interaction between FCC providers, parents, and community.

- Coordinates the integration of all the center-based programs and the quarters-based system as applicable, including enrollment of children through a centralized administrative structure, and overall supervision of individual CDS programs/services.

- Establishes and monitors food service policies and procedures for the installation CDS Program which adhere to United States Department of Agriculture (USDA) guidance and AR 608-10. Monitors USDA Child Care Food Program funds when applicable.

- Formulates health and safety policies and procedures for children, staff, and facilities for all installation CDS operations. Directs and monitors the maintenance of health history records and physicians reports for all child patrons and staff to include volunteers and FCC providers. Establishes procedures, coordinates interaction with installation and civilian agencies as required for referral, training, and consultation purposes to include provision of services for special needs children.

- Coordinates management of funds and resources to include developing the annual budget for the installation CDS Program which includes submission and prioritization of all program component requirements. Requirements include Appropriated Funds (AF) and Nonappropriated Funds (NAF) personnel, equipment and supplies, travel, training, contracted services, rentals, investments, and capital expenditures. Projects quarterly expenditures and monitors all installation CDS program operations in consonance with funds allocated. Approves purchases of facility, program and playground supplies, equipment and furnishings.

- Promotes community awareness of the installation CDS Program. Coordinates interaction with other installation activities and civilian agencies including: Youth Activities, Facilities Engineers, Army Community Services, Housing, Chaplain, Medical Treatment Facilities, Safety Office, Fire Marshal, Staff Judge Advocate, Community Health Nurses, and professional subject matter organizations. May serve as ex-officio member of the Morale Support Fund (MSF) council. Serves as a member of the Family Advocacy Case Management Team (FACMT).

- Plans and executes a training program to meet duty requirements of the Director(s), services staff (professional and paraprofessional) and support personnel. Plans and executes progressive and specialized training of installation CDS staff and volunteers to meet overall CDS program and regulatory requirements.

- Coordinates effective utilization of volunteer force in support of the installation CDS Program.

- Initiates parent education services which include resources for information and referral, communication linkages, e.g., newsletters, policy handbook, and opportunities for conferences and counseling. Maintains community-wide CDS information and referral data to ensure that unit commanders, their staff and all military personnel and their families are aware of services offered.

- Prepares information papers, fact sheets, studies, and decision papers as

required. Prepares and presents briefings to command and installation personnel as required to inform installation personnel of matters pertaining to the installation CDS Program. Prepares reports, surveys, and schedules as appropriate to meet routing requirement outlined in AR 608-10 and as required by higher headquarters.

- Provides overall management of all CDS operations. Initiates, reviews, and approves personnel actions for CDS programs/services including recruitment, selection, and evaluation. Helps resolve complaints from employees and effects disciplinary measures as appropriate. Participates in meeting the organization's EEO objectives.

- Coordinates the installation Development Assessment Team (DAT) (composed of a command representative, and installation regulatory proponency representatives, e.g., fire marshal, medical advisor, safety officer, facility engineer, dietician, a parent, an off-post child development professional and additional team members as designated by the command) which conducts an internal review to identify the level and quality of programs/services and assesses compliance with DOD and Army standards for child care.

- Collects and analyzes individual CDS program data to determine adequacy and effectiveness of installation CDS Program. Takes actions required to attain resources/implement policies to meet Command objectives and DAT recommendations.

Performs other duties as assigned.

Factor 1 - Knowledges.

- Knowledge of a very wide range of professional early childhood education principles, concepts, and techniques to plan and conduct a large diversified installation Child Development Services (CDS) Program (average daily attendance of 250 - 650 which includes a center-based system with four programs/services e.g., full day, part-day school age, part-day preschool, hourly care, special needs, and a quarters-based system (Family Child Care (FCC) Homes).

- Knowledge of child development principles, norms, behaviors, growth patterns, and procedures to develop meaningful program services, establish criteria for the organization of developmentally appropriate child activity spaces, determine requirements for program materials and equipment and develop curriculum plans and activities which promote the physical, social, emotional and intellectual growth and development of children from infancy through school age.

- Knowledge of policies and regulations governing the operation of child development facilities (centers and government quarters), e.g, fire, health, safety, and facility requirements; food service regulations, design criteria.

- Knowledge of staffing training requirements in child development subject matter areas and operational procedures.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of budget processes and techniques sufficient to develop annual budgets, and project and monitor porgram expenditures. Skill in integrating and coordinating program needs with available resources and with existing policies and regulations.

- Skills in coordinating with a variety of regulatory, enforcement, and other agencies and developing recommendations to increase the effectiveness and efficiency of the installation CDS program policies.

Factor 2 - Supervisory Controls

The supervisor provides guidance concerning command CDS program objectives and budget limitations. The incumbent interprets DA and MACOM CDS policy; fourmulates installation CDS policy; plans and carries out program responsibilities; coordinates with other organizations or persons as required; and resolves most conflicts. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting installation CDS Program requirements. The incumbent is considered to be the CDS subject matter expert of the installation.

Factor 3 - Guidelines

Guidelines are available for the CDS Program in the form of policy statements and procedural manuals. However, many situations arise which require the CDS Coordinator to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions. The CDS Coordinator evaluates program compliance and accomplishments in light of available guidelines and recommends changes to eliminate inadequacies and improve services.

Factor 4 - Complexity

- The Coordinator plans, implements, and evaluates an installation CDS program for several hundred (250-650) eligible children, infants thru schoolage. The program includes a center-based system with four programs/services (e.g., full day, part-day preschool, part-day school age, hourly care,

special needs) and a quarters-based system (Family Child Care (FCC) Homes). A special needs program for the severely handicapped or some other significant enrichment program is generally provided. The incumbent develops policies and procedures for operation of the various programs; ensures developmental services are provided in all CDS operations; trains and supervises a large staff composed of professionals and non-professionals; assures that all fire, health, safety, and program management requirements are met in all program operations; oversees the installation's food service program; develops and ensures implementation of the installation CDS parent education program; integrates a wide range of administrative tasks and requirements such as developing and monitoring the budget; and approves purchases of supplies and equipment. Management of the overall installation CDS Program is complicated by the need to comply with a wide variety of federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF); physical dispersion of activities, some of which are several miles apart; employment of many part-time and intermittent employees (AF and NAF); utilization of volunteer services; necessity to renovate buildings and facilities to meet program and regulatory requirements; and need for coordinating frequent visits by regulatory proponents, e.g., health, fire and safety inspectors, and food service program auditors.

- The work requires daily decisions regarding the provision and implementation of developmental programs within financial and physical constraints, and the integration of various services to assure the most economical and effective utilization of resources.

Factor 5 - Scope and Effect

The CDS Program supports and develops physical, intellectual, social, and emotional capabilities of a large number of children, from infancy through school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and to contribute to the quality of life and well being of military families with young children.

Factor 6 - Personal Contacts

In addition to children, staff members, and parents, incumbent has frequent contacts with command staff and installation personnel e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and the central accounting office. Contacts are also with representatives of other federal agencies such as the United States Department of Agriculture, the Department of Health and Human Services, state and local agencies, and other professional organizations.

Factor 7 - Purpose and Contacts

Contacts with staff and installation personnel are for the purpose of planning, implementing, administering, and monitoring the installation CDS Program. Contacts with parents are for education and counseling purposes. Contacts with other government agency representatives involve assuring compliance with regulations and procedures. Contacts with educational institutions and professional associates are for the purpose of arranging for technical assistance and training programs. The Coordinator is frequently called on to defend program requirements and budget requests and to justify expenditures and procedures of the CDS Program. The Coordinator must compete for resources and must have working knowledge of other programs competing for those resources. The Coordinator must resolve conflicts such as policies on physical space requirements and limitation of existing facilities. The Coordinator is expected to develop plans to promote and publicize the program offered within CDS. In all instances tact and diplomacy are required to gain support and cooperation.

Factor 8 - Physical Demands

The work requires some walking, standing, and driving from one service location to another. While much of the work is done in an office setting, some special physical demands are required such as carrying children and equipment.

Factor 9 - Work Environment

Work is usually performed in an office setting, although there are visits to be made to various child care settings to include CDS centers, classrooms, and Family Child Care (FCC) Homes.

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Education and Training Series, GS-1701, Aug 68.

b. OPM, Grade Evaluation Guide for Positions of Managers of Operating Education Programs, Aug 74.

2. Series and Title Determination: Incumbent of this position is responsible for developing and managing an installation Child Development Services (CDS) Program. Knowledge of a wide range of professional early childhood education principles, concepts, and techniques are required in order to plan and conduct a diversified Child Development Services Program. Also, a knowledge of child development principles, norms, behavior, growth patterns, and procedures are required to develop meaningful activities which promote a child's physical, social, emotional, and intellectual growth and development. Subject position may be compared to that of a school principal, i.e., to direct an (informal and basic) education program combined with administrative/managerial responsibilities. In addition, curriculum development and determination of program needs are present in the job as well. Such job requirements are neither covered by the GS-1710-0, GS-1722-0, nor GS-1740 series. The duties of this position are professional in nature, meet the criteria outlined in the GS-1701 series, and are not appropriately classifiable in any other existing series in the 1700 group. Therefore, position is classified in the GS-1701 series and titled Child Development Services Coordinator.

3. Grade Determination: There are no published standards that applies directly to Child Development Services. Therefore, reference 1b is used as a cross comparsion of evaluating duties of subject position.

a. Summary Evaluation

(1) Factor 1, Student Load	Degree B,	4 points
(2) Factor 2, Variety and Complexity of Instructional Activity		
(a) Course Range and Variety	Degree A,	2 points
(b) Program Complexity	Degree A,	2 points
(c) Factor 3, Level of Responsibility	Degree B,	3 points
	Total	11 points

A total of 11 points converts to grade 11.

b. Comments on Major Factors:

(1) Factor 1 - Student Load Degree B

Incumbent of subject position serves as the Child Development Services (CDS) Coordinator for a very large (average daily attendance of 250-650) CDS Program. This equates to degree B, 4 points.

(2) Factor 2 - Variety and Complexity of Instructional Activity

(a) Course range and variety (degree A) - Just as is indicative of degree A, 2 points, subject position is essentially limited to the basically required curriculum for a school of its type (early childhood development). All CDS program operations are developmental in nature. Accordingly, degree B is not met in that there is no requirement for expanded curriculum (e.g., significant enrichment courses such as an extensive foreign language, club, and athletic programs, etc.). However, the requirement to operate a program for severely handicapped children would be grounds for additional credit for significant enrichment courses. Subject position deals primarily with educable children.

(b) Instructional Program Complexity (degree A) - Subject position is responsible for a CDS program which includes either 4 center-based programs/services (e.g., full-day, part-day, preschool, and school age, hourly, special needs); supplemented with a quarters-based system, or five center-based programs. Developmental programs are provided for children ranging from infancy to school-age (up to age 12). Degree A describes a situation where goal-oriented instructional programs (collection or groups of courses combined into integrated curricula to accomplish specific education or training goals, e.g., each grade level within the primary, intermediate, and secondary learning levels) are standardized or well-established with few, if any, complexities. The instructional activities typically include a small number of programs (e.g., 1 to 3) at 1 to 3 learning levels (the levels of education and training the reflect significant differences in terms of the basic kinds of program planning, instructional and testing methodology, and materials needed; and significant differences in the consideration and approaches involved in counseling or advising students, i.e., Primary - includes kindergarten and grades 1 through 4; Intermediate - includes grades 5 through 8; and Secondary - includes grades 9 through 12). In a typical children's school, each grade level within the primary, intermediate, and secondary learning levels is considered to be an individual goal-oriented program. However, CDS programs do not meet the full intent of the levels as depicted in referenced standard (There are no distinctions of grade levels.) With the exception of pre-school, CDS programs are designed to serve as a supplement, not a substitute, to the typical school system. A combination of all CDS programs, i.e., full-day, part-day (preschool and school-age), hourly, special needs and a quarter-based system is considered to be equivalent to one (1) goal-oriented program as defined by referenced standard. However,

programs designed to deal with severely handicapped children would be considered as an enrichment course. (Subject job doesn't deal with severely handicapped children).

Subject position involves training at two learning levels, primary - kindergarten through grades 4 and intermediate - grades 5 through 7. However, as stated before, this factor is weakened by the fact that the CDS programs are not fully equivalent to the levels as depicted in the standards. Degree B is not met in that the typical grade ranges are not met and only one, not 5 to 8 goal-oriented programs are present. (Again, depending upon the involvement of the special needs program, additional credit may be given towards enrichment courses.)

(c) Factor 3 - Level of Responsibility (degree A) - The supervisor of subject position provides guidance concerning CDS program objectives and budget limitations. The incumbent plans and carries out program responsibilities, incorporating the needs of the community into the program. Contacts are primarily with command staff and installation personnel, e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and central accounting office. Contacts with staff and installation personnel are for the purpose of planning, implementing, administering, and monitoring the installation CDS program. Contacts with parents are for education and counseling purposes. Contacts with other governmental agency representatives involve assuring compliance with regulations and procedures. Contacts with educational institutions and professional associates are for the purpose of arranging for technical assistance and training programs.

Subject position exceeds degree A, but doesn't fully meet degree B. Degree A describes a position that carries out programs that are mainly covered by guidelines and precedents set by the agency headquarters or by higher command. (Subject position exceeds this in that programs from higher headquarters are not that specific and incumbent is required to make adjustments to meet local situations.) Contacts at this level are typically of a harmonious or routing nature, e.g., to obtain and furnish factual information; to discuss the normal run of school and student problems with groups of parents or community representatives; to arrange for supportive services such as transportation and health care for students, tuition assistance for programs given at outside institutions, or comparable services to meet facility needs; and for courtesy purposes. At degree B, program managers frequently modify and improve existing program activities by updating course content and instructional methodology and by providing additional program or course activity within broad guidelines established by higher authority. (Subject position meets this aspect). Contacts typically involve a substantial variety of individuals and groups, e.g., recurring contacts with other schools or training facilities similar to those of the program manager's own facility to discuss common problems and ways to solve them (subject position has no such recurring requirement); numerous contacts with education and training institutions for

the purpose of negotiating agreements for participating in established programs (not fully met by subject position); numerous contacts with student's parents or guardians to discuss difficult student problems (subject position meeets this requirement); and regular continuing contacts with outside individuals and civic groups to improve the usefulness of community facilities for educational and recreational purposes. (Subject position somewhat meets this requirement but not fully; there is a requirement to meet with the military community to assess needs of the patrons, but participation in civic functions is for the purpose of giving speeches and defining the CDS Program.)

Since subject position exceeds degree A (2 points) but doesn't fully meet degree B (4 points), a total of 3 points (middle) is assigned.

(4) A total of 11 points equates to the grade of GS-11.

4. Title, Series, and Grade: Child Development Services Coordinator, GS-1701-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A047

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Child Development Services Coordinator

6. PAY SCHEDULE: GS

7. OCC CODE: 1701

8. GRADE: 12

9. FAIR LABOR STANDARDS ACT: [X] EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

INTRODUCTION

The Army's CDS program is designed to promote children's physical, social, emotional, and cognitive growth from infancy to school age. The program also provides a variety of developmental services to assure the basic health, safety, and well being of dependent children. These efforts are accomplished through two major systems, Center-based and Quarters-based. Within each system are various CDS programs. The Center-based system includes programs such as full-day care, part-day care (school age and preschool), hourly care, and special needs (e.g., handicapped, outreach, Mothers' Day out). The Quarters-based system includes child development services provided within certified Government quarters. In addition, there are supplemental/outreach programs to include such programs as approved baby-sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

MAJOR DUTIES

- Serves as the installation Child Development Services (CDS) Program Coordinator for a very large (average daily attendance 750 - 1200) CDS Program which includes a center-based system with four or more center-based programs/services (e.g.,

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full-day, part-day preschool, part-day school age, hourly, special needs), and a quarters-based system (Family Child Care (FCC) Homes). Generally, a special needs program (center-based/quarters-based) for the severly handicapped or some other significant enrichment program is also provided. Interprets and implements DA and MACOM CDS guidance and policies; plans for program development; and implements, directs, and coordinates the installation's CDS operations in accordance with AR 608-10. Establishes and implements all local CDS administrative and operational policies and procedures.

- Applies extensive professional knowledge of child development principles to interpret CDS philosophy and policy in a manner that assures developmental programing for all CDS operations. Develops and supervises the implementation of a variety of curriculum plans and activities that are supportive of a wide range of child age groups (e.g., infants, toddlers, preschool age, school age) characteristics and that foster the physical social, emotional, and intellectual growth of all children enrolled in installation CDS program operations. Ensures program types provided within the installation CDS program are developmental in nature regardless of setting or length of time in care. Develops the criteria and monitors the implementation of the organization of center-based indoor child activity spaces into functional areas that provide developmentally appropriate learning experiences for children. Determines requirements for program equipment, and materials. Ensures quantities, levels of complexity and age-related program materials and equipment are appropriate to support age group numbers and child activity centers. Ensures that all management procedures and policies in installation CDS operations show awareness of children's developmental needs.

- Plans and supervises administration of the installation center-based system to include full day, part-day preschool, part-day school age, hourly, special needs CDS program/services as applicable. Formulates installation/community policies and procedures necessary for the operation of all programs/services in the center-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implementation of staffing requirements and fee/tutition policies. Plans and directs efforts which provide interaction between all program component staff, parents, and community.

- Plans and supervises the administration of a quarters-based system of Family Child Care (FCC) Homes within the installation/community. Formulates installation/community policies or procedures necessary for the operation of all FCC Homes in the quarters-based system in accordance with regulations and to comply with CDS minimum standards. Defines and monitors implementation of policies involving certification of FCC Homes and FCC Providers. Plans and directs interaction between FCC Providers, parents, and community.

- Coordinates the integration of all the center-based programs and the quarters-based system as applicable, including enrollment of children through a centralized administrative structure, and overall supervision of individual CDS programs/services.

- Establishes and monitors food service policies and procedures for the installation (CDS) Program which adhere to United States Department of Agriculture (USDA) guidance and AR 608-10. Monitors USDA Child Care Food Program funds when applicable.

- Formulates health and safety policies and procedures for children, staff, and facilities for all installation CDS operations. Directs and monitors the maintenance of health history records and physicians reports for all child patrons and staff to include volunteers and FCC providers. Establishes procedures, coordinates interaction with installation and civilian agencies as required for referral, training, and consultation purposes to include provision of services for special needs children.

- Coordinates management of funds and resources to include developing the annual budget for the installation CDS Program which includes submission and prioritization of all program component requirements. Requirements include Appropriated Funds (AF) and Nonappropriated Funds (NAF) personnel, equipment and supplies, travel, training, contracted services, rentals, investments, and capital expenditures. Projects quarterly expenditures and monitors all installation CDS program operations in consonance with funds allocated. Approves purchases of facility, program and playground supplies, equipment and furnishings.

- Promotes community awareness of the installation CDS Program. Coordinates interaction with other installation activities and civilian agencies including: Youth Activities, Facilities Engineers, Army Community Services, Housing, Chaplain, Medical Treatment Facilities, Safety Office, Fire Marshal, Staff Judge Advocate, Community Health Nurses, and professional subject matter organizations. May serve as ex-officio member of the Morale Support Fund (MSF) council. Serves as a member of the Family Advocacy Case Management Team (FACMT).

- Plans and executes a training program to meet duty requirements of the Director(s), services staff (professional and paraprofessional) and support personnel. Plans and executes progressive and specialized training of installation CDS staff and volunteers to meet overall CDS Program and regulatory requirements.

- Coordinates effective utilization of volunteer force in support of the installation CDS Program.

- Initiates parent education services which include resources for information and referral, communication linkages, e.g., newsletters, policy handbook, and opportunities for conferences and counseling. Maintains community-wide CDS information and referral data to ensure that unit commanders, their staff and all military personnel and their families are aware of services offered.

- Prepares information papers, fact sheets, studies, and decision papers as

required. Prepares and presents briefings to command and installation personnel as required to inform installation personnel of matters pertaining to the installation CDS Program. Prepares reports, surveys, and schedules as appropriate to meet routing requirement outlined in AR 608-10 and as required by higher headquarters.

- Provides overall management of all CDS operations. Initiates, reviews, and approves personnel actions for CDS programs/services including recruitment, selection, and evaluation. Helps resolve complaints from employees and effects disciplinary measures as appropriate. Participates in meeting the organization's EEO objectives.

- Coordinates the installation Development Assessment Team (DAT) (composed of a command representative, and installation regulatory proponency representatives, e.g., fire marshal, medical advisor, safety officer, facility engineer, dietician, a parent, an off-post child development professional and additional team members as designated by the command) which conducts an internal review to identify the level and quality of programs/services and assesses compliance with DOD and Army standards for child care.

- Collects and analyzes individual CDS program data to determine adequacy and effectiveness of installation CDS Program. Takes actions required to attain resources/implement policies to meet Command objectives and DAT recommendations.

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Knowledge of a very wide range of professional early childhood education principles, concepts, and techniques to plan and conduct a very large diversified installation Child Development Services (CDS) Program (average daily attendance of 750 -1200 which includes a center-based system with four or more programs/services e.g., full day, part-day school age, part-day preschool, hourly care, special needs, and a quarters-based system (Family Child Care (FCC) Homes).

- Knowledge of child development principles, norms, behaviors, growth patterns, and procedures to develop meaningful program services, establish criteria for the organization of developmentally appropriate child activity spaces, determine requirements for program materials and equipment and develop curriculum plans and activities which promote the physical, social, emotional and intellectual growth and development of children from infancy through school age.

- Knowledge of policies and regulations governing the operation of child development facilities (centers and Government quarters), e.g, fire, health, safety, and facility requirements; food service regulations, design criteria.

- Knowledge of staffing training requirements in child development subject matter areas and operational procedures.

- Knowledge of personnel policies and procedures sufficient to supervise, staff, initiate, review, and approve personnel actions.

- Knowledge of the implications and effects of child development principles on management policies and procedures.

- Knowledge of budget processes and techniques sufficient to develop annual budgets, and project and monitor program expenditures. Skill in integrating and coordinating program needs with available resources and with existing policies and regulations.

- Skill in coordinating with a variety of regulatory, enforcement, and other agencies and developing recommendations to increase the effectiveness and efficiency of the installation CDS Program policies.

Factor 2 - Supervisory Controls

The supervisor provides guidance concerning command CDS program objectives and budget limitations. The incumbent interprets DA and MACOM CDS policy; fourmulates installation CDS policy; plans and carries out program responsibilities; coordinates with other organizations or persons as required; and resolves most conflicts. Completed work is not immediately reviewed but is subject to administrative control in which review is made of program accomplishments, compatibility with other work, and effectiveness in meeting installation CDS Program requirements. The incumbent is considered to be the CDS subject matter expert of the installation.

Factor 3 - Guidelines

Guidelines are available for the CDS Program in the form of policy statements and procedural manuals. However, many situations arise which require the CDS Coordinator to use judgment in interpreting and applying guidelines to resolve problems and to meet local situations/conditions. The CDS Coordinator evaluates program compliance and accomplishments in light of available guidelines and recommends changes to eliminate inadequacies and improve services.

Factor 4 - Complexity

- The Coordinator plans, implements, and evaluates an installation CDS program for several hundred (750-1200) eligible children, infants thru school-age. The program includes a center-based system with four or more programs/services (e.g., full day, part-day preschool, part-day school age, hourly

care, special needs) and a quarters-based system (Family Child Care (FCC) Homes). A special needs program for the severely handicapped or some other significant enrichment program is generally provided. The incumbent develops policies and procedures for operation of the various programs; ensures developmental services are provided in all CDS operations; trains and supervises a large staff composed of professionals and non-professionals, assures that all fire, health, safety, and program management requirements are met in all program operations; oversees the installation's food service program, develops, and ensures implementation of the installation CDS parent education program; integrates a wide range of administrative tasks and requirements such as developing and monitoring the budget; and approves purchases of supplies and equipment. Management of the overall installation CDS Program is complicated by the need to comply with a wide variety of federal, state, and local regulations; problems created by the use of different funds, Appropriated Funds (AF) and Nonappropriated Funds (NAF), physical dispersion of activities, some of which are several miles apart; employment of many part-time and intermittent employees (AF and NAF); utilization of volunteer services; necessity to renovate buildings and facilities to meet program and regulatory requirements; and need for coordinating frequent visits by regulatory proponents, e.g., health, fire and safety inspectors, food service program auditors.

- The work requires daily decisions regarding the provision and implementation of developmental programs within financial and physical constraints, and the integration of various services to assure the most economical and effective utilization of resources.

Factor 5 - Scope and Effect

The CDS Program supports and develops physical, intellectual, social, and emotional capabilities of a large number of children, from infancy thru school-age. This service is designed to support readiness by reducing lost duty time related to conflict between parental responsibility and unit mission requirements and contribution to the quality of life and well being of military families with young children.

Factor 6 - Personal Contacts

In addition to children, staff members, and parents, incumbent has frequent contacts with command staff and installation personnel e.g., engineers, medical treatment officers, safety officers, procurement agents, fire marshals, morale support fund officers, and representatives of civilian personnel and central accounting office. Contacts are also with representatives of other federal agencies such as the United States Department of Agriculture and Department of Health and Human Services, state and local agencies, and other professional organizations.

Factor 7 - Purpose of Contacts

Contacts with staff and installation personnel are for the purpose of planning, implementing, administering, and monitoring the installation CDS Program. Contacts with parents are for education and counseling purposes. Contacts with other government agency representatives involve assuring compliance with regulations and procedures. Contacts with educational institutions and professional associates are for the purpose of arranging for technical assistance and training programs. The Coordinator is frequently called on to defend program requirements and budget requests to justify expenditures and procedures of the CDS Program. The coordinator must compete for resources and must have working knowledge of other programs competing for those resources. The Coordinator must resolve conflicts such as policies on physical space requirements and limitation of existing facilities. The Coordinator is expected to develop plans to promote and publicize the program offered within CDS. In all instances tact and diplomacy are required to gain support and cooperation.

Factor 8 - Physical Demands

The work requires some walking, standing, and driving from one service location to another. While much of the work is done in an office setting, some special physical demands are required such as carrying children and equipment.

Factor 9 - Work Environment

Work is usually performed in an office setting, although there are visits to be made to various child care settings to include CDS centers, classrooms, and Family Child Care (FCC) Homes.

EVALUATION STATEMENT

1. References:

a. OPM, PCS, General Education and Training Series, GS-1701, Aug 68.

b. OPM, Grade Evaluation Guide for Positions of Managers of Operating Education Programs, Aug 74.

2. Series and Title Determination: Incumbent of this position is responsible for developing and managing an installation Child Development Services (CDS) Program. Knowledge of a wide range of professional early childhood education principles, concepts, and techniques are required in order to plan and conduct a diversified Child Development Services Program. Also, a knowledge of child development principles, norms, behavior, growth patterns, and procedures are required to develop meaningful activities which promote a child's physical, social, emotional, and intellectual growth and development. Subject position may be compared to that of a school principal, i.e., to direct an (informal and basic) education program combined with administrative/managerial responsibilities. In addition, curriculum development and determination of program needs are present in the job as well. Such job requirements are neither covered by the GS-1710-0, GS-1722-0, nor GS-1740 series. The duties of this position are professional in nature, meet the criteria outlined in the GS-1701 series, and are not appropriately classifiable in any other existing series in the 1700 group. Therefore, position is classified in the GS-1701 series and titled Child Development Services Coordinator/Director (since both Coordinator's and Director's are performed).

3. Grade Determination: There are no published standards that apply directly to Child Development Services. Therefore, reference 1b is used as a cross comparison for evaluating duties of subject position.

a. Summary Evaluation

(1) Factor 1, Student Load.	Degree C,	6 points
(2) Factor 2, Variety and Complexity of Instructional Activity		
(a) Course Range and Variety	Degree B,	4 points
(b) Program Complexity	Degree B,	4 points
(3) Factor 3, Level of Responsibility	Degree B,	3 points
	Total	17 points

A total of 17 points converts to grade 12.

b. Comments on Major Factors:

(1) Factor 1 - Student Load Degree C

Incumbent of subject position serves as the Child Development Services (CDS) Coordinator for a very large (average daily attendance of 750 - 1000) CDS Program. This equates to degree C, 6 points.

(2) Factor 2 - Variety and Complexity of Instructional Activity.

(a) Course range and variety (degree B) - Just as is indicative of degree B, 4 points, subject position exceeds degree A in that it is not limited to the basically required curriculum for a school of its type (generally, there is a special needs program for the severely handicapped or some other significant enrichment program).

(b) Instructional Program Complexity (degree B) - Subject position is responsible for a CDS program which includes 4 or more center-based programs/services (e.g., full-day, part-day, preschool, and school age, hourly, special needs), supplemented with a quarters-based system. Degree A is exceeded in that the complexity and variety are increased over the typical school of its type i.e., a special needs program for the severely handicapped or some other significant enrichment program are generally provided. Degree C is not met in that the full extent of this level is not met, e.g., the equivalent of one or two goal-oriented programs and 2 or 3 different learning levels as opposed to 10-15 goal oriented programs encompassing 4 or 5 learning levels.

(3) Factor 3 - Level of Responsibility (Degree B) - The supervision of subject position provides guidance concerning CDS program objectives and budget limitations. The incumbent plans and carries out program responsibilities, incorporating the needs of the community (military) into the program. This does not fully match degree B (4 points) where program managers frequently modify and improve existing program activities by updating course content and instructional methodology and/or provide additional program and course activity within broad guidelines estabished by higher authority (incumbent of subject position has to adjust programs to meet local needs, but there is not a frequent requirement nor are the contacts as involved as depicted in referenced standards). Accordingly, since subject position exceeds degree A (2 points) but doesn't fully meet degree B (4 points), a total of 3 points (middle) is assigned.

(4) A total of 17 points equates to the grade of GS-12.

4, Title, Series, and Grade: Child Development Services Coordinator, GS-1701-12.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A014__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supply Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2005

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor makes general work assignments, controls flow of day-to-day work, and explains changes in instructions or procedures. Regular work is performed in accordance with standard procedures; unusual problems or situations not covered by procedures are referred to the supervisor for guidance. Completed work is occasionally spot-checked for adequacy and compliance with directions.

MAJOR DUTIES

Performs various duties concerned with the requisitioning, receipt, and control of supply items.

1. Processes supply requisitions. Reviews and edits requisitions for completeness, accuracy, and compliance with regulations; assures stock numbers, prices, sources of supply, and other data are correct. Revises quantities ordered based on number of items on hand, and reviews records for possible substitution of items; recommends local purchase when appropriate. ____%

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2. Processes receipt transactions for material being received by contract, local purchase, and other means. Compares packing lists, receiving documents, bills of lading, inspection reports, and other documents with contracts, purchase orders, or requisitions to verify accuracy of stock identification, quantity, costs, and other pertinent data. Prepares material receipt documents for those shipments having no major discrepancies. Investigates receiving documents involving discrepancies, such as overages, shortages, substitutes, and nonspecification items; examines contract files, authorizations, and charges, inspection reports, pricing guides, and other files to ascertain source of variance. Contacts inspection, purchasing, and other organizations to gather information on discrepancies. Accepts or rejects material based on investigation and in accordance with standard procedures. Furnishes information to other personnel for continued investigation. Forwards copies of receiving transactions to finance and other activities for completion of actions. _____%

3. Adjusts inventory discrepancies. Prepares inventory adjustments for discrepancies disclosed by physical inventories, warehouse refusals, transfer of material between accounts, location changes, condition code changes, transfer of material to special accounts, assembly or disassembly of kits, sets, and assemblies, etc. Investigates the activity (receipts, issues, etc.) on the item by searching summaries, activity register, and other reference sources. Initiates action to freeze material to preclude issue. Prepares inventory adjustments when the cause of the discrepancy is determined. Collects data for the preparation of Report of Survey. Maintains and prepares records, reports, and files relative to work being performed. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. OPM Position Classification Standards, GS-2005, Supply Clerical and Technician Series, Jun 68.

2. Title and series determination. This position involves the performance of clerical work concerned with the requisitioning, receipt, and control of supply items. This kind of work is specifically covered by the GS-2005, Supply Clerical and Technician Series. Since the position is evaluated to the GS-04 level (see para 3), the prescribed title is "Supply Clerk."

3. Grade determination. Part II of the GS-2005 series standard contains grade level criteria for positions, such as this one, that involve providing supply services for particular agencies and field establishments.

a. Nature of assignments. The incumbent reviews and edits requisitions to ensure they are complete and accurate, revises quantities, and identifies substitutes as necessary, processes receiving documents, resolves such discrepancies as overage or substitutes, and adjusts inventory discrepancies revealed by physical inventories, warehouse refusals, etc. These duties meet the characteristics of the GS-04 level, in that they involve a variety of operations, are concerned with the substance of supply actions, require the ability to conduct detailed searches for desired information, and require the application of standardized supply regulations, policies, and procedures. This evaluation is corroborated by the similarity between the assignments of this position and example assignments 3 and 6 for the GS-04, Supply Clerk.

b. Level of responsibility. The incumbent performs assignments in accordance with standard procedures, under the technical guidance of the supervisor, who occasionally spot-checks work for adequacy; similarly, the GS-04 works within established procedures and operating instructions, under the technical guidance of a supervisor who periodically reviews work to ensure compliance with procedures and quality standards. Further, the incumbent has personal contacts with representatives of requesting organizations, as well as purchasing, finance, and other activities. These contacts are comparable to those described at GS-04, which include officials of the organizations served and representatives of other supply organizations; as at the GS-04 level, these contacts concern factual matters related to supply transactions.

c. With both nature of assignments and level of responsibility evaluated to the GS-04 level, the position as a whole is classifiable to that grade.

4. Classification. Supply Clerk, GS-2005-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A015_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Supply Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2005

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor issues general work assignments and explains major changes in procedures. Supervisor relies on incumbent to select, interpret, and apply guidelines pertinent to operations with a minimum of instructions and guidance. Finished work is subject to spot-check for adequacy and compliance with directives.

MAJOR DUTIES

Maintains property accountability records, performing the following duties:

1. Maintains the property book to reflect all items of property, repair parts, and components received, issued or otherwise disposed. Prepares issue, turn-in, and other transaction documents for nonexpendable property. Reviews authorization documents for item authorization; if not authorized, requests approval. Maintains a register of transaction documents, and makes necessary postings to the property accountability records. ____%

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

2. Physically inventories property at periodic intervals. Compares inventory results with property records. Reconciles discrepancies by reviewing the property book postings with transaction documents for errors; if no errors are found, initiates turn-in slips to adjust discrepancy. Prepares Report of Survey for unaccountable items, indicating individual responsible. _____%

3. Maintains hand-receipt file of all nonexpendable items received from the installation Property Book Officer. Reissues items to using organizations on hand-receipt, and maintains the hand-receipt file in a current status. _____%

4. Maintains files pertaining to property book activities. Compiles information and prepares a variety of monthly, quarterly, semiannual, and annual reports. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference. Position Classification Standards, GS-2005, Supply Clerical and Technician Series, Jun 68.

2. Series determination. The purpose of this position is to maintain accountability records to reflect all items of nonexpendable supply received, issued, or disposed. This meets the coverage of GS-2005 series. "This series includes clerical and technical support work necessary to ensure the effective operation of supply management programs. . .. Positions involve supervision or performance of work which requires a knowledge of supply operations and program requirements, and ability to apply established supply policies, management techniques, regulations, or procedures."

3. Grade determination. Since the incumbent provides supply services for a particular depot or field establishment, Part II of GS-2005 series was used for evaluation purposes. The standards for this series provide for grade level determination on the basis of the following two factors:

a. Nature of assignments. This position relates to the accomplishment of the following clerical duties:

- Maintains property accountability records to reflect all items of nonexpendable property received, issued, or otherwise disposed.

- Maintains a register of transaction documents and makes necessary postings to the property book.

- Physically inventories property at periodic intervals. Prepares Report of Survey for unaccountable items, indicating individual responsible.

- Reissues items to using organizations on hand-receipt and maintains the hand-receipt file in a current status.

These duties are nearly identical to illustrative example number 5 on pages 23-24 of the standard, which involves the maintenance of an accurate accounting and reporting system for nonexpendable property.

Position fails to meet the GS-06 level, which involves aspects of technical supply management work not present in this job.

b. Level of responsibility. The supervisor issues general work assignments, controls flow of day-to-day work, and explains major changes in procedures. The incumbent selects, interprets and applies guidelines pertinent to operations with a minimum of instructions and guidance. This work situation is identical to the GS-05 criteria on page 24 of above reference. (Note: Major duties 3 and 4 evaluate to a grade worth of less than GS-05.)

4. Title determination. Since the position evaluated to the GS-05 level, Supply Clerk is the appropriate title.

5. Classification. Supply Clerk, GS-2005-05.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A086
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Travel Clerk (Typing)		
	6. PAY SCHEDULE GS	7. OCC CODE 2132	8. GRADE 03
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT X NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the close supervision of the Supervisor or higher level employee in assigned organization element who provides continuous guidance and specific instructions. Explanations are provided as a foundation for increasing incumbent's knowledge and understanding of travel regulations and procedures. Work is reviewed thoroughly both during progress and upon completion.

MAJOR DUTIES

Performs travel service work for military members, dependents, and civilian employees in accordance with pertinent laws and regulations. In addition, performs general office clerical work relative to the assigned area of responsibility as well as work requiring the services of a qualified typist.

- Receives and reviews official travel orders and SATO travel itineraries, conducts interviews with the travelers to assure compliance with legal and specific entitlements and restrictions considering traveler's personal desires when cost effective. Secures information regarding schedules, fares and

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availability of space accommodation directly from the SATO Office, a carrier or a nontechnical publication such as a travel guide, timetable, etc., for travel by common carriers. The majority of travel is recurrent, by the same modes, carriers, route and same major points of origin and destination. Only occasionally will it be necessary to reroute, replan or reschedule due to imposed deadlines, carrier interruptions and exigencies of the military service. Travel is varied, movement may be by single or a combination of modes to include air (commercial and military), rail, bus or limousine, regularly within the United States and may occasionally involve foreign travel. Schedules limousine service to and from the airport in accordance with scheduled flights. Prepares and issues PCS travel documents and advises according to the travel requirements and responsibilities. _____%

- Performs typing and clerical duties with a minimum of technical assistance on a wide variety of forms, reports, correspondence and miscellaneous travel documents, extract information from orders and data processing cards, work from draft and/or verbal instructions. Routes, controls and distributes mail and office communication. Establishes and maintains functional files and ledgers. Answers telephones and greets visitors, provides information and/or refers to the appropriate person or location. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

REFERENCES: OPM PCS GS-2132, Dec 60; Typing & Stenography Grade Evaluation Guide, Part I, Jan 79

1. TITLE AND SERIES DETERMINATION: Position involves tasks that are a substantial match to the definition on page 1 of the referenced standard. Position also contains typing duties requiring a fully qualified typist; therefore, position is placed in the GS-2132 series and titled Travel Clerk (Typing) accordingly.

2. GRADE DETERMINATION: Tasks performed are a basic match to those described for travel service function dealing with less difficult situations. Subject position requires full performance of tasks normally involving travel on a recurring basis, using the same modes, carriers, etc. Movement is regularly within the U.S. and may occasionally involve foreign travel. These tasks are comparable to the GS-03 level as stated on page 11 of the referenced standard. Typing duties equate to the GS-03 level.

3. CLASSIFICATION: Travel Clerk (Typing), GS 2132-03.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Travel Clerk (Typing), GS-2132-03

FES Standard and Date OPM Position Classification Standard Typ and Steno Grade Evaluation Guide Jan 79 Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL-9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A087__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Travel Clerk (Typing)		
	6. PAY SCHEDULE GS	7. OCC CODE 2132	8. GRADE 04
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives general supervision from the Chief of the organization element, who: (1) provides guidance on the overall objectives, relying on the incumbent to carry out assigned duties in accordance with established regulations, policies and procedures; (2) provides advice and guidance on unusual or unprecedented problems; and (3) reviews work for compliance with policies, efficiency, accuracy and completeness of final results and soundness of decisions.

MAJOR DUTIES

The primary purpose for the establishment of this job is to make travel arrangements and provide travel services for military personnel, dependents, and DA civilians on TDY and/on PCS orders. Travel is regularly within the continental U.S. and occasionally to major cities in foreign countries. Performs typing requiring a qualified typist.

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1. Performs Travel Arrangement Duties: _____%

- Plans complete itineraries and determines most economical modes of travel to satisfy military requirements and member's desires. Prepares, processes and provides travelers with necessary documentation and pamphlets applicable to specific areas to complete their travel. Prepares and processes travel authorization, requests port calls and upon receipt processes same ensuring that proper action is taken so that travelers arrive at port on availability date. Prepares and processes Transportation Requests, Boarding Passes and related documents. Maintains telephone contact with port commanders to coordinate port calls, changes in reporting dates, instruction, etc. Coordinates travel arrangements, port calls, etc. Studies and interprets directives and other related documents from higher headquarters concerning dependent travel. Coordinates changes in operations with all local military units including outside agencies serviced to create a smooth flow of work. Provides initial briefing on all actions required to move families and meet port call dates.

2. Performs Travel Services Duties: _____%

- Verifies legal entitlement or official authorization for travel. Conducts interviews with military members, DA civilians and dependents advising them of their rights, general entitlements and responsibilities in connection with concurrent, or delayed travel. Reviews applications and related documents for travel. Furnishes information and advice on such matters as most suitable and convenient modes, routes, connections, arrival and departure times, and accommodations. Informs travelers of their free checkable baggage allowance via various modes of transportation, household goods weight restrictions applicable to specific areas and availability and type housing in overseas areas. Advises travelers of their responsibilities for obtaining passports and visas; provides information concerning medical or health restrictions, travel of infants and expectant dependents. Advises travelers on shipment of privately owned vehicles (POVs), and insurance coverage. Advises traveler regarding shipment of pets, informing them of quarrantine restrictions, overseas requirements, eligibility for shipment and conditions under which pets may be shipped. Assists in making arrangements and preparing documents for shipment and determines most economical mode of shipment.

3. Performs Typing Duties: _____%

- Types a variety of standardized forms and narrative correspondence such as DFs, letters and reports incidental to making travel arrangements. Ensures proper format, punctuation, accuracy of spelling, and capitalization.

Performs other duties as assigned.

EVALUATION STATEMENT

1. References:

a. USOPM PCS, GS-2132, Dec 60.

b. USOPM PCS, Typing and Stenography Grade Evaluation Guide for Nonsupervisory Clerical Positions, Jan 79

2. SERIES AND TITLE DETERMINATION: The GS-2132 Series includes positions, the duties of which are to administer, supervise, or perform work involved in the procurement of and arrangement for common and other carrier service for the transportation of persons, individually or in groups within, to, from, and between the United States, its territories and foreign countries. Subject position is concerned with making travel arrangements throughout the United States and to foreign countries. This position is classified in the GS-2132 Series. The standard prescribes the title as Travel Clerk for positions in grades of GS-03 through GS-06. Typing is added to the title because of requirement for a qualified typist.

3. GRADE DETERMINATION: The functions of the GS-2132 Series are divided into two categories: Travel Service and Travel Arrangements. Travel service functions are those which essentially involve furnishing information and assistance to the travelers, primarily in those matters dealing with regulations, procedures, and the performance of related administrative duties. Travel arrangement functions include the travel service functions plus the responsibility for making complete travel arrangements, particularly involving the planning of itineraries, selection of modes and carriers, and routing to final destination. For this series, the grade is determined from a grade level chart which is divided into travel service and travel arrangements columns with the function in each column described as "Less Difficult Situation and More Difficult Situation". These descriptions include an explanation of mode of travel, travel patterns, and special services.

a. Modes - Complexity is described in "Less Difficult Situation" since frequently trips involve the use of two or more modes of transportation in combination. Most trips do not involve combinations of several modes, nor the use of carriers frequently involving combination of United States, foreign, United States Government, private, etc., as described in the "More Difficult Situation."

b. Travel Patterns - Travel is recurrent, by the same modes, carriers, routes, and same major points of origin and destination. Occassionally, side trips are required, but they are almost always on regular, main, or direct connecting routes. This position fully meets the definition identified in "Less Difficult Situations." In the "more difficult situations" frequent planning for remote or inaccessible destination points are described, along with diverse routings, frequent rerouting, and numerous side trips. Since this is not the case, the "less difficult situation" is appropriate to describe the travel patterns.

c. Special Services - Services include advising travelers on entitlements; points of origin and destination; how to obtain a passport; medical requirements; shipping of automobiles; and the shipping of pets. The travel services are within the realm of the "More Difficult Situation" at the GS-04 grade level. Subject position does not meet the GS-05 grade level requiring substantial foreign travel.

d. Supervision Received by incumbent of subject position is typical of general technical supervision described in the standard.

e. Typing Duties: The typing duties are incidental to the Travel Clerk's work; however, a qualified typist is required. The typing duties are not grade controlling.

f. Conclusion: Based on the above combination of "Less Difficult Situation" for travel arrangements, "More Difficult Situation for travel service and General Technical Supervision", this position is determine to be a GS-04.

6. FLSA DETERMINATION: Nonexempt.

7. ALLOCATION: Travel Clerk (Typing), GS-2132-04.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Travel Clerk (Typing), GS-2132-04

FES Standard and Date OPM Position Classification Standard Typ and Steno Grade Evaluation Guide Jan 79 Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL-9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.	1. JOB NUMBER A088__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Travel Clerk (Typing)
	6. PAY SCHEDULE: GS; 7. OCC CODE: 2132; 8. GRADE: 04
	9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT; 10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the general supervision of the Chief or higher grade employee who makes overall assignments and provides guidance on new/changed guidelines or precedent setting cases. Performs routine and recurring work independently, referring only unusual or complex situations to the supervisor for resolution or advice. Guidelines include regulations, military agreements with commercial carriers and established policies and procedures. Work is subject to spot check for accuracy, timeliness and compliance with guidelines and on the basis of customer satisfaction.

MAJOR DUTIES

Performs a variety of work in support of travel for military and civilian personnel on official temporary duty (TDY). In addition, performs general office clerical work relative to the assigned area of responsibility as well as work requiring the services of a qualified typist. The nature of the work performed requires, as the primary qualification requirement, knowledge of higher level and local travel regulations and procedures.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

1. Performs travel service work for military and civilian employees relative to official temporary duty travel. Travel is regularly within the United States and to a limited number of foreign countries in different areas of the world. Many modes of transportation are regularly used and frequently individual trips involve the use of two or more modes in combination. Travel frequently is recurrent, by the same modes, carriers, routes, and the same major points of origin and destination. Travel only occasionally involves special transportation privileges or special allowances and require authorization or planning for supplemental or special transportation facilities. Receives travel orders and Request and Authorization for Travel of DOD Personnel and Travel Advance forms initiated and prepared in respective organization elements. Verifies legal entitlement or official authorization for travel. Notifies originating office of discrepancies and returns documents for correction where applicable. Assigns a travel order number to correctly prepared travel documents. Secures directly from carriers or from nontechnical publications such as guides, timetables, etc., information regarding schedules. fares, and availability of space accommodations. Advises prospective travelers, upon request, of available and most suitable routes and accommodations. Explains to travelers the restrictions on types of accommodations, shipment of equipment, and other related matters. Issues transportation request and similar documents. Secures reservations and tickets from carriers; notifies carriers of cancellations; requests refunds for unused tickets. Develop factual information on lost or stolen transportation requests or tickets; irregularly issued transportation or other requests; refusal of vendors to accept government request forms, inadequate services; refusal of carriers or vendors to give itemized receipts for services rendered, etc. Estimates, computes, and verifies transportation, mileage, and subsistence costs. Reviews request for reimbursements for travel costs and similar documents when such review is for purpose of assuring compliance with regulations and procedures, completeness, accuracy, internal consistency, and agreement with basic authorization and itinerary. Maintains a log of travel and retains the official file copy of the travel order (regular, amended or revoked) for the activity. Submits authenicated travel orders to Cost Accounting and, as appropriate to Travel Pay element of Comptroller Office. _____%

2. Performs a variety of general office clerical duties (e.g., sets up and maintains files, responds to telephone inquires regarding the status of travel orders) in carrying out travel clerk duties. _____%

3. Operates a manual or electric typewriter or word processor to prepare a variety of narrative and tabular material (e.g., correspondence, reports, charts, statistical tables, travel orders, messages and other documents) involving the common terminology of the unit for which the work is done and requiring accuracy in spelling, grammar, and syllabication. Work is either performed in draft or final form. Refers to technical dicionaries, textbooks research reports or similar materials as reference tools to facilitate assignments. Assures the propriety of formats, spacings, arrangements, and preparation of typed material in final form as prescribed by style manuals. Uses judgement regarding form and arrangement of statistical or tabular material involving numerous headings and subheadings. _____%

Performs other duties as assigned.

2

EVALUATION STATEMENT

1. References:

a. OPM PCS for Travel Series, GS-2132, December 1960.

b. OPM, Typing and Stenography Grade Evaluation Guide, January 1979.

2. Determination of Series and Title: Position performs a variety of travel service functions such as verifying orders, issuing GTRs, securing airline reservations and tickets from SATO and requesting refunds for unused tickets. Duties require knowledge of travel regulations and clerical procedures. Subject positions are covered by the GS-2132 series. Accordingly, the appropriate title is Travel Clerk for positions in grades of GS-03 through GS-06. Typing is added to the title because of the requirement for a qualified typist.

3. Determination of Grade: Subject position performs most of the travel service functions outlined on pages 3 and 4 of the standard: verifies legal entitlement or official authorization for travel; secures reservations and tickets and notifies same of cancellations; request refunds; and develops factual information on lost or stolen tickets. The travel service duties meet the complexity of "More Difficult Situation", as travel is domestic and limited foreign. The incumbent works under the general technical supervision of the supervisor who makes overall assignments and provides guidance on new, changed guidelines or precedent setting cases.

According to the grade level chart on pages 10 and 11 of referenced standard, travel service work that meets "More Difficult Situation" criteria and is performed under general technical supervision equates to a GS-04.

Typing Duties: The typing duties are incidental to the Travel Clerk's work; however a qualified typist is required. The typing duties are not grade controlling (see attached FES Evaluation.)

4. Classification; Travel Clerk (Typing) GS-2132-04.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Travel Clerk (Typing), GS-2132-04

FES Standard and Date OPM Position Classification Standard Typ and Steno Grade Evaluation Guide Jan 79 Position ..

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL-9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A089__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Travel Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2132

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Receives general technical supervision from supervisor, who provides general instructions concerning the nature and coverage of the work to be accomplished and advises on new procedures or changes to existing policy and regulatory requirements. Incumbent independently selects, interprets, and applies pertinent, policies, procedures, regulations and various carrier technical guides and schedules to travel matters. Refers unusally difficult travel situations or problem cases to supervisor before decision or commitment. Completed work is evaluated for conformance to policy and regulations, and demonstrated effectiveness and efficiency in meeting traveler requirements.

MAJOR DUTIES

Serves as travel clerk with technical responsibility for performing clerical and passenger travel functions in connection with processing temporary duty travel (TDY) of military, civilian personnel and their dependents.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Arranges for individual and group passengers travel, by charter bus or air to stateside destinations and regularly to a group or a limited number of foreign countries or overseas U.S. possessions in various parts of the world. Travel is occasionally worldwide. Travel frequently is recurrent, follows standardized routes, and regularly use two major modes of transportation (i.e., air including commercial and military, rail and bus). Compiles routing memos with information relative to travel including schedules, routings, accommodations furnished, flight number, type of equipment and fares. Furnishes Finance Office with authorized travel time by commercial transportation and cost when required for computation of vouchers. Secures reservations. Furnishes Transportation Tickets and Meal Tickets to members without sufficient funds, computes charges, initiates required documents, and forwards to Finance Center to be entered on members' pay records. Issues receipts for and disposes of unused transportation documents in accordance with regulations in order that proper adjustments with commercial carriers may be made. Interviews officers and enlisted men ordered to overseas commands to determine eligibility for concurrent travel. Advises individual concerning entitlements for overseas movements. Advises sponsors concerning entitlements and travel authorization to be issued to dependents for overseas movements. Request port calls by providing scheduling information by data processing and autodin or phone for unaccompanied personnel. Obtains acceptance, desire of deferment or cancellation and notifies Military Airlift Command (MAC) of cancellation. Initiates indorsement to members' orders providing port calls data and necessary transportation documents for travel. Insures that member has passport and visa in possession when required. _____%

- Prepares and issues Airline Service Requests under the Local Payment of Airline System (LOPA) for all air travel. Verifies cost of travel submitted by airlines and distributes copies to the local Finance and Accounting Officer for payment. Prepares and forward copies of the form for unused bus or rail tickets. Prepares pertinent forms for unused airline tickets. Forwards refund checks along with supporting documents to the local Finance and Accounting Office. Monitors transportation services provided by the Scheduled Airline Traffic Office (SATO) to insure compliance with the Memorandum of Understanding (MOU). _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. Reference: OPM PCS, Travel Series, GS-2132, December 1960.

2. Title and Series Determination: Subject job involves advising on and arranging travel service for military, civilian employees and their dependents within the U.S. and regularly to a group of foreign countries or a limited number of foreign countries in different areas of the world. Requires application of a knowledge of travel regulations, carrier guides, schedules, etc., but does not require technical knowledge and application of formal tarrifs, contracts, and related carrier and Federal Publications. Therefore, the position is titled and coded, Travel Clerk, GS-2132.

3. Grade Determination: The GS-2132 series describes grade level criteria in two factors, complexity of travel work and supervision received.

a. Complexity of Travel Work: Duties of subject position involve travel arrangement which meet the complexity of "Less Difficult Situation," as travel is both foreign and domestic, to a group or a limited number of foreign countries.

b. Supervision Received: In accordance with the standards, general technical supervision involved receiving general instructions as to the nature and coverage of work to be accomplished while the employee selects and applies appropriate travel guides. General technical supervision is typical of subject position.

c. Summary: In consonance with the grade level chart on page 11 of referenced standard, the combination of "Less Difficult Situation and General Technical Supervision" equals to GS-05.

4. Classification. Travel Clerk, GS-2132-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A090__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Travel Clerk (Typing)

6. PAY SCHEDULE: GS

7. OCC CODE: 2132

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor assigns work, identifies objectives, and relies on incumbent to follow set policies, procedures and directives in accomplishing routine work. Supervisor is available to provide advice and assistance on unusual or unprecedented problems. Completed work is spot check for timeliness, accuracy, and compliance with policies, procedures, and directives.

MAJOR DUTIES

Serves as travel clerk with technical responsibility for making travel arrangements for military members, civilian employees and eligible dependents. Personnel travel individually or in groups, regularly use two major modes of transportation and frequently use a combination of both, (i.e., air and/motor). Travel is both domestic and foreign, and is regularly to a group of foreign countries or to a limited number of foreign countries in the different areas of the world, and is occasionally worldwide.

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Travel Related Duties Performed:

- Processes applications for members, civilian employees and dependents for travel regularly to foreign countries; arranges travel for intertheater transfer of active and retired military personnel. Briefs and/or conducts interviews with eligible personnel, advising them of their rights, entitlements, correct procedures and policies, and possible restrictions on overseas travel. Determines eligibility of members and dependents for concurrent travel considering rank, grade, length of service and legality of dependence. Considers the prerequisites established by regulations and if not met, recommends local disapproval. Reviews applications and related documents for travel. Determines points of origin and destination for which travel is authorized and provides advice on same. Advises traveler on such matters as handling of foreign passports, requirements for immunizations and medical certificates, expectant dependents and medical cases, free checkable baggable allowance via various modes of transportation, household good weight restrictions, and availability and type housing in overseas areas and general household goods shipping information.

- Reviews travel orders, determines entitlements, advises and assists personnel shipping privately owed vehicles (POV's) (automobiles, motorcycles, trucks, etc.). Advises on proper preparation of vehicles, authorized accessories and component parts, eligibility requirements for shipment to specific area, insurance coverage requirement and proof of ownership. Advises personnel regarding shipment of pets, informing them of quarrantine restrictions, state requirements, eligibility for shipment and conditions under which pets may be shipped. Assists in making arrangements and preparing documents for shipment and determines most economical mode of shipment. Informs personnel of their entitlements and required actions to obtain space available travel, advises and assists in preparing and processing necessary documentation to obtain travel. Contacts aerial and water ports and Military Traffic Management Command (MTMC) to assist members with shipment of POV and pets and to complete travel arrangements.

- Plans complete itineraries and determines most economical modes of travel to satisfy mission requirements and traveler's desires. Prepares, processes and provides personnel with necessary documentation and pamphlets applicable to specific areas to complete their travel. Determines passport/visa requirements, reviews birth documents and identifying credentials, prepares applications IAW prescribed regulations, mails application to the appropriate agency. Examines passports received from the State Department for completeness, inclusion of visa/entry; submits or forwards to appropriate parties or offices. Prepares and processes travel authorization, requests port calls and upon receipt processes same insuring that proper action is taken so that travelers arrive at port on availability date, maintaining close coordination with the aerial port, HQ MTMC and other military activities. Prepares and processes Transportation Requests, Boarding Passes and related documents. Maintains telephone contact with port commanders to coordinate port calls, changes in reporting dates, instruction, etc.; maintains telephone contact with Armed Forces Service Center and State Department Passport Office concerning passports. _____%

Typing Duties: Types DD Form 1056 (Authorization to Apply for a No Fee Passport, and/or Request for Visa), port call applications, form letters, message, narrative and tabular material and other transportation documents. Types correspondence involving explanation of problem matters or unusual cases. Responsible for spelling, punctuation, format, number of copies, etc. Files documents, forms, folders and miscellaneous material as required. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References:

a. USOPM PCS, GS-2132, Dec 60

b. USOPM PCS FES, Typing and Stenography Grade Evaluation Guide for Nonsupervisory Clerical Positions, Jan 79.

2. Title and Series Determination: The work of the position is typical of the duties described in the series definition for the Travel Series, GS-2132. The GS-2132 series includes position designed to administer, supervise or perform work involved in the procurement of and arrangement for common and other carrier services for the transportation of persons. The GS-2132 Standard prescribes the title for positions in grades GS-03 through GS-06 as Travel Clerk. The title and series is determined to be Travel Clerk, GS-2132. Typing is added to the title because of the requirement for a qualified typist.

3. Grade Determination: The standard distinguishes between travel service and travel arrangements. This position meets the requirement for travel arrangements which includes travel service duties and the responsibility for complete travel arrangements involving selection of mode, carriers, and routing to final destination, determining most appropriate economical and advantageous routes and fares and planning itineraries. The grade is determined from a grade level chart which is divided into travel service and travel arrangements columns with the functions in each columns described as "less difficult situations and more difficult situations". These descriptions include an explanation of mode of travel, travel patterns, and special services.

Incumbent of this position makes travel arrangement including selection of mode, planning itinerary, time of departure, shipment of POV and pets and processes request for concurrent travel. Travel arrangements made usually include the same modes and use the same routes, point of origin or destination. Carriers provide published schedules and maintain local offices. The complexity of subject position parallels the "Less Difficult Situation" depicted in referenced standard. The incumbent provides for both domestic and foreign travel to a group of foreign countries and occasionally worldwide. Incumbent regularly plans for special services such as obtaining passports, acting as a passport agent for the installation, and coordinating with MTMC.

Supervision Received. In accordance with the standards, general technical supervision involve receiving general instructions as to the nature and coverage of work to be accomplished while the employee selects and applies appropriate travel guides. General technical supervision is typical of subject position.

Typing Duties: The typing duties are incidental to the travel clerk's work, however, a qualified typist is required. The typing duties are not grade controlling. (See attached FES evaluation).

Summary: Subject position is concerned with travel arrangements both domestic and foreign and regularly to a group of foreign countries. Incumbent receives general technical supervision and carrier information is normally available or can be obtained through MTMC. The work is considered less difficult with a regular requirement to process request for foreign travel. The grade is determined to be GS-05.

5. Classification; Travel Clerk (Typing), GS-2132-05

Job No._____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Travel Clerk (Typing), GS-2132-05

FES Standard and Date Typ and Steno GEG, Jan 79 Position #:_____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	Typing Duties Only
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL-3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS-03	RANGE 455-650 = GS-03	

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A091__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Travel Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2132

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor provides general instructions as to the nature and coverage of the work to be accomplished. Incumbent selects and applies appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. Completed work is reviewed for compliance with regulatory guides and program policies, and for soundness of decisions and conclusions.

MAJOR DUTIES

Monitors passenger plans and arrangements, checking cost effectiveness for round trip commercial transportation of persons both CONUS and OCONUS. Travel is both domestic and worldwide on a regular basis.

- Verifies official authorization for travel. Verifies fare structure on a percentage of the reservations on CRT's at SATO. Plans and schedules round trip itineraries for individual and/or groups for CONUS and OCONUS travel. Determines most advantageous routes, carriers, arrival and departure time consistent with carriers and flights available, in compliance with Joint Travel

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

Regulation (JTR), and convenience of the traveler. Contacts Military Airlift Command (MAC) for all persons requiring OCONUS travel serviced by MAC channels. Requests overseas passage on flights services by MAC; arranges transportation to airfield. Prepares and authorizes port call requests, including issuance of Military Transportation Authority (MTA). Reconstructs travel itinerary by air to determine the maximum per diem and mileage authorized for travelers who choose to travel by privately owned vehicle (POV).

- Issues and signs meal tickets for military personnel in accordance with regulations. Screens, prepares, approves, and certifies travel orders for travelers assuring available funds and accurate cost estimates. Arranges for the cancellation of transportation requests and redemption of unused rail, bus, and air tickets. Reconciles actual travel expenditures with SATO; certifies billing, issues Government Transportation Request (GTR) and forwards to appropriate Finance Officer for local payment to airlines.

- Keeps informed of changes in time schedules of airlines, buses, or railroad. Answers inquiries regarding travel arrangements, regulations, and procedures to obtain travel request/pay. Receives and reviews for accuracy, forms requesting air travel information; signs receipts for unsued airline tickets. Receives lost ticket documents and processes in accordance with regulatory guidance to provide reimbursement.

- Determines if specific accommodations, excess baggage, or circuitous routes may be authorized. Provides authorized car rental for travelers. Determines most economical and advantageous services available (i.e., GSA contract service vs noncontract) and contacts car rental agency to place reservations.

- Plans itineraries and controls shipment of deceased personnel's human remains. Makes all transportation arrangements for such highly sensitive movements and the escorting personnel, including transfers to other modes at carrier terminal points enroute to final destination.

- Prepares a variety of recurring and one-time reports (e.g., MTMC report consisting of a sampling of airlines, destinations, and origins used, Accountable Forms Report, Meal Tickets Report, GTRs and MTAs). Performs limited typing/key punching (e.g., variety of travel forms, correspondence/data processing cards).

Performs other duties as assigned.

EVALUATION STATEMENT

1. REFERENCE: OPM PCS, Travel Series, GS-2132, December 1960.

2. SERIES AND TITLE DETERMINATION: Subject job involves advising on and arranging services for the transportation of employees within CONUS and OCONUS. Requires application of a knowledge of travel regulations, carrier guides, schedules, etc., but does not require technical knowledge and application of formal tarrifs, contracts, and related carrier and Federal publications. Therefore, the position is titled and coded, Travel Clerk, GS-2132.

3. GRADE DETERMINATION: Incumbent provides travel arrangements and advice which are both domestic and worldwide on a regular basis. While the majority of OCONUS arrangements are made by Military Air Command (MAC) services, incumbent must be capable of providing this service when travel is required to a destination not serviced, or MAC can not provide required service. The complexity of service substantially matches that described in the "Less Difficult Situation" on page 6 of referenced standard.

a. Modes - Complexity is described in "less difficult situations" since frequently trips involve the use of two or more modes of transportation in combination. Most trips do not involve combinations of several modes, nor the use of carriers frequently involving combination of United States, foreign, United States Government, private, etc., as described in the "more difficult situations."

b. Travel Patterns - Travel is recurrent, by the same modes, carriers, routes, and same major points of origin and destination. Occasionally, side trips are required, but they are almost always on regular, main, or direct connecting routes. This position fully meets the definition delineated in "less difficult situations." In the "more difficult situations" frequent planning for remote or inaccessible destination points are described, along with diverse routings, frequent rerouting, and numerous side-trips. Since this is not the case, the "Less Difficult Situation" is appropriate to describe the travel patterns.

c. Special Services - Arrangements are made for car rentals on a regular basis but do not occur in such variety as to create major problems of timing or coordination. This matches the "less difficult situation." Duties do not involve a substantial amount of travel requiring special privileges, special allowances, or authorization as described in the "more difficult situation" (e.g., security escorts, special routes or terminal points, etc.)

d. Supervision Received - Incumbent performs under general technical supervision, however, the priority order of assignments and target dates for completion are not established by the supervisor. Although some typing may be necessary, the services of a qualified typist are not required.

4. Conclusion: Based on the above combination of "Less Difficult Situation and General Technical Supervision" this position is determined to be a GS-06.

5. CLASSIFICATION: Travel Clerk, GS-2132-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A092__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Travel Clerk (Typing)

6. PAY SCHEDULE: GS

7. OCC CODE: 2132

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervisor assigns functional responsibility and reviews work through evaluation of functional accomplishment. Relies upon incumbent to independently accomplish the function with a minimum of supervisory control. Regulatory material received from higher echelon is discussed with supervisor to ensure appropriate interpretation and probable impact on local passenger traffic operation.

MAJOR DUTIES

To plan and arrange for transportation of military and civilian employees to points within the United States and overseas on a regular and reoccurring basis.

1. Verifies official authorization for travel. Plans and schedules round trip itineraries involving multi-stop and side trips. Determines most advantageous routes, carriers, flights, points of connection on route and arrival and departure times consistent with carriers and flights available, compliance with joint travel regulations, economy of travel and convenience of the traveler. Contacts the military air transportation service to request overseas passage on

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flights, and arranges for transportation to air field from which the military air transportation plane leaves. Prepares and authorizes port call requests, including issuance of MAC transportation request, when destination is not serviced by military air traffic service. Issues and signs transportation requests. Changes transportation requests for transient personnel. Issues and signs meal tickets for military personnel in accordance with regulations on the basis of length of time and time of day involved. Arranges for the cancellation of transportation requests and redemption of unused rail, bus, and air tickets. Keeps informed of any changes in time schedules of railroad, bus, or airlines. Screens, certifies, prepares, and recommends approval of travel orders for employees, assuring that sufficient funding is available and that estimated costs are accurate. Furnishes Fiscal Officer the cost of travel. Reconciles actual travel expenditures with SATO listing by organization and forwards to Finance Office for Local Payment to Airlines. Prepares monthly MTMC report consisting of a sampling of airlines, destinations, and origins used.

2. Answers inquiries regarding travel arrangements, regulations, and procedures to follow in obtaining travel request or travel pay. Receives and reviews for accuracy and completeness forms requesting air travel information and signs receipts for issue of airline tickets. Determines whether superior accommodations, excess baggage allowances, or circuitous routes may be utilized. Reconstructs travel itinerary by air for purposes of determining maximum authorized per diem and mileage for employees who have chosen to travel by privately owned vehicle.

3. Provides car rental service for travelers, as authorized. Determines most economical and advantageous service available, (i.e., GSA contract service vs noncontract) and contacts car rental agency to place reservations.

4. Types a variety of transportation material from rough draft or clean copy with responsibility for format, spelling, punctuation, arrangement, and spacing of material. Refers to typing manuals, technical or nontechnical dictionaries.

Performs other duties as assigned.

EVALUATION STATEMENT

1. References: USOPM PCS, Travel Series, GS-2132, Dec 1960; Typing and Stenography Grade Evaluation Guide, Part I, Jan 79.

2. Determination of Series: Subject job involves advising on and arranging services for the transportation of employees within CONUS and to foreign countries, but does not require technical knowledge and application of formal tariffs. It is accordingly allocated to the GS-2132 series.

3. Determination of Grade: Incumbent provides for travel arrangements and advice which is both domestic and regularly worldwide. While the majority of overseas arrangements are made by military air transportation services, incumbent must be capable of providing this service when travel is required to destinations not serviced. The complexity of service substantially matches that described in the "Less Difficult Situation" on page 6 of referenced standard. However, travel is varied and frequently includes arrangements which must be made on an emergency basis and those which involve side trips and/or stopovers on more than a time-to-time basis. It is believed that the weakness noted above (i.e., most overseas arrangements are provided by Military Air Transportation Service), tends to offset those elements which exceed the less difficult situation described (varied travel, emergency basis, side trips, etc.), and result in an overall worth equal to the GS-06 level of standards. Incumbent performs under general technical supervision. The services of a qualified typist are required.

4. Final Classification: Travel Clerk (Typing), GS-2132-06.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Travel Clerk (Typing), GS-2132-06

FES Standard and Date OPM Position Classification Standard Typ and Steno Grade Evaluation Guide Jan 79 Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	
2. Supervisory Controls	125	FL 2-2	
3. Guidelines	125	FL 3-2	
4. Complexity	75	FL 4-2	
5. Scope and Effect	25	FL 5-1	
6. Personal Contacts	10	FL 6-1	
7. Purpose of Contacts	20	FL 7-1	
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL-9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS-03		

2

DEPARTMENT OF THE ARMY **JOB DESCRIPTION** For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A093__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Travel Assistant		
	6. PAY SCHEDULE GS	7. OCC CODE 2132	8. GRADE 07
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Supervision consists of policies, directives, established practices, and oral and written instructions. Most duties are performed independently; policy or precedent matters are submitted with recommendations to the supervisor. Work is subject to review or audit and is evaluated in terms of timely accomplishment of objectives.

MAJOR DUTIES

The purpose of the work is to perform travel arrangement duties for military, civilian employees, and their dependents on TDY and PCS. Travel is both domestic and foreign and is regularly worldwide.

1. Arranges PCS and TDY Foreign Travel for Military and Civilian Personnel. Performs travel arrangement work for military and civilian personnel relative to official TDY and PCS travel. The area of travel is regularly worldwide. Travel frequently requires combining U.S., foreign, private shuttle/commuter, rental car, and local transportation in addition to special planning and rescheduling to

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provide for changes, side trips, stopovers, hotel/motel reservations, dining facilities, and/or supporting services for those traveling to, from, and between urban and remote areas. Assures entitlement and obtains approval of concurrent or deferred overseas travel of dependents which requires special planning and rescheduling to provide for the travel of personnel living in and traveling to and between urban and remote areas. Consults domestic and international airline guides, timetables, etc., and railway schedules, and obtains fares from tariffs, source material, and/or carrier representatives. Arranges schedules to produce the lowest practical cost; considers such matters as rates, favorable routes, fastest modes, and holiday schedules to allow travelers to accomplish assignments. Arranges emergency travel; considers urgency of trips, availability of types of transportation, and accommodation requirements. Ascertains passport, visa, and related entry requirements of countries through and to which travel is planned.

2. Arranges domestic travel to and between any and all of the United States and possessions for military, civilian, and dependent personnel traveling at Government expenses by one or a variety of modes including air, train, bus, and private vehicles on PCS, TDY, or emergency status. Designates routes and combinations thereof based on rates, schedules, and available facilities at stopover locations to produce lowest practical cost. Contacts SATO or consults commercial schedules and tariffs to obtain current, local information on schedules, accommodations, services, and rates. Coordinates the movement of excess baggage/equipment of TDY travelers to assure timely arrival at destinations. Arranges particular services for dependent spouses and children traveling without sponsors which often requires changes in itineraries. Arranges troop movement within U.S. and destined for overseas. Assembles information pertaining to numbers of persons, dates of departures, readiness dates, and amounts of equipment and baggage; makes arrangements with carrier representatives for sleeping accommodations, baggage and/or kitchen cars, meal stops, buses, planes, or seats on regularly scheduled service as appropriate; and advises troop movement commanders/leaders of their transportation responsibilities. Contacts MTMC to furnish information and obtain transportation for moves over 450 miles or by air charter. Requests local transportation to points of departure, recommends alternate routes and/or carriers for unusual situations, reviews carrier bids and determines lowest feasible cost. Receives and checks for accuracy and completeness, and verifies unit transportation request reports; evaluates travel needs and determines travel arrangements, forwards request requiring routing instructions to MTMC, checks reports for changes, finalizes travel arrangements, and forwards transportation documents with instructions and forms for reports of arrival and return. Initiates itinerary changes and coordinates with units and SATO or commercial carriers to resolve emergency situations. Coordinates and plans travel needs and issuance of transportation documents for inactive, weekend duty training. ____%

3. As an agent of the Department of State, accepts applications of passports and administers oaths for authorized military, civilian, contract, Red Cross, etc., and dependent personnel involving native and foreign born, born abroad of American parents, derivative citizenship not clearly established, expatriated, marriage to alien, naturalization from adoption, and birth legitimacy. Validates

applications and related documentation for legal and factual sufficiency prior to submission to the State Department for issuance of passports. Examines passports received from the State Department for completeness, inclusion of visa/entry permits, and proper dates and spelling of names and places; submits or forwards to appropriate parties or offices. ____%

EVALUATION STATEMENT

1. References OPM PCS, GS-2132, Dec 60.

2. Title and Series Determination. The primary purpose of subject job is to make nationwide and world travel arrangement for military, civilian employees and their dependents on TDY and or PCS. These duties are a substantial match to the series definition of above reference and, therefore, properly allocated to the GS-2132, Travel Clerk Series. The GS-2132 Standard prescribes the authorized title for positions in grades GS-07 and above as Travel Assistant.

3. Grade level determination.

Classification criteria to be used in evaluating travel positions are covered under three factors: a. Category of Travel Work; b. Complexity of Work; and c. Supervision received.

a. Category of Travel Work. Travel work is divided into two categories which are travel service functions and travel arrangement functions. Travel service functions involve furnishing information and assistance to travelers and performing related administrative duties in matters dealing with regulations and procedures. Travel arrangement functions include travel service functions but also involve responsibility for making complete travel arrangements. Specifically, incumbent in particular is responsible for planning itineraries, selecting modes and carriers, and routing to final destination. Subject job involves planning itineraries after determining the most economical and advantageous routes and fares consistent with travel requirements and efficient transportation practices; selecting mode and carrier in consideration of routing, time schedules, itinerary requirements; and securing travel reservations. The responsibility for determining these aspects of travel is assigned to this job; therefore, the work is considered to be travel arrangements work.

b. Complexity of Travel Work

(1) Modes - Complexity describes "More Difficult Situations" since most trips involves combinations of several modes of transportation including military, commercial, and foreign aircraft, chartered and regularly scheduled trains and buses; and automotive and air taxi.

(2) Travel Pattern - Travel is not considered recurrent, except for routings to major cities and established military installations, because of the requirement to move military and civilian personnel to, from, and between their homes and any and all national and international military and civilian temporary duty locations and permanent duty stations situated in urban, rural, and sometimes remote locations.

The travel arrangements of individual trips often require combinations of modes such as train and bus, air and taxi, commercial and military air, and air-train-bus. Stop-overs, side trips, alternate routings,, and meals and lodging services are common. Resolution of problems involved in such matters as travel of dependents separated from sponsors, passport processing, delays in receipt or issuance of orders and documents, changes to itineraries, and incomplete or inadequate transportation information or schedules are part of most every movement. This position fully meets the definition delineated in "More Difficult Situations". According to the standards "More Difficult Situations" require frequent planning for remote or inaccessible destination points, along with diverse routings, frequent rerouting, and numerous side trips.

(3) Special Services. The less difficult special services is described as only occasionally involving special transportation privileges or special allowances, etc. Where these services are required they do not occur in such variety or frequency to create major problems. The more difficult situation exists when a substantial amount of travel involves transportation special services which create problems of timing and coordination. Subject job meets the more difficult situation in that the travel work involves a considerate amount of special services such as coordinating and making arrangements for GSA cars/or commercial rental cars. Trips frequently occur that create problems of timing and coordination due to the necessity for special routes or terminal points, etc.

c. Supervision Received. Types of supervision received is depicted as (a) close, general technical, or (c) general administrative. This position exceeds close supervision because position is not to provide a foundation for increasing the employee's knowledge. Two elements of general administrative supervisory controls are met but the incumbent is not the final authority on travel matters. General technical supervision is considered appropriate.

(4) Conclusion.

(a) Based on the above combination of "More Difficult Situation and General Technical Supervision" this position is determined to be a GS-07.

(b) Subject job is titled as Travel Assistant in accordance with titling practices.

(5) Classification: Travel Assistant, GS-2132-07.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A094
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Shipment Clerk (Typing)		
	6. PAY SCHEDULE GS	7. OCC CODE 2134	8. GRADE 03
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Shipment Clerk responsible for preparing/processing bills of lading and shipment documents, and performing related typing/filing task. In this capacity, incumbent performs the typing and one or more of the other duties:

- Prepares Government Bill of Lading (GBL) with coded and annotated information, furnished by higher graded personnel, such as: carrier, routing, consignee, destination, traffic control number, accountable activity, appropriation chargeable, special markings, number of containers and mode of transportation. Processes GBLs by arranging completed documents by transportation account code and authority, by consignee when consolidated shipment is involved, and various priority or program designators. Prepares address envelopes and mails to appropriate office. ____%

- Prepares and processes personal property shipment GBLs and other shipping documents, computes necessary dimensions of shipment (e.g., gross, rare, and net weight), makes correct distribution of completed GBL's, and obtains receipts. ____%

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- Maintains lists of carriers of uncrated households and other goods whose tender of service has been approved, and who have been qualified as satisfactory carriers. Initiates routine tracer actions and prepares correspondence primarily through the use of standard or sample letter files. Assists carrier representatives by assuring documents are signed and that documentation is complete and accurate. Assists in expediting the intradepot movement of carriers when delays occur.

_____%

- Performs a variety of general clerical type duties. Screens and stamps incoming documents and makes appropriate distribution. Answers telephone and refers inquires to proper source. Prepares and maintains files on incoming shipments of household goods and unaccompanied baggage. Prepares and maintains storage suspense files on household goods and unaccompanied baggaged shipments. Maintains a suspense file on service members who cannot be located when property arrives. Keeps a log of all shipments received or delivered. Compiles daily statistical data on all shipments recorded in or out of storage by the commercial warehouses. Assists in compiling data into monthly report.

_____%

- Types a variety of shipping documents from source material. Types correspondence, reports, letters, etc., from rough draft and oral instructions. Work involves the common terminology of the unit for which the work is done and requires accuracy in spelling, grammar, and syllabication. Work is either performed in draft or final form.

_____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION FL 1-2 200 POINTS

- Knowledge of the basic format of commonly used shipment documents and forms and the basic or less complex procedural clerical operations governing them which typical requires previous training and experience sufficient to complete GBL's and other shipping related documents and follow through on simple uncomplicated duties of sorting, distributing, preparing, and processing documents shipment and storage of personal property or movement of freight.
- Knowledge of office filing system and agency filing procedures.

- Skill in operating a manual or electric typewriter or word processor. A qualified typist is required.

FACTOR 2 - SUPERVISORY CONTROLS FL 2-2 125 POINTS

Supervisor makes assignments together with specific instructions as to deadlines, priorities, and new or unusual requirements. The employee completes assignments for which standard practices, techniques, and methods are applicable, referring unusual problems to the supervisor. Completed work is spot checked by the supervisor for accuracy and completeness prior to distribution.

FACTOR 3 - GUIDELINES FL 3-2 125 POINTS

Guidelines include agency shipment billing criteria and established office procedures, practices, and methods that are directly applicable to work assignments. Employee locates and selects most appropriate guide, referring to the supervisor those situations in which existing guidelines are inadequate or applicable.

FACTOR 4 - COMPLEXITY FL 4-2 75 POINTS

Assignments typically involve a range of duties related to the completing, processing and controlling of shipment documents and records connected with the movement of freight by a given mode or the shipment and storage of personal property and household goods. The employee typically makes decisions regarding appropriateness of coded and annoted informations, correcting discrepancies by referring to source documents. Work requires sorting, distributing, posting, initiating inquiries, verifying addresses, and other clerical actions due to the differences in personal property or freight shipment information, documents, and controls.

FACTOR 5 - SCOPE AND EFFECT FL 5-1 25 POINTS

The purpose of the work is to prepare and process bills of lading and other shipping documents. The work relieves other higher graded employees of the more routine and time consuming clerical functions in the immediate shipping office unit.

FACTOR 6 - PERSONAL CONTACTS FL 6-1 10 POINTS

Personal contacts are primarily with personnel in the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS FL 7-1 20 POINTS

Contacts are primarily for the purpose of obtaining, exchanging, clarifying or relaying information.

FACTOR 8 - PHYSICAL DEMANDS FL 8-1 5 POINTS

Work is sedentary, although there may be some walking, standing, or carrying of shipment documents and records.

FACTOR 9 - WORK ENVIRONMENT FL 9-1 5 POINTS

Works is performed in an office environment with normal temperature, humidity, lighting and noise level.

EVALUATION STATEMENT

1. References:

   a. OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

   b. OPM PCS, GS-322, Clerk-Typist Series, Jan 79

   c. OPM Typing and Stenography Grade Evaluation Guide, Jan 79.

2. Title and Series Determination: The incumbent of this position performs a variety of less complex procedural clerical shipment operations associated with the movement of freights or shipment or storage of personal property. The position also requires the skills of a qualified typist to perform the typing duties in support of the shipment duties. Since the primary work requires a practical knowledge of clerical and procedural processes involved in movement of freight or household goods, position is appropriately covered by the GS-2134 standard for evaluation purposes. By application of that standard (and references 1.b. and 1.c.), the proper title of subject position is Shipment Clerk (Typing).

3. Grade Determination: The shipment clerical duties are evaluated by reference 1.a. and the typing duties by reference 1.c. (see attached evaluation). Both duties evaluate to the GS-03 grade level. Therefore, the proper grade level for the position is GS-03.

4. Final Classification: Shipment Clerk (Typing) GS-2134-03

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk (Typing), GS-2134-03

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	Incumbent is concerned with less complex shipment procedures and operations
2. Supervisory Controls	125	FL 2-2	Specific instructions provided, work is spot checked.
3. Guidelines	125	FL 3-2	Army Traffic Management Regulations. Selects and adapts to needs.
4. Complexity	75	FL 4-2	Related processes for considering and resolving unusual problems. Actions taken depend on numerous variables.
5. Scope and Effect	25	FL 5-1	Work is generally in support of higher graded personnel.
6. Personal Contacts	10	FL 6-1	Personal contacts are with people within the immediate organization.
7. Purpose of Contacts	20	FL 7-1	Contacts are for receiving assignments or exchanging information.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	590	Remarks:	
Grade Conversion	GS- 03		

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Clerk-Typist, GS-322-03

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	Knowledge of formats, grammars terminology used in origin to type from written material.
2. Supervisory Controls	125	FL 2-2	General supervision; receives instruction on new work. Work is spot checked
3. Guidelines	125	FL 3-2	Procedures are established. Specific guidelines are available but requires interpretation.
4. Complexity	75	FL 4-2	The incumbent determines sequence of work and is responsible for accuracy.
5. Scope and Effect	25	FL 5-1	Types material in final form; work affects the work of the office.
6. Personal Contacts	10	FL 6-1	Personal contacts are with people within the immediate organization.
7. Purpose of Contacts	20	FL 7-1	Contacts are for receiving assignments or exchanging information.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	590		
Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.	1. JOB NUMBER A095___
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Shipment Clerk (Typing)
	6. PAY SCHEDULE: GS 7. OCC CODE: 2134 8. GRADE: 04
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT 10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Shipment Clerk responsible for initial review and processing of less complex property applications, placing outbound and inbound household goods in temporary or nontemporary storage, checking and verifying voucher and invoices, and/or initiating status of shipment correspondence. In this capacity, incumbent performs one or more of the following duties:

- Receives applicants possessing change-of-station travel orders. Conducts a preliminary interview and provides information on basic entitlements, i.e., quantity and types of personal property to ship or store at Government expense based on grade/rank and type of orders. Provides necessary forms and appropriate instruction to complete them to individuals, e.g., include Do-It-Yourself (DITY) moves or transport of privately owned vehicles overseas. Ensures inventory forms are properly completed and emphasis is given to accurately estimating weight of shipments. Schedules pick-up of household goods or personal effects. Prepares daily report on number of customer seen. ____%

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- Receives Bill of Ladings and other shipping documents on inbound shipments of personal property including unaccompanied baggage and household goods. Reviews and processes assigned shipment applications. Initiates correspondence to obtain required information or informs customer of proper procedures and forms. Maintains liaison by telephone and in writing with owners, carriers, and family housing, coordinating deliveries of shipments. Receives calls from carriers as shipments arrive and clears for direct delivery if possible. Clears shipment for temporary Storage-in-Transit (SIT) if direct delivery can not be made. Ensures carrier agents store shipments in government approved warehouses. Monitors temporary storage timeframes and any authorized extensions. Performs tracer action when items are lost or the required delivery date of the shipment is exceeded. Contacts carriers, terminals, and agents and gives complete description of items, including inventory number, type containers, methods of shipment. Prepares transportation activity reports as to the number of shipments and documents processed during reported period. Report is prepared from information collected daily. Prepares quality control forms on shipments being delivered, annotating violation, such as late required delivery dates, and failure of carrier to clear shipment prior to delivery. _____%

- Receives and checks application and supporting documents for shipment of household goods and baggage. Prepares and distributes Bill of Ladings to proper sources. Prepares Transportation Control and Movement Documents for all export shipments. Performs necessary tracer actions for outbound shipments. Receives documentation for Direct Procurement Method (DPM) shipments. Selects low cost carrier by application of appropriate Motor Carrier Tariffs. Contacts prescribed ports for overseas shipments to provide required information. _____%

- Checks vouchers and invoices from warehouse contractors to verify the correctness of charges for storage and delivery services, quarterly billing, etc., against shipping office records and determines whether to initiate requests for full payments for authorized shipments or partial payment for shipments containing unauthorized items or having excess weight problems. Forwards invoices with supporting documents to the Finance Office. Initiates correspondence pertaining to shipments, obtaining information for use from records on file and by contacting personnel concerned. _____%

- Maintains ledgers and compiles statistics on shipment of household goods and personal baggage shipments. Maintains suspense file to ensure requirements are being met. Initiates correspondence to transact arrangement with the owner to remove unauthorized storage or bring down weight of lot to allowable maximum service or to obtain status of shipments. Verifies total weight of all shipments for members who have placed property in nontemporary storage. In the event there is overweight, takes necessary action to advise Finance Office and Contractor of procedures to be followed. _____%

- Types a variety of shipping documents from source material. Types correspondence, reports, letters, etc., from rough draft and oral instructions. _____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-3 350 POINTS

- Knowledge of the full range of less complex substantive shipment clerical operations on personal shipment needs and services to ensure that shipment expenses coincide with the individual's entitlements based on grade/rank and type of orders.

- Knowledge of the full range of complex procedural shipment clerical operations associated with personal property shipment needs and services to process personal property applications; contacts and places orders with commercial warehouses to effect storage of household goods; maintain control files on storage lots; and notify owners of unauthorized storage and the need for its removal.

- Ability to interpret regulations and provide information to applicants, processes applications, and contacts and places orders with commercial warehouses to effect storage of household goods.

- Skill in operating a manual or electric typewriter or word processor. A qualified typist is required.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-2 125 POINTS

Supervisor makes assignments together with specific instructions as to deadlines and priorities and provides specific instructions on new or unusual requirements. The employee completes recurring assignments but refers unusual problems or unfamiliar situations to the supervisor for assistance. The completed work and methods used are reviewed by the supervisor to assure they are technically accurate and comply with instructions and regulations.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations; carrier and contractor service tenders and letters of intent; standards for the preparation of household goods for shipment and storage; tariffs, rates and instructions and notices that are applicable to individual personal property shipments as sources of data, special instructions, or special regulatory considerations. The employee locates and selects the most appropriate guide and makes minor deviations in the selection of the ultimate course of action where alternative possibilities are present or agreement is reached with the owner and the carrier.

FACTOR 4 - COMPLEXITY LEVEL 4-2 75 POINTS

Assignments include duties that involve related processes for considering and resolving a wide range or interrelated or nonstandard shipment problems such as owner's desires, quantity or type of property to be shipped or stored, owners entitlements based on grade/rank/size of family, nature of travel authorizations, special packing requirements, agreeable dates to the owner and carrier, and other matters pertaining to personal property preshipment, shipment or postshipment requirements.

Actions taken differ depending on priorities and required delivery dates, shipment minimum weight requirements, shipment documents, carrier and auxillary services and charges, change-of-station travel orders, arrangement for temporary or nontemporary storage and reports of carrier performance.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of the position is to review and process personal property applications, arrange for temporary or nontemporary storage, check voucher and invoice and/or initiate status of shipment correspondence. Work efforts affect the accuracy and reliability of further processes on shipment applications, storage arrangements, charges, and status reports.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-1 25 POINTS

Personal contacts are with other shipping unit personnel in the immediate organization and carriers serving the activity.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Contacts are for the purpose of coordinating work efforts to effect the movement or storage of personal property.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

The work is sedentary, although there may be some walking and standing or carrying shipment and/or storage documents and records.

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. References:

   a. OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

   b. OPM PCS, GS-322, Clerk-typist Series, Jan 79.

   c. OPM Typing and Stenography Grade Evaluation Guide, Jan 79.

2. Title and Series Determination: The incumbent of this position performs a variety of complex procedural shipment clerical operations associated with reviewing and processing property applications, placing orders for temporary or nontemporary storage and checking and verifying vouchers and invoices. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. The position also requires the skills of a qualified typist to perform the typing duties. By application of the titling practices in references 1.a. and 1.b., the proper title of subject position is Shipment Clerk (Typing).

3. Grade Determination: By application of reference 1.a., the shipment operation duties evaluate to GS-04 (See attached evaluation). The typing duties evaluate to the GS-03 grade level by application of reference 1.c.

4. Final Classification: Shipment Clerk (Typing), GS-2134-04.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk (Typing), GS-2134-04

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	350	FL 1-3	Knowledge to perform moderately difficult duties, i.e., processing property application, placing orders for temporary/nontemporary storage.
2. Supervisory Controls	125	FL 2-2	Supervisor provides assignments and assists with difficult problems. Day-to-day work completed independently.
3. Guidelines	125	FL 3-2	Guidelines include detailed procedures. Unusual problems referred to supervisor.
4. Complexity	75	FL 4-2	Performs range of related duties. Actions taken depends on numerous variables
5. Scope and Effect	75	FL 5-2	Affects post shipment services which affects reliability of contractor services.
6. Personal Contacts	25	FL 6-2	Contacts are within and outside immediate organizations.
7. Purpose of Contacts	50	FL 7-2	Coordinate work efforts. Advises on or discusses shipment requirements.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	835		Remarks:
Grade Conversion	GS-04		

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Clerk-Typist, GS-322-03

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	Knowledge of formats, grammar, and terminology used in origin to type from written material.
2. Supervisory Controls	125	FL 2-2	General supervision; receives instruction on new work; work is spot checked.
3. Guidelines	125	FL 3-2	Procedures are established. Specific guidelines are available but requires interpretation.
4. Complexity	75	FL 4-2	Incumbent determines sequence of work and is responsible for accuracy.
5. Scope and Effect	25	FL 5-1	Types material in final form; work affects the work of the office.
6. Personal Contacts	10	FL 6-1	Personal contacts are with people within the organizations and carrier representatives.
7. Purpose of Contacts	20	FL 7-1	Contacts are for receiving assignments or exchanging information.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
S			
U M M TOTAL POINTS	590		
A R Y Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A096__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Shipment Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2134

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES MAJOR DUTIES

Serves as a Shipment Clerk responsible for monitoring and evaluating commercial carriers and contractor services, governing the shipment of household goods and personal property. In this capacity, incumbent also furnishes information and advice to military members, civilian employees and their relatives regarding entitlements involving damage, or shortage of personal property and performs related typing and clerical duties.

- Advises customers who have damages/losses in the shipment of their household goods and gives instructions as to processing claims against the carrier and government. Assist individuals in filing claims by furnishing and completing any transportation documents required. ____%

- Assists in scheduling routine assignments for inspectors. Maintains control of all pending and completed inspections. Assembles Loss and Damage Reports from inspectors, assuring that all forms are accurate and complete. Takes corrective actions such as filling in missing items, e.g., as weight of articles, GBL Number, etc., and forwards for higher level review. ____%

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- Receives, reviews, and scores quality assurance forms used in the Carrier Evaluation System, e.g., reports of shipment from destination/origin Transportation Office (TO); reports of inspections at contractor's facilities, customers homes and destinations; and data relative to carrier performance, i.e., damages, losses, improper packing, late shipments, etc. Analyzes and scores shipment, post scores and sends evaluations to transportation office of origin or to internal TDR function. As necessary, issues letters of suspension and/or warning. Recommends carrier/agency disqualification when performance indicates service provided is less than satisfactory. ____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-3 350 POINTS

- Knowledge of the full range of complex procedural shipment clerical operations associated with personal property shipment needs and services which require considerable training and experience with service orders sufficient to: advise members on pertinent regulations and procedures regarding damaged and/or lost household goods; advise and assist members in filing claims; initiate tracer action on lost items; compile, evaluate, and maintain data relating to the evaluation of carrier services; and evaluate and score CERS documents for carrier performance.

- Knowledge of office filing system and agency filing procedures.

- Ability to compose routine nontechnical correspondence used to communicate with contractors.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-2 125 POINTS

Supervisor makes assignments together with specific instructions as to deadlines, priorities, and new or unusual requirements. The employee completes assignments for which standard practices, techniques and methods are applicable, referring unusual problems or unfamiliar situations to the supervisor for assistance. Completed work is reviewed by the supervisor to assure accuracy and compliance with established shipment instructions.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines includes agency shipment and related documents, and established procedures, practices, and methods which are detailed and directly applicable to work assignments. The incumbent is responsible for locating and selecting the most appropriate guide. Where guidelines are inadequate or not applicable, a higher graded employee is consulted.

FACTOR 4 - COMPLEXITY LEVEL 4-2 75 POINTS

Assignments include duties that involve related processes of considering and resolving a wide range of interrelated or nonstandard shipment problems such as advising customers on entitlements related to lost and damaged household goods and determining appropriate actions to initiate timely shipments and systematic evaluation of carriers based on performance. Action to be taken depends on the adequacy of service rendered by contractor and corrective action required.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of this position is to advise members who have damaged/lost household goods on how to file for claims and to maintain performance data and to evaluate household good carriers. Work efforts affect the service members total move and the government's use of carriers.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-2 25 POINTS

Contacts are made with personal property owners, personnel from other transportation offices, agents, and carriers.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Purpose of contacts are to advise service members on how to file claims for lost or damaged household goods. Daily contacts are with packing inspectors to arrange deliveries and inspect services.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

The work is sedentary, although there may be some walking and standing or carrying inspection documents and records.

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. Reference: OPM PCS, GS-2134, shipment Clerical and Assistant Series, Sep 82.

2. Title and Series Determination: The incumbent of this position performs a variety of complex procedural shipment clerical operations associated with monitoring and evaluating commercial carriers and contractor services governing the shipment of household goods and personal property. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. By application of that standard, the proper title of subject position is Shipment Clerk.

3. Grade Determination: By application of referenced standard, subject position is evaluated to the GS-04 grade level (see attached evaluation).

4. Final Classification: Shipment Clerk, GS-2134-04

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk, GS-2134-04

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	350	FL 1-3	Knowledge to perform moderately difficulty duties, i.e., monitoring and evaluating commercial carriers.
2. Supervisory Controls	125	FL 2-2	Supervisor provides assignments and assists with difficult problems. Day-to-day work completed independently.
3. Guidelines	125	FL 3-2	Guidelines include detailed procedures; unusual problems referred to supervisor.
4. Complexity	75	FL 4-2	Performs full range of related duties. Actions taken depend on numerous variables.
5. Scope and Effect	75	FL 5-2	Effects postshipment services which affects reliability of contractors services.
6. Personal Contacts	25	FL 6-2	Contacts are within and outside immediate organization.
7. Purpose of Contacts	50	FL 7-2	Coordinate work efforts. Advise on and discuss claim procedures.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
S			
U M M TOTAL POINTS	835		
A R Y Grade Conversion	GS-04		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A097__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Shipment Clerk

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	2134	04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Shipment Clerk responsible for performing freight shipment work of moderate difficulty as authorized by a standing route order or similar shipping document. In this capacity, incumbent performs one or more of the following duties:

- Reviews invoices assigned for the mode of transportation and the particular carrier to be used. Selects the carrier on an equal tonnage distribution basis if the carrier is not indicated on the invoice. ____%

- Consolidates shipments of general freight going to the same consignee to meet the minimum weight requirements of the mode of transportation or the particular carrier. ____%

- Checks the invoices for all priorities and required delivery dates; checks to see that commodities which should be excluded have been removed from the shipment. ____%

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- Initiates the billing process to prepare various documents for the shipment such as bills of lading, transportation control and movement documents, custom declarations, certificates in lieu of lost Government bills of lading, and miscellaneous shipping forms, stickers, and tags. _____%

- Contacts the carrier to arrange pickup of the shipment as well as the use of standard material handling and carrier equipment as may be required.____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-3 350 POINTS

- Knowledge of the full range of less complex substantive clerical shipment operations on freight which require considerable training and experience in standing route orders sufficient to ensure that the appropriate transportation mode has been selected, same consignee freight has been consolidated within the proper minimum weight requirements for the transportation mode, and all priority freight has been scheduled properly for shipment or excluded freight has been properly removed from the shipment lot.

- Knowledge of the full range of complex procedural shipment clerical operations associated with freight that requires considerable training and experience in standing route orders sufficient to initiate the billing and control process.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-2 125 POINTS

Supervisor makes assignments together with specific instructions as to deadlines, priorities and new or unusual requirements. The employee completes assignments for which standard practices, techniques, and methods are applicable, referring unusual problems of unfamiliar situations to the supervisor for assistance. Completed work is reviewed by the supervisor to assure accuracy and compliance with standing route orders.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations, current freight rate cards, postal and shipping guides, contractual documents, and pertinent memoranda which are detailed and generally applicable to work assignments. The employee locates and selects the most appropriate guide and makes minor deviations in the selection of the ultimate course of action where alternative possibilities are present.

FACTOR 4 - COMPLEXITY LEVEL 4-2 75 POINTS

Assignments involve related processes of ensuring the appropriate transportation mode is selected, same consignee freight is consolidated according to the transportation mode's minimum weight requirements, priority freight is scheduled according to availability of space of most expeditious mode, or excluded freight is removed from shipment lot; and of initiating the

appropriate billing, control, preparation, and distribution of various shipment documents and forms as well as making contacts to arrange for carrier equipment and services. The employee checks invoices for various shipment needs and services that include consideration of differences among a few easily understood shipment requirements. The employee responds differently to invoices received on freight that may or may not specify transportation or other essential detail.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of the position is to effect the shipment of freight as authorized by a standing route order. Work efforts affect the accuracy, reliability, or the like of freight movement from the activity to consignees.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-2 25 POINTS

Personal contacts are with other shipping unit personnel in the immediate organization and carrier representatives.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Contacts are for the purpose of coordinating work efforts to effect the movement of commodities to consignees.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

The work is sedentary, although there may be some walking and standing or carrying shipment documents and records.

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. References; OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

2. Title and Series Determination: The incumbent of this position performs a variety of complex procedural shipment clerical operations associated with performing freight shipment work such as: reviewing invoices for the mode of transportation and the particular carrier to be used or selecting shipments of general freight going to the same consignee to meet minimum weight requirement. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. By application of that standard, the proper title of subject position is Shipment Clerk.

3. Grade Determination: By application of referenced standard, subject position is evaluated to the GS-04 grade level (see attached evaluation).

4. Final Classification: Shipment Clerk, GS-2134-04

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk, GS-2134-04

FES Standard and Date Position #:

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	350	FL 1-3	Knowledge to perform moderately difficult duties, i.e., processing freight shipment documents.
2. Supervisory Controls	125	FL 2-2	Supervisor provides assignments and assists with difficult problems. Day-to-day work completed independently.
3. Guidelines	125	FL 3-2	Guidelines include detailed procedures. Unusual problems referred to supervisor.
4. Complexity	75	FL 4-2	Performs full range of related duties. Actions taken depend on numerous variables.
5. Scope and Effect	75	FL 5-2	Effects accuracy and reliability of further operations in the shipment process.
6. Personal Contacts	25	FL 6-2	Contacts are within and outside immediate organizations
7. Purpose of Contacts	50	FL 7-2	To coordinate work efforts. Advise on and resolve problems concerning tonnage distribution
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	835		
Grade Conversion	04		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A016

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Shipment Clerk

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
GS	2134	05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Provides preshipment, shipment, and postshipment services to military personnel, civilian employees, and their dependents in matters of domestic and oversea movement of personal property.

1. Advises personnel concerning entitlements for shipping household goods, unaccompanied baggage, privately owned vehicles, professional items, items of extraordinary value, and for temporary and nontemporary storage of personal property. Provides advice on insurance requirements covering property being transported and stored. Advises personnel concerning excess costs, pitfalls due to excess weight, multiple shipments, excessive distance, circuitous routings, excessive handling, increased valuation, etc. Explains conditions and options available on separation from service or relief from active duty, and services to expect from or not provided by the carrier at origin and destination. ____%

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2. Selects the appropriate mode of transportation considering tonnage, distribution requirements, temporary lodging allowances, transit times, quality of service, owners' needs, and carriers' tariffs. Coordinates arrangements for pickup and delivery with the owners and carriers. Explains customs, procedures, and requirements. Offers suggestions for segregating property to expedite shipments so that owners will suffer the least inconvenience while awaiting delivery of their property. ____%

3. Authorizes and arranges placement of property into temporary storage based on entitlements. Maintains suspense on each case to inform owners of expiration date for storage at Government expense. Obtains authorization for withdrawal of property from storage or for extending storage. Arranges for storage of household goods incident to assignment to, from, and between living quarters. ____%

4. Maintains daily ledger of funds obligated for authorized storage and furnishes the Accounting and Finance Office appropriate reports of authorized obligations consistent with applicable directives. Computes and furnishes cost data to support reimbursement claims for shipment and storage of personal property. Maintains file on each case. ____%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position -- Level 1-4 -- 550 points.

Practical knowledge of extensive, complex, substantive clerical operations on personal property preshipment, shipment, or postshipment needs and services which require extended training and experience sufficient to --

a. Consider and resolve a wide range of interrelated or nonstandard problems dealing with such matters as owners' desires, quantity and types of property involved, extent of entitlements available, what to ship or store, special packing, expeditious mode, official duty items, pickup and delivery dates, consignees, destinations, temporary or nontemporary storage privileges, duty station restrictions, privately owned vehicle requirements, excess costs, discharge conditions and options, carrier services that are provided or are not provided, mode of transportation determinations, do-it-yourself services, services rendered and violations incurred, and claims to obtain service or compensation.

b. Interview, advise, and assist both military and civilian owners of personal property of all ranks and grades with different types of orders and shipment and storage needs and services.

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

Receives administrative and general technical supervision from supervisor or higher level employee in assigned organization element. Assignments are based on experience and knowledge of rules, regulations, policies, and laws governing

personal property movement. Employee is expected to perform recurring assignments with a substantial degree of independence, but refers deviations and unfamiliar problems not covered by instructions to supervisor for assistance. Completed assignments are reviewed for technical accuracy and compliance with instructions or established procedures.

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

Guidelines include Army traffic management regulations and directives; shipping and packing guides; and computer listings showing origin points, destinations, modes, carriers, etc. The clerk locates and selects the most appropriate guide and, on occasion, makes minor deviations to adapt guidelines to specific cases. Situations requiring significant deviations are referred to the supervisor.

Factor 4 - Complexity -- Level 4-2 -- 75 points.

Assignments include duties that involve related processes for considering and resolving a wide range of interrelated or nonstandard shipment problems such as owner's desires, quantity or type of property to be shipped or stored, owner's entitlements based on grade, rank, and size of family, nature of travel authorizations, special packing requirements, agreeable dates to the owner and carrier, and other matters pertaining to personal property preshipment, shipment, or postshipment requirements.

Actions taken differ depending on priorities and required delivery dates, shipment minimum weight requirements, shipment documents, carrier and ancillary services and charges, change-of-station travel orders, arrangements for temporary or nontemporary storage, and reports of carrier performance.

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

The purpose of the position is to effect preshipment, shipment, or postshipment services, on behalf of owners of personal property to new duty stations. Work affects the accuracy and reliability of further processes on shipment arrangements and billings, handling, and transportation services.

Factor 6 - Personal Contacts -- Level 6-2 -- 25 points.

Personal contacts are with representatives of transportation, storage and shipping companies, shipping personnel within the activity, and military and civilian personal property owners.

Factor 7 - Purpose of Contacts -- Level 7-2 -- 50 points.

Contacts are for the purpose of planning and coordinating work efforts and to advise on and discuss shipment requirements of a variety of personal property requiring special considerations and services.

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

Work is primarily sedentary requiring some walking, standing, and carrying small items or documents.

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

Work is usually performed in an office setting.

1035 points equate to GS-05.

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade: Shipment Clerk, GS-2134-05

FES Standard & Date: Shipment Clerical and Assist Ser Sep 82 Position #: _____

Evaluation Factors	Points Assigned	Standard Used (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the Position	550	BMK #2 FL 1-4	Knowledge of complex, clerical operations on preshipment, shipment, or postshipment needs and services.
2. Supervisory Controls	125	FL 2-2	Receives general supervision. Assignments based on previous experience; receives assistance on unfamiliar problems.
3. Guidelines	125	FL 3-2	Army traffic mgmt. regs. and directives, shipping and packing guides, etc. Selects and adapts to specific needs.
4. Complexity	75	BMK #2 FL 4-2	Related processes for considering and resolving unusual problems. Actions taken depend on numerous variables.
5. Scope and Effect	75	BMK #2 FL 5-2	Effects preshipment, shipment and/or postshipment services which affects reliability of contractor services.
6. Personal Contacts	25	FL 6-2	Contacts storage and shipping representatives, others in the activity and personal property owners.
7. Purpose of Contacts	50	FL 7-2	To plan and coordinate work efforts, advise on and discuss shipping requirements.
8. Physical Demands	5	FL 8-1	Sedentary, requiring some walking, standing, and carrying small items.
9. Work Environment	5	FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	1035		
Grade Conversion	GS-05		

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.	1. JOB NUMBER A098
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Shipment Clerk (Typing)
	6. PAY SCHEDULE: GS 7. OCC CODE: 2134 8. GRADE: 05
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT 10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Shipment Clerk responsible for performing a wide of technical duties associated with the shipment, storage, and/or disposition of inbound/outbound personal property shipments. In this capacity, the incumbent performs one or more of the following duties.

- Counsels owners on travel/storage authorizations to elicit needs and services desired, determines the quantity and types of property involved, and explains the extent of entitlements, within time and weight options, to ship or store at Government or personal expense. Explains temporary or nontemporary storage entitlements, conditions which may generate excess cost and lead to a payroll deduction (particularly conditions involving separation from service or relief from active duty), and services that will or will not be provided by the carrier at origin and destination points. Provides advice on insurance requirements covering property being transported as stored. Counsels individuals as to the advisability of shipping separately such items as furs, jewelry, expensive cameras, art objects, silverware, and hobby items; advises as to full value insurance which may be obtained from carriers at fees to be paid by individuals. Advises as to weight restrictions which exist in overseas areas

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due to government housing limitations. When allowance is exceeded, computes overweight and initiates notification to service member and selected contractor. In cases of extension of government paid storage privileges in consonance with a change in entitlement, initiates the prescribed amendments and processes the required documentation. Informs individuals as to items which they may not ship as personal property at government expense. ____%

- Determines the most efficient and economical rates and routes for shipment of household goods, unaccompanied baggage, personal effects and/or mobile homes. Shipments are made worldwide and regularly via any or all modes of transportations (and combination thereof) and by commercial van and container methods. Selects carrier and assigns shipment codes. Distributes household goods tonnage to lowest cost carrier. Ensures primary carrier receives proper percentage and other carriers receive the remaining tonnage equally. Posts changes of rating and status of carriers to Traffic Distribution Records (TDR). Posts and aligns TDR cards in order of rate levels established by the rate analysis and then by amount of tonnage under the Carrier Evaluation Reporting System (CERS). Contacts MTMC for a carrier and rate when rate for shipment is not available. Posts carrier suspensions, reinstatements, nonuses, and disqualifications to all TDR cards and to the Military Rate Tenders Routes. Routes overseas household goods IAW the International Thru Government Bill of Lading (ITGBL) Program based on lowest cost. Compares ITGBL modes and Direct Procurement Method (DPM) modes, based on cost factors such as packing, crating, accessorial, linehaul to port handling, and air or water transportation by military or commercial airlines to overseas destination. Maintains separate TDR's for interstate, intrastate and local drayage moves. ____%

- Receives and reviews advance shipping documents to determine appropriate arrangements and disposition. Contacts and counsels property owners regarding inbound entitlements authorized such as temporary storage, local delivery limits, and claim procedures to recover losses for damaged household good items. Coordinates and arranges disposition of inbound personal property shipments (household goods, unaccompanied baggage, mobile homes, and privately owned vehicles). As appropriate, authorizes and arranges placement of property into temporary storage. Maintains suspense on each case to inform owners of expiration date for storage at Government expense. Obtains authorization for withdrawal of property from storage or for extending storage. Arranges for storage of household goods incident to assignment to, from, and between living quarters. ____%

- Composes and types a variety of correspondence, forms, reports, etc., relating to storage accounts and activities. Material typed consists of nonspecialized terminology in a wide variety of formats with independent responsibility for preparation of material in final form. Exercises judgement in originating form, spacing and arrangement. Selects, rearranges and consolidated data to be typed from a number of sources based on an overall knowledge of objectives to be achieved. Compiles and types quarterly reports on all storage accounts. ____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-4 550 POINTS

- Knowledge and skill sufficient to perform duties related to various complex substantive clerical duties involving one or more shipment processes, e.g., determining appropriate methods of shipping personal property, selecting appropriate carrier/contractor approved by the activity, and coordinating pickup and delivery arrangements with owner and carrier/contractor; eliciting from applicant the needs and services desired; and explaining the quantity and types of personal property and entitlements to ship or store at Government expense, temporary or nontemporary storage privileges available, duty station restrictions, excess costs, discharge conditions and options, carrier services to expect or not provided, etc.

- Knowledge and skills sufficient to interview, advise, and assist both military and civilian owners of personal property of all ranks/grades with different types of change-of-station orders and shipment and/or storage needs and services.

- Knowledge of the CERS and ITGBL programs sufficient to select proper carrier/mode for shipment of property. Applies complex rate analysis to procure services at lowest cost.

- Knowledge of the full range of complex substantive shipment clerical operations associated with personal property shipment sufficient to: process personal property applications; make contacts and place orders with commercial warehouses to effect storage of household goods; maintain control files on storage lots as required; and notify owners of unauthorized storage and the need for its removal.

- Skill in operating a typewriter for use in typing various forms pertinent to the shipment of personal property. A qualified typist is required.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-2 125 POINTS

Receives administrative and general technical supervision from supervisor or higher level employee in assigned organization element. Assignments are based on experience and knowledge of rules, regulations, policies, and laws governing personal property movement. Employee is expected to perform recurring assignments with a substantial degree of independence, but refers deviations and unfamiliar problems not covered by instructions to supervisor for assistance. Completed assignments are reviewed for technical accuracy and compliance with instructions or established procedures.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations (e.g., consignment guides, JTRs, CERS manual, etc.); carrier and contractor service tenders and letters of intent; standards for the preparation of household goods for shipment and storage; tariffs, rates, and instructions and notices which are applicable to individual personal property shipments as sources of data, special instructions, or special regulatory considerations. The employee locates and selects the most appropriate guide and makes minor deviations in the selection of the ultimate course of action where alternative possibilities are present or agreement is reached with the owner and the carrier. Situations requiring significant deviations are referred to the supervisor.

FACTOR 4 - COMPLEXITY LEVEL 4-2 75 POINTS

Assignments include duties that involve related processes for considering and resolving a wide range of interrelated or nonstandard shipment problems such as owner's desires, quantity or type of property to be shipped or stored, owners entitlements based on grade/rank/size of family, nature of travel authorizations, special packing requirements, agreeable dates to the owner and carrier, and other matters pertaining to personal property preshipment, shipment or postshipment requirements.

Actions taken differ depending on priorities and required delivery dates, shipment minimum weight requirements, shipment documents, carrier and auxillary services and charges, change-of-station travel orders, arrangement for temporary or nontemporary storage and reports of carrier performance.

FACTOR 5 - SCOPE AND EFFECT FL 5-2 75 POINTS

The purpose of the position is to effect preshipment, shipment, and/or postshipment services to new duty stations. Work efforts affect the accuracy and reliability of further processes on shipment arrangements and billings, handling, and transportation services.

FACTOR 6 - PERSONAL CONTACTS FL 6-2 25 POINTS

Personal contacts are with personal property owners, shipping unit personnel, and others in the activity and carriers or contractors serving the activity.

FACTOR 7 - PURPOSE OF CONTACTS FL 7-2 50 POINTS

Contacts are for the purpose of coordinating work efforts to effect the shipment of a variety of personal property that requires special considerations and services.

FACTOR 8 - PHYSICAL DEMANDS FL 8-1 5 POINTS

The work is primarily sedentary but some walking, standing, stooping and carrying of light objects is required.

FACTOR 9 - WORK ENVIRONMENT FL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. References:

a. OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

b. OPM PCS, GS-322, Clerk-Typist Series, Jan 79.

c. OPM Typing and Stenography Grade Evaluation Guide, Jan 79.

2. Title and Series Determination: the incumbent of this position performs a variety of complex substantive clerical duties involving one or more shipment processes, i.e., determining appropriate methods of shipping personal property, selecting appropriate carrier/contractor approved by the activity, and coordinating pickup and delivery arrangement with owner and carrier/contractor. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. The position also requires the skills of a qualified typist to perform the typing duties. By application of the titling practices in references 1.a. and 1.b., the proper title of subject position is Shipment Clerk (Typing).

3. Grade Determination: By application of reference 1.a., the shipment operation duties evaluate to GS-05 (see attached evaluation). The typing duties evaluate to the GS-03 grade level by application of reference 1.c.

4. Final Classification: Shipment Clerk (Typing), GS-2134-05.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk/(Typing), GS-2134-05

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	550	FL 1-4	Knowledge of complex clerical operations on preshipment, shipment, or postshipment needs and services.
2. Supervisory Controls	125	FL 2-2	Receives general supervision. Assignments based on previous experience; receives assistance on unfamiliar problems.
3. Guidelines	125	FL 3-2	Army traffic management regulations and directives, shipping and packing guides, etc. Selects and adapts to specific needs.
4. Complexity	75	FL 4-2	Related processes for considering and resolving unusual problems. Actions taken depend on numerous variables.
5. Scope and Effect	75	FL 5-2	Effects preshipment, shipment and/or postshipment services and reliability of contractor services.
6. Personal Contacts	25	FL 6-2	Contacts storage and shipping representatives, others in the activity, and personal property owners.
7. Purpose of Contacts	50	FL 7-2	Plans and coordinates work efforts, advise on and discusses shipping requirements.
8. Physical Demands	5	FL 8-1	Sedentary, requiring some walking, standing, and carrying small items.
9. Work Environment	5	FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	1035		
Grade Conversion	GS-05		

2

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Clerk-Typist, GS-322-03

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	200	FL 1-2	Knowledge of formats, grammar, and terminology used in origin to type from written material.
2. Supervisory Controls	125	FL 2-2	General supervision; receives instruction on new work; work is spot checked.
3. Guidelines	125	FL 3-2	Procedures are established. Specific guidelines are available but requires interpretation.
4. Complexity	75	FL 4-2	Incumbent determines sequence of work and is responsible for accuracy.
5. Scope and Effect	25	FL 5-1	Types material in final form; work affects the work of the office.
6. Personal Contacts	10	FL 6-1	Personal contacts are with people within the organizations and carrier representatives.
7. Purpose of Contacts	20	FL 7-1	Contacts are for receiving assigments or exchanging information.
8. Physical Demands	5	FL 8-1	
9. Work Environment	5	FL 9-1	
SUMMARY			
TOTAL POINTS	590		
Grade Conversion	GS-03		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A099__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Shipment Clerk

6. PAY SCHEDULE: GS

7. OCC CODE: 2134

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Serves as a Shipment Clerk responsible for effecting shipments of general freight, dangerous articles, or special security-risk materials. In this capacity, incumbent performs one of more of the following duties:

- Coordinates shipments with receiving activity to ascertain an acceptable quantity. Divides the shipment so that the smaller portion will be shipped by premium mode and the larger by a slower but a more economical mode. Provides pertinent instructions to the packing unit. ____%

- Selects the appropriate carrier and mode and makes necessary arrangements for shipments, considering such matters as availability of through routes, carrier operating rights, comparability of costs, relative priority of the shipment, and need for special handling facilities. ____%

- Reviews the size or weight of items in shipments to determine whether or not a particular handling, packing, loading, or carrier equipment is required, e.g., open-top conveyance for loading by crane, temperature-controlled

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equipment, or security control. Authorizes commodities in shipments for such transit privileges as stop-off, storage-in-transit, substitution of tonnage, or other in route transportation services. ____%

- Screens shipments of dangerous material to ensure the packaging is appropriate for the mode of transportation; medical material to ensure the bill of lading reflects pertinent in route instructions to prevent deterioration; or electronic components with magnetic transmitting characteristics to ensure lead-shielded containers are used to preclude possible interference with the aircraft's instruments. ____%

- Initiates the billing process to provide various shipment documents for commercial and governmental modes and carriers containing approximate costs, routes, and services. Provides for various shipment material characteristics such as size, shape, weight, packing requirements, compatibility for consolidation, whether or not the material is knocked down or set up skidded, palletized, nested, loose, packaged in barrels, boxes, crates, new, or used. Contacts the carrier to arrange pickup of the shipments as well as for the use of special facilities and services as may be required. ____%

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-4 550 POINTS

Practical knowledge of extensive substantive clerical operations on general, dangerous, or special security-risk freight not covered by standing route orders which require extended training and experience sufficient to consider and resolve a wide range of interrelated problems such as dealing with such matters as acceptable quantity of freight to go by premium or economical mode; appropriate through route carriers and modes and in route transportation services, packaging for the transportation mode, pertinent in route instructions for protecting the commodity being shipped; safety containers for electronic components with magnetic transmitting characteristic, shipment documents for commercial and governmental modes and carriers; or pickup and special facilities and services arrangements.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-2 125 POINTS

Supervisor makes assignments together with the deadlines, priorities, and the like; and provides specific instructions on new or unusual requirements. The employee independently completes recurring assignments, referring unusual problems or unfamiliar situations to the supervisor for assistance. Completed work and methods used are reviewed by the supervisor to ensure they are technically accurate and comply with instructions.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations, directives covering supplies requiring special treatment (medical, explosives, etc.) and local instructions and directives relative to the routing or material, assignment of mode of transportation, assignment and distribution of bills of lading. The employee locates and selects the most appropriate guide and makes minor deviations in the selection of the ultimate course of action where alternative possibilities are present.

FACTOR 4 - COMPLEXITY LEVEL 4-2 75 POINTS

Assignments include duties which involve related processes of considering and resolving a wide range of interrelated or nonstandard shipment problems such as (1) which freight should go by premium or economical mode, (2) which carrier and mode should provide the best or most economical through route and in route services, and (3) which packaging requirement should be applied for a particular freight or transportation mode. The employee checks documents and forms for various shipment needs and services that also include consideration of differences among a few easily understood shipment requirements for general, dangerous, or special security-risk freight as provided for under appropriate agency shipment regulations. Actions to be taken differ depending on the kind of transaction, e.g., ascertaining of acceptable shipment quantities, arrangements for shipments, size of weight of items, nature and contents of materials, use of commercial and government modes, or use of special facilities and services.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of the position is to effect the shipment of general freight (e.g., those covered by several material cognizance codes or supply categories), dangerous articles, or special security-risk materials. Work efforts affect the accuracy and reliability of further processes on shipment arrangement and billing, handling, and transportation services.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-2 25 POINTS

Personal contacts are with other shipping unit personnel in the activity and carriers serving the activity.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Contacts are for the purpose of coordinating work efforts to effect the shipment of a variety of materials requiring special facilities and services.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

The work is sedentary

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. Reference: OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

2. Title and Series Determination: The incumbent of this position performs a variety of complex substantive clerical duties involving shipments of general freight, dangerous articles, or special security-risk materials such as coordinating shipments with receiving activity to ascertain an acceptable quantity and selecting the appropriate carrier and mode and arranges for shipments. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. By application of the titling practices in above reference the proper title of subject position is Shipment Clerk.

3. Grade Determination: By application of above reference, subject position evaluate to the GS-05 grade level (see attached evaluation).

4. Final Classification: Shipment Clerk, GS-2134-05.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk, GS-2134-05

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	550	FL 1-4	Knowledge of complex clerical operations to effect shipment of general freight, dangerous articles or special security risk material.
2. Supervisory Controls	125	FL 2-2	Receives general supervision. Assignments based on previous experience; receives assistance on unfamiliar problems.
3. Guidelines	125	FL 3-2	Army traffic management regulations and directives, shipping and packing guides, etc. Selects and adapts to specific needs.
4. Complexity	75	FL 4-2	Related processes for considering and resolving unusual problems. Actions taken depend on numerous variables.
5. Scope and Effect	75	FL 5-2	Effects preshipment, shipment and/or postshipment services and reliability of contractor services.
6. Personal Contacts	25	FL 6-2	Contacts are with shipping personnel and carrier representatives.
7. Purpose of Contacts	50	FL 7-2	Plans and coordinates work efforts, advises on and discusses shipping requirements.
8. Physical Demands	5	FL 8-1	Sedentary, requiring some walking, standing, and carrying small items.
9. Work Environment	5	FL 9-1	Office setting.
SUMMARY			
TOTAL POINTS	1035		
Grade Conversion	GS-05		

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A100
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Shipment Assistant		
	6. PAY SCHEDULE GS	7. OCC CODE 2134	8. GRADE 06
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Incumbent of this position serves as a Shipment Assistant responsible for effecting shipments of extremely fragile, high hazard, or temperature sensitive materials, equipment, instruments, or models. In this capacity, the incumbent performs the following duties:

- Coordinates work efforts with freight specialists to develop specialized packing, loading, and handling methods, practices, and procedures for shipments requiring special protection. ____%

- Arranges with carriers to provide special terminal facilities and services, specialized carrier equipment, or special highway permits or police escorts, or accessorial services such as switching, diversion and reconsignment, demurrage, and loading and unloading for shipments having large size, excessive weight, or unusual configuration or physical characteristics. ____%

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- Determines and effects complete routings involving a combination of modes of carriers (e.g., truck and rail, truck and air) to handle shipments with urgent delivery dates or situated at isolated origin or destination points, requiring interconnections between carriers or modes when through routes are either not available or are subject to delay. ____%

- Performs shipper functions to arrange and effect large shipments through a major mode cargo coordinator by establishing the name and port location of the vessel with suitable storage space and a schedule and ports of calls that would allow for delivery of material by the date required; proper material preparations for ocean transportation; proper preparation of standard conveyance bills of lading, ocean manifests, dock receipts, and necessary custom clearance documents; and cross-country routes and bypasses for uninterrupted transportation to and from seaport to the ultimate destination. ____%

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-4 550 POINTS

Practical knowledge of the technical shipment operations and the extensive body of rules and procedures governing the shipment of extremely fragile, high hazard, or other temperature sensitive materials, equipment, instruments, or models, as well as major or urgent freight, which require extended training and experience sufficient to consider and respond to a wide range of interrelated or nonstandard special requirements. Requirements involving these types of shipments usually encompass matters such as protective packing, loading, and handling; protective movement through terminal facilities or a combination of carriers or modes.

FACTOR 2 - SUPERVISORY CONTROLS LEVEL 2-3 275 POINTS

Supervisor makes general work assignments in terms of technical shipment arrangements and control objectives, and priorities and is available for assistance regarding new regulations or unusual conditions and restrictions at points or origin, in transit or storage, or at destination. The employee independently plans and carries out the shipment arrangements and provides for the necessary controls, selecting the extent and kind of contractor/carrier service to be afforded each shipment. Arrangements and controls are not reviewed in detail. Complaints from contractors/carriers, or inquiries from auditing organizations and the actions taken by the employee regarding a shipment are reviewed after the fact for technical soundness.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations, directives showing points served, interchange points, connecting carriers, and types and sizes of equipment; listing by car number all the pieces of railway equipment available in the country and showing the dimensions, load limits, number of doors, and other information for each carrier; and containing carrier freight rate quotations, specific point tariffs, and commodity tariffs applicable to work assignments. The employee locates and selects the most appropriate guides and makes minor deviations in the selection of the best passage from the available alternatives.

FACTOR 4 - COMPLEXITY LEVEL 4-3 150 POINTS

Assignments include duties that involve different and unrelated considerations and responses to deal with a wide range of interrelated or nonstandard special requirements such as protective packing, loading, and handling; and protective movement through terminal facilities or a combination of carriers or modes; complete expeditious routings through or interconnections between a combination of carriers or modes. The employee reviews the documents and forms on the freight and analyzes the extent of the shipment needs and services and the alternative preshipment shipment, and postshipment arrangement and controls that may be needed from the point of origin, en route, or at the ultimate destination. The employee isolates and analyzes the preshipment, shipment and posshipment conditions and elements of the freight to determine the interrelationship of shipment needs and services in terms of special protection, routing, and transportation that ensure safe, expeditious and uninterrupted shipments.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of the position is to effect shipments of extremely fragile, high hazard, or temperature sensitive materials, equipment instruments, or models as well as major or urgent freight. Work efforts affect the accuracy and reliability of further processes on shipment arrangements and billings, handling and transportation services.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-2 25 POINTS

Personal contacts are with other shipping unit personnel and carriers serving the activity.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Contacts are for the purpose of coordinating work efforts to effect the shipment of a variety of materials requiring special facilities and services.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

The work is sedentary.

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. References: OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

2. Title and Series Determination: The incumbent of this position performs a variety of duties that require a practical knowledge of extensive complex substantive clerical operations to effect shipment of extremely fragile high hazard, or temperature sensitive materials, equipment, instruments, or models. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. By application of that standard, the proper title of subject position is shipment assistant.

3. Grade Determination: By application of referenced standard, subject position is evaluated to the GS-06 grade level (see attached evaluation).

4. Final Classification: Shipment Assistant, GS-2134-06

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk, GS-2134-06

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard Used (BMK#/FL#/etc)	Comments
1. Knowledge Required by the Position	550	FL 1-4	Performs complex substantive technical duties on preshipment shipment or postshipment of fragile and hazardous freight.
2. Supervisory	275	FL 2-3	Incumbent plans, coordinates and independently carries out entire shipment/storage process. Reviews are random and to ensure technical accuracy
3. Guidelines	125	FL 3-2	Army traffic mgmt regs and directives, shipping and packing guides, etc. Selects and adapts to specific needs.
4. Complexity	150	FL 4-3	Work involves significant problems and requires analytical ability to resolve unusual aspects of freight shipments, further processes, or shipment arrangement.
5. Scope and Effect	75	FL 5-2	Effects preshipment, Shipment and/or postshipment services which affects reliability of further processes or shipment arrangements.
6. Personal Contacts	25	FL 6-2	Contacts storage and shipping representatives, others in the activity and personal property owners.
7. Purpose of Contacts	50	FL 7-2	Plans and coordinates work efforts, advises on and discusses shipping requirements.
8. Physical Demands	5	FL 8-1	Sedentary, requiring some walking, standing, and carrying small items.
9. Work Environment	5	FL 9-1	Office setting.

SUMMARY		
TOTAL POINTS	1260	REMARKS:
Grade Evaluation	06	

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A101

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Shipment Assistant

6. PAY SCHEDULE: GS

7. OCC CODE: 2134

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Incumbent of this position serves as a Shipment Assistant responsible for providing authoriative advice to customers experiencing difficulties in effecting complex domestic and foreign shipments of household goods and personal effects. Shipments by customer are regularly made to worldwide points utilizing a combination of modes. In this capacity, incumbent performs the following duties:

- Reviews and interpret new/revised directives and recently issued regulatory decisions. Ensures changes are incorporated into office procedures and individual and/or group orientation sessions, in order to develop the most efficient and economical moving/storage programs. Advises customers and/or subordinate personnel on the intent, coverages, and content of instructions, guides, precedents, and regulations pertaining to the shipment and storage of household goods. ____%

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- Provides advice to customers and/or subordinate personnel experiencing unusual difficulties on aspects of a move, such as excess costs, entitlements to claim reimbursement for shipments made at own expense, conditions and restrictions at new duty station, extra storage, and completion of applicable forms. Coordinates and arranges contingency plans to move, direct, reconsign or relocate personal property during adverse conditions associated with personal emergencies of the property owner, disasters, strikes, embargoes, lack of storage facilities, work stoppages and restrictions at new duty station. ____%

- Conducts group and/or individual counseling of a more complex nature to inform customers of their entitlements and responsibilities related to shipment/storage of personal property. Elicits their shipment needs with services desired. Determines the quantity and types of property involved, and explains the extent of entitlements available to ship or store at Government expense. Explains temporary or non-temporary storage entitlements, shipment restrictions at the temporary or permanent duty station, requirements involved in shipping mobile homes, privately-owned vehicles, excess costs, conditions and options available in separation from service or relief from active duty, and services to expect from or not provided by the carrier at origin and destination points. Receives request for Do-It-Yourself (DITY) moves. Determines the allowable costs and issues purchase orders, utilizing the low cost vehicle. Considers such matters as the method of shipment, the effects to be shipped or stored, items requiring special packing, items of extraordinary value requiring expeditious mode or transportation, the quantity of professional equipment, books, and papers required by the owner in official duties, the desired date of pick up, the destination, the consignee, and the preferred arrival date for delivery of the shipment to the new location. ____%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION LEVEL 1-4 550 POINTS

- Practical knowledge of technical shipment operation and the extensive body of rules and procedures governing the shipment or storage of household goods unaccompanied baggage, house trailers/mobile homes, privately owned vehicles, weapons and ammunition as well as liabilities, claims, and protection of personal property.

- Practical knowledge of extensive complex substantive clerical operations on personal property preshipment or shipment needs and services which require extended training and experience to consider and resolve a wide range of interrelated or nonstandard problems.

- Skill that requires extended training and experience sufficient to conduct group or individual orientation or counseling sessions on personal property matters.

- Ability to effectively communicate with military and civilian personnel of all ranks, agents and transportation personnel.

FACTOR 2 - Supervisory Controls LEVEL 2-3 275 POINTS

Supervisor makes assignments by defining shipment arrangement and control objectives, priorities, and deadlines, and assists employees on unusual conditions where precedents are unclear. Incumbent independently plans and carries out shipment arrangements, and provides for the necessary controls to handle problems and deviations in the work assignments and the extent and kind of service to be afforded each shipment in accordance with instructions, policies, previous training, or accepted shipment practices. Completed work is usually evaluated after the fact in response to complaints from carriers on the action taken on a shipment for technical soundness, appropriateness, and conformity to policy and shipment requirements.

FACTOR 3 - GUIDELINES LEVEL 3-2 125 POINTS

Guidelines include official agency shipment regulations; carrier service tenders; standards for the preparation of household goods for shipment and storage; instructions and notices which are applicable to individual personal property shipments as sources of data, special instructions, or special regulatory considerations. The incumbent locates and selects the most appropriate guide and makes minor deviations in the selection of the ultimate course of action where alternative possibilities are present or agreement is reached with the customer and the carrier.

FACTOR 4 - COMPLEXITY LEVEL 4-3 150 POINTS

Assignments include duties which involve different and unrelated considerations and responses in: dealing with a wide range of interrelated or nonstandard special personal property matters which may require group orientation and/or counseling sessions; or interpreting and advising on current and new personal property shipment and storage regulations, arrangements and controls. Incumbent analyzes preshipment, shipment, and post shipment needs and services desired by the property owners and reviews the many options available in terms of arrangements and controls of personal property shipments and/or storage from point of origin to point of destination. Incumbent identifies and analyzes the property owner's preshipment, shipment, and postshipment conditions and elements to discern the interrelationship of the needs and services desired versus the eligibility and entitlement of the individual.

FACTOR 5 - SCOPE AND EFFECT LEVEL 5-2 75 POINTS

The purpose of the position is to counsel, advise, and assist customers in shipment/storage of personal property. Provides counseling on complex shipment/storage processes and procedures involving multiple shipments, house trailer/mobile homes, Do-It-Yourself (DITY) moves, circuitous routing, etc. Work affects the accuracy and reliability of further processes on shipment arrangements and billings, handling and transportation services.

FACTOR 6 - PERSONAL CONTACTS LEVEL 6-2 25 POINTS

Contacts are with military and civilian customers and their family members, carriers/agents, transportation offices worldwide, individuals from other organizations seeking or exchanging information, Finance and Accounting Office, and installation staff agencies.

FACTOR 7 - PURPOSE OF CONTACTS LEVEL 7-2 50 POINTS

Contacts are for providing customers with advice on entitlements for shipping and storage. Contacts with carrier/agent/contractor personnel are for coordinating pickup and shipment of a variety of personal property requiring special considerations and services.

FACTOR 8 - PHYSICAL DEMANDS LEVEL 8-1 5 POINTS

Work is primarily sedentary but some walking, standing, stooping and carrying of light objects is required.

FACTOR 9 - WORK ENVIRONMENT LEVEL 9-1 5 POINTS

Work is performed in an office setting.

EVALUATION STATEMENT

1. Reference: OPM PCS, GS-2134, Shipment Clerical and Assistant Series, Sep 82.

2. Title and Series Determination: The incumbent of this position performs a variety of duties that requires a practical knowledge of extensive complex substantive clerical operations on personal property preshipment or shipment needs and services that requires extended training and experience to consider and resolve a wide range of interrelated or nonstandard problems, e.g., shipment or storage of household goods, unaccompanied baggage, house trailers/mobile homes, privately owned vehicles, weapons and ammunition as well as liabilities, claims, and protection of personal property. Work of this nature is appropriately covered by the GS-2134 standard for evaluation purposes. By application of that standard, the proper title of subject position is Shipment Assistant.

3. Grade Determination: By application of referenced standard, subject position is evaluated to the GS-06 grade level (see attached evaluation).

4. Final Classification: Shipment Assistant, GS-2134-06.

Job No. _____

FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT

Title, Series, and Grade Shipment Clerk, GS-2134-06

FES Standard and Date _____ Position #: _____

Evaluation Factors	Points Assigned	Standard (Bmk#/FL#/etc)	Comments
1. Knowledge Required by the position	550	FL 1-4	Performs complex substantives technical duties on preshipment, shipment, or postshipment needs and services.
2. Supervisory Controls	275	FL 2-3	Incumbent plans, coordinates and independently carries out entire shipment/storage process. Reviews are random and and to ensure technical accuracy.
3. Guidelines	125	FL 3-2	Army traffic management regulations and directives, shipping and packing guides, etc. Selects and adapts to specific needs.
4. Complexity	150	FL 4-3	Work involves significant problems and requires analytical ability to resolve unusual aspects of moves.
5. Scope and Effect	75	FL 5-2	Effects preshipment, shipment and/or postshipment service which affects reliability of contractor services.
6. Personal Contacts	25	FL 6-2	Contacts storage and shipping representatives, others in the activity and personal property owners.
7. Purpose of Contacts	50	FL 7-2	Plans and coordinates work efforts, advises on and discusses shipping requirements.
8. Physical Demands	5	FL 8-1	Sedentary, requiring some walking, standing, and carrying small items.
9. Work Environment	5	FL 9-1	Office Setting
SUMMARY			
TOTAL POINTS	1260		
Grade Conversion	GS-06		

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: Z1_ _ _

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: General Foreman

6. PAY SCHEDULE: WS

7. OCC CODE:

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the direction of a General Foreman who provides oral and written instructions for the accomplishment of assigned work operations within the limits of policies and basic production schedules set by management. Completed work is evaluated for effective and economical use of personnel, equipment, materials, and methods to meet production goals and quality standards.

MAJOR DUTIES

Serves as General Foreman over the _____ (division, branch, section). Plans, coordinates, and directs a variety of related work operations or functions in several units through one or more layers of supervision, including at least two positions at the full Foreman range of responsibility. The occupation and grade level that best reflect the nature of the overall work operation are _____ (title, code, and grade). The total work force supervised involves approximately _____ supervisors, leaders, and workers.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

1. Planning. Plans and schedules work assignments on a long-range basis (e.g., 3 to 6 months) for accomplishment by the units supervised within schedules and priorities established by higher level General Foreman. In collaboration with or subject to review by higher level General Foreman, analyzes work schedules, determines manpower, tooling, material requirements, and methods used; and plans work assignments considering trades or other occupations involved, availability of manpower and equipment, deadlines, and other work projects for which responsible. Provides information to higher level supervision (and to staff organizations) on such matters as ability to accomplish work assignments as scheduled, budget estimates, changes in production techniques and standards, rearrangement of machinery, or other changes in facilities. _____%

2. Work direction. Establishes a good working climate to encourage employees' participation in achieving management goals and to promote efficient and economical work operations. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Assigns and explains work requirements to subordinate supervisory levels, sets deadlines and sequence of operations, directs rearrangement of space and development of specialized tools and equipment as necessary. Maintains balanced workloads for subordinate work groups or units, shifting work among subordinate units for most effective operations. Reviews and analyzes production, cost, and personnel utilization records to evaluate work progress and to control or reduce costs; studies continuing problems; and takes or recommends necessary corrective actions. Prepares operating instructions and work schedules; develops quality and quantity standards; spot-checks work operations; and reviews completed work and inspection reports to assure that production and quality standards are met. Coordinates work operations, as needed, with supervisors of other organizations and functions. _____%

3. Administration. Recommends promotion or reassignment of subordinate supervisors, makes formal appraisals of their work performance, and determines training needs for all levels of subordinate supervisors and workers. Promotes and administers a variety of management programs for the units supervised, such as safety, cost reduction, incentive awards, beneficial suggestions, and quality assurance within policies and procedures established by higher authority. Assures that subordinate supervisors effectively carry out policies to achieve management objectives in such areas as labor-management relations and equal employment opportunity. Schedules leave of subordinate supervisors, and reviews personnel actions and employee performance appraisals initiated by subordinate supervisors. Acts on personnel problems referred by subordinate supervisors. Serves as management representative at hearings, meetings, and negotiations involving labor-management relations. Assures that appropriate production reports and administrative records are maintained. Periodically reviews job descriptions of subordinates for currency and accuracy, and makes necessary changes; 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. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Job Grading Standard, Supervisors, Aug 82.

b. DA CPOS, WS, Supervisors, Apr 83.

c.

d.

2. Title and series determination.

3. Grade determination. This position involves the supervision of at least 40 employees engaged in accomplishing trades and labor work, and thereby meets the coverage of the Job Grading Standard for Supervisors.

Factor 1 - Nature of supervisory responsibility.

The incumbent works under the direction of a General Foreman and is assigned supervisory responsibilities that essentially match those described for the General Foreman. This job is, therefore, credited as fully meeting the General Foreman range.

Factor 2 - Level of work supervised.

Factor 3 - Scope of work operations supervised.

Applying the General Foreman Grading Table, the combination of WG-__ as the level of work supervised and ___ as the scope of work operations converts to WS-__.

As provided in references 1a and 1b, a General Foreman reporting to a General Foreman will be one grade less than provided in the grading table. Final grade is ____.

4. Classification.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: Z2 _ _ _

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: General Foreman

6. PAY SCHEDULE: WS

7. OCC CODE:

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the direction of a manager who provides oral and written instructions, and relies on the incumbent to direct the accomplishment of assigned work operations within the limits of established policies and basic production schedules. Completed work is evaluated for overall effective and economical use of personnel, equipment, materials, and methods to meet production goals and quality standards.

MAJOR DUTIES

Serves as General Foreman over the _____ (division, branch, section). Plans, coordinates, and directs a variety of related work operations or functions in several units through one or more layers of supervision, including at least two positions at the full Foreman range of responsibility. The occupation and grade level that best reflect the nature of the overall work operation are _____ _____ (title, code, and grade). The total work force supervised involves approximately _____ supervisors, leaders, and workers.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

1. Planning. Plans and schedules work assignments on a long-range basis (e.g., 3 to 6 months) for accomplishment by the units supervised within schedules and priorities established by higher level management. In doing this, analyzes work schedules; determines manpower, tooling, material requirements, and methods to be used; and plans work assignments considering trades or other occupations involved; availability of manpower and equipment, deadlines, and other work projects for which responsible. Provides information and advice to higher level management (and to staff organizations) on such matters as ability to accomplish work assignments as scheduled, budget estimates, changes in production techniques and standards, rearrangement of machinery, or other changes in facilities. _____%

2. Work direction. Establishes a good working climate to encourage employees to participate in achieving management goals, and to promote efficient and economical work operations. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Assigns and explains work requirements to subordinate levels of supervision, sets deadlines and sequence of operations, directs rearrangement of space and development of specialized tools and equipment as necessary. Maintains balanced workloads for subordinate work groups or units, shifting work among subordinate units for most effective operations. Reviews and analyzes production, cost, and personnel utilization records to evaluate progress of work and to control or reduce costs; studies continuing problems; and takes or recommends necessary corrective actions. Prepares operating instructions and work schedules; develops quality and quantity standards; spot-checks work operations; and reviews completed work and inspection reports to assure that production and quality standards are met. Coordinates work operations as needed with the supervisors of other organizations and functions. _____%

3. Administration. Recommends promotion or reassignment of subordinate supervisors, makes formal appraisals of their work performance, and determines training needs for all levels of subordinate supervisors and workers. Promotes and administers a variety of management programs for the units supervised, such as safety, cost reduction, incentive awards, beneficial suggestions, and quality assurance within policies and procedures established by higher authority. Assures that subordinate supervisors effectively carry out policies to achieve management objectives in such areas as labor-management relations and equal employment opportunity. Schedules leave of subordinate supervisors, and reviews personnel actions and employee performance appraisals initiated by subordinate supervisors. Acts on personnel problems referred by subordinate supervisors, and serves as a management representative at hearings, meetings, and negotiations involving labor-management relations. Assures that appropriate production reports and administrative records are maintained. Periodically reviews job descriptions of subordinates for currency and accuracy, and makes necessary changes; 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. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. US OPM JGS for Supervisors, Aug 82.

b. DA CPOS, Supervisors WS, Apr 83.

c.

d.

2. Title and series determination.

3. Grade determination. This position involves the supervision of at least 40 employees engaged in accomplishing trades and labor work, and thereby meets the coverage of the Job Grading Standard for Supervisors.

Factor 1 - Nature of supervisory responsibility.

The incumbent works under the direction of a General Schedule position that involves managerial responsibilities that exceed the general foreman range of responsibility; examples of these managerial responsibilities include: determining goals and production plans, making or recommending organizational changes that involve basic structure, operating cost, and key positions, contributing significantly to the determination of resource needs and allocation of resources, coordinating program efforts with other installations, setting policy for the organization in such areas as determining program emphasis and operating guidelines, and dealing with personnel actions affecting key employees or other manpower actions having significant effects. The incumbent is assigned supervisory responsibilities that essentially match those described for the general foreman. Consequently, this job is credited as fully meeting the general foreman range.

Factor 2 - Level of work supervised.

Factor 3 - Scope of work operations supervised.

Applying the General Foreman Grading Table, the combination of WG-__ as the level of work supervised and ____ as the scope of work operations converts to WS-__.

4. Classification.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: Z3

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Foreman

6. PAY SCHEDULE: WS

7. OCC CODE:

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the direction of a General Foreman who provides general instructions, standard procedures, overall priorities and policies, and relies on the incumbent 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 Foreman over the _____ (branch, section, unit), exercising full supervisory responsibility over work operations involving approximately _____ subordinate workers. The occupation and nonsupervisory grade level that best reflect the nature of the overall work operation supervised are _____ (title, code, and grade).

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

1. Planning. Plans weekly and monthly work schedules and sequence of operations for subordinates. Establishes deadlines and priorities on the basis of general work schedules and methods and policies established by higher levels of supervision. Determines how many assignments can be done concurrently, which ones must be delayed, and the number and types of employees needed, considering skills, personnel, materials, and equipment available and required. _____%

2. Work direction. Selects workers and assigns tasks to be performed. Explains work requirements, methods, and procedures; instructs subordinates in new procedures; and provides advice when problems arise. Reviews work in progress or on completion. Adjusts plans, assignments, and methods as necessary to accomplish the work as effectively and economically as feasible. Determines equipment, supplies, and maintenance required. Assures that material is ordered and delivered to work sites so as not to delay work. Coordinates work of unit with other units that may be involved. _____%

3. Administration. Develops performance standards, counsels employees on performance, and makes formal and informal performance appraisals. Reviews job descriptions for currency and accuracy and makes necessary changes; reports detailing of employees to jobs other than their own. Interviews candidates for vacancies, and recommends selections. Counsels employees on problems and adjusts informal complaints through discussions with employees and union representatives. Initiates proposals for formal disciplinary action as needed. Identifies employees' training needs, and initiates recommendations to provide necessary training. Schedules and approves leave of subordinates. Promotes the participation of employees in such programs as the suggestion program cost reduction. Maintains production reports and records. Within assigned area assures that equal opportunity programs are implemented and operational to accomplish equal employment opportunity goals in accordance with DA and local policies. _____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Job Grading Standard, Supervisors, Aug 82.

b. DA CPOS, WS, Supervisors, Apr 83.

c.

d.

2. Title and series determination.

3. Grade determination. This job involves the supervision of at least three employees engaged in trades and labor work, and thereby meets the coverage of the Job Grading Standard for Supervisors.

Factor 1 - Nature of supervisory responsibility.

The incumbent works under the direction of a General Foreman and carries out supervisory responsibilities that essentially match those described for the Foreman range of responsibility. Consequently, this job is credited as fully meeting the Foreman range.

Factor 2 - Level of work supervised.

Factor 3 - Scope of work operations supervised.

Applying the Foreman Grading Table, the combination of WG-__ as the level of work supervised and ___ as the scope of work operations converts to WS-__.

4. Classification.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER Z4-___

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

5. TITLE Foreman

6. PAY SCHEDULE WS

7. OCC CODE

8. GRADE

9. FAIR LABOR STANDARDS ACT ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the direction of a Foreman who provides instructions, standard procedures, priorities, and policies, and relies on the incumbent 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 Foreman over the _____ (branch, section, unit), exercising supervisory responsibility for control over work operations involving approximately _____ subordinate workers. The occupation and nonsupervisory grade level which best reflect the nature of the overall work operation supervised are _____ (title, code, and grade).

1. Planning. In collaboration with or subject to review by higher level foreman, plans weekly or monthly work schedules and sequence of operations for subordinates.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

Establishes shop deadlines and priorities based on work schedules, methods, procedures, and deadlines and established by higher levels of supervision. Participates with supervisor in determining what assignments can be done concurrently, how many to delay, and the number and types of personnel needed, considering skills, personnel, materials and equipment available and required.____%

2. Work direction. Selects workers and assigns tasks to be performed. Explains work requirements, methods and procedures; instructs subordinates in new procedures and provides advice when problems arise. Reviews work in progress and on completion. Adjusts work plans, assignments, and methods as necessary to accomplish work as effectively and economically as possible. Determines equipment, supplies, and maintenance required. Assures the delivery of supplies and equipment at work sites as needed. Coordinates work of unit with other units that may be involved. ____%

3. Administration. Recommends performance standards and makes formal and informal appraisals. Participates in reviewing job descriptions for currency and accuracy, and recommends necessary changes; recommends employee details to other jobs. Counsels employees on problems and adjusts informal complaints through discussions with employees and union representatives. Reports need for more serious correction or recommends resolution of more complex problems to supervisor. Identifies employees' training needs, and initiates recommendations to provide necessary training. Schedules and approves subordinates' leave for short periods. Promotes subordinates' participation in programs such as suggestion program and cost reduction program. Maintains production reports and records. Participates with supervisor in review and recommends improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining. Within assigned area, assures that equal opportunity programs are implemented and operational to accomplish equal employment opportunity goals in accordance with DA and local policies. ____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Job Grading Standard, Supervisors, Aug 1982

b. DA CPOS, WS, Supervisors, Apr 1983.

c.

d.

2. Title and series determination.

3. Grade determination. This job involves the supervision of at least three employees engaged in trades and labor work and has a paramount requirement for experience in and knowledge of trades and labor work. Therefore, it meets the coverage of the Job Grading Standard for Supervisors.

Factor 1 - Nature of supervisory responsibility.

The incumbent works under the direction of a foreman and carries out supervisory responsibilities essentially matching those of a full foreman. This job is, therefore, credited as meeting the foreman range.

Factor 2 - Level of work supervised.

Factor 3 - Scope of work operations supervised.

Applying the Foreman Grading Table, the combination of WG-__ as the level of work supervised and ____ as the scope of work operations converts to WS-__.

As provided in references 1a and 1b, a foreman reporting to a foreman will be one grade less than provided in the grading table. Final grade is ____.

4. Classification.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

JOB NUMBER: Z5_ _ _

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

5. TITLE: Foreman

6. PAY SCHEDULE: WS

7. OCC CODE

8. GRADE

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the direction of a Foreman who prescribes methods, procedures, priorities, and time requirements; assigns specific tasks or projects of relatively short duration (i.e., a few hours to 1 or 2 days) or oversees incumbent's day-to-day direction of a well established routine operation. Supervisor spot-checks work in progress and on completion and provides assistance when problems occur.

MAJOR DUTIES

Serves as Foreman over the _____ (branch, section, unit), exercising limited supervisory responsibility over work operations involving approximately _____ subordinate workers. The occupation and nonsupervisory grade level that best reflect the nature of the overall work operation supervised are _____ (title, code, and grade).

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

1. Planning. Plans and schedules work assignments on a daily or project to project basis within the instructions and time limits provided. Makes additional assignments as work nears completion. Reviews instructions received and insures that arrangements are made for adequate personnel, materials, and equipment at the work site. Where work progress indicates the need for major changes in procedure or sequence, consults with supervisor to obtain approval. Plans and prescribes deadlines and work sequence for individual workers based on guidance received.____%

2. Work direction. Selects workers and assigns tasks to be performed. Explains work requirements, methods, and procedures; instructs subordinates in new procedures and provides assistance when problems arise. Reviews work in progress and on completion. Discusses changes in standard or prescribed procedures with supervisor. Makes minor adjustments in procedures and sequence of operations as necessary to accomplish work effectively and economically. Assures that equipment and supplies are maintained and properly used. Coordinates with supervisor to assure arrival of supplies and equipment at work site. ____%

3. Administration. Recommends performance requirements, promotions, reassignments, or other status changes of assigned personnel prior to initiation, and makes informal performance appraisals. Counsels employees on problems; resolves informal complaints and minor grievances; refers those unresolved to supervisor. Conducts corrective interviews with employees and refers disciplinary problems to supervisor. Encourages employees' participation in suggestion program, cost reduction program, etc. Provides on-the-job training for subordinates as needed and recommends employees for formal or cross-training to improve skills. Tentatively schedules annual leave and approves leave of short duration. Informs supervisor of anticipated vacancies, increase in workload or other circumstances to obtain replacements or additional staff. Reviews subordinates' job descriptions for adequacy and accuracy and recommends suggested changes to supervisor. Maintains production reports and records for the unit. Implements provisions of personnel management programs where well established procedures exist in the organization such as, equal employment opportunity, time, leave, and overtime policies and practices, award and incentive systems, grievance procedures, and safety practices. ____%

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Job Grading Standard, Supervisors, Aug 1982.

b. DA CPOS, WS, Supervisors, Apr 1983.

c.

d.

2. Title and series determination.

3. Grade determination. This job involves the supervision of at least three employees engaged in trades and labor work and has a paramount requirement for experience in and knowledge of trades and labor work. Therefore, it meets the coverage of the Job Grading Standard for Supervisors.

Factor 1 - Nature of supervisory responsibility.

The incumbent works under the direction of a foreman and carries out limited supervisory responsibilities over work operations and subordinates. This job is, therefore, credited as meeting the limited foreman range.

Factor 2 - Level of work supervised.

Factor 3 - Scope of work operations supervised.

Applying the Foreman Grading Table, the combination of WG-__ as the level of work supervised and ____ as the scope of work operations converts to WS-__.

As provided in references 1a and 1b a limited foreman reporting to a foreman will be one grade less than provided in the grading table. Final grade is ____.

4. Classification.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: Z6 - - -

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Leader

6. PAY SCHEDULE: WL

7. OCC CODE:

8. GRADE:

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

SUPERVISORY CONTROLS

Works under the supervision of a Foreman who issues instructions on work sequence, procedures, methods, and deadlines, and relies on the incumbent to assure that work assignments are carried out by other members of the group. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, causes of delays, and other problems.

MAJOR DUTIES

Serves as working leader of ___ employees in accomplishing trades and labor work. The highest level of nonsupervisory work led is _____ (title, code, and grade).

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

1. Passes on to other workers instructions received from supervisor, and starts work (e.g., by assigning the immediate tasks to be performed by individual members of the group led). Insures that needed plans, blueprints, material, and tools are available, and that needed stock is obtained from supply locations. Sees to it that there is enough work to keep everyone in work crew busy. Checks work in progress and when finished, checks for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines. Urges or advises other employees to follow supervisor's instructions and to meet deadlines; demonstrates proper work methods. Answers workers' questions regarding procedures, policies, written instructions, and other directives (e.g., technical orders); obtains needed information or decisions from the supervisor on problems that come up during the work. Provides information to supervisor on status and progress of work, causes of delays, and overall work operations and problems (e.g., additional on-the-job training requirements for individual employees). Assures that safety and housekeeping rules are followed (e.g., assures that machine capacities are not exceeded and that tools are properly used). ____%

2. Works along with other workers, setting the pace. ____%

SKILL AND KNOWLEDGE

RESPONSIBILITY

PHYSICAL EFFORT

WORKING CONDITIONS

Performs other duties as assigned.

EVALUATION STATEMENT

1. References.

a. OPM Job Grading Standard, Leader, WL, Part I - Working Leaders, Jan 80.

b. OPM Job Grading Standard, Non-Supervisory work performed_____.

c. OPM Job Grading Standard, Non-Supervisory work led _____.

2. Title and series determination.

3. Grade determination.

a. This job involves leading at least three other workers in the performance of trades or labor work. Since the leader duties substantially match those listed in the Job Grading Standard for Leader, as characteristic of the working leader, the job meets the criteria for evaluation by part I of that standard.

(1) The highest level of nonsupervisory work led by the incumbent is WG-__.

(2) Applying the Working Leader Grading Table, WG-__ as the highest level of nonsupervisory work led converts to WL-__ for this position.

b. (Highest level of non-supervisory work performed)

4. Classification. _____

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A017

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Electrician

6. PAY SCHEDULE: WG

7. OCC CODE: 2805

8. GRADE: 10

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Applying a knowledge of electrical principles, the incumbent performs the following:

1. Installs, maintains and repairs electrical wiring systems, related switches, distribution panels and outlet boxes, as well as a wide variety of electrical fixtures, tools, and appliances. ____%

2. Following maintenance schedules and inspections or work orders, performs maintenance services, diagnoses system or equipment malfunction, and repairs as necessary. ____%

3. Inspects, maintains, cleans, repairs, tests, and adjusts a variety of equipment, circuitry, and fixtures such as, electrical buzzer and bell circuits, light sockets, lighting fixtures, fans, switches, office and heating appliances, fire alarms, clocks, rheostats, thermostats, and electrical drills, grinders, and shop equipment. ____%

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4. Tests circuits and equipment by use of voltmeter, ammeter, wattmeter, and ohmmeter. _____%

5. Measures, cuts, threads, bends, assembles, and installs conduits, inserting, splicing and connecting wires to fixtures, outlets, switches, receptacles, and power source. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Knowledge of the composition, operation, and installation of a variety of electrical systems, circuits, equipment, and controls.

- Knowledge of national and local electrical codes.

- Ability to plan, layout and complete the installation, modification and repair of various systems, circuits, equipment, and controls.

- Ability to interpret and apply building plans, blueprints, wiring diagrams, and engineering drawings.

- Skill in the use of a wide variety of test equipment such as, voltmeter, ammeter, wattmeter, and ohmmeter.

RESPONSIBILITY

Receives assignments verbally and by work order. Determines work methods to accomplish assignments. Plans working details and follows sketches, wiring diagrams, or blueprints. Completed work is periodically inspected for acceptability and compliance with accepted trade standards.

PHYSICAL EFFORT

Work requires the incumbent to stand, stoop, bend, kneel, climb, and work in uncomfortable positions. The incumbent frequently lifts, carries, and sets up tools, equipment, and parts that weigh up to and occasionally over 20 pounds.

WORKING CONDITIONS

Works inside buildings and shops and outside. Subject to contact with dirt, dust, and grease; shocks and burns from high voltage; cuts and bruises.

EVALUATION STATEMENT

1. Reference. Job Grading Standard, WG-2805, Electrician, Apr 69.

2. Series determination. The purpose of this position is the installation, maintenance, and repair of electric wiring systems, related switches, distribution panels and outlet boxes, as well as a wide variety of electrical fixtures, tools, and appliances. These duties meet the coverage of the above reference. This standard is used to grade all nonsupervisory jobs involved in the installation, maintenance, and repair of electrical wiring systems, fixtures, controls, and equipment.

3. Grade determination. Above reference provides for grade level determination on the basis of the following four factors:

a. Factor 1 - Skill and knowledge. The incumbent installs, maintains, and repairs electrical wiring systems, related switches, distribution panels, and outlet boxes. Following work orders, diagnoses system or equipment malfunction and repairs as the incumbent must have a knowledge of the makeup, operation, and installation of a variety of electrical systems, circuits, equipment, and controls, e.g., wiring systems in industrial complexes and building and distribution panels. The worker installs, modifies, and repairs complete systems as well as parts of systems. This factor equates to the WG-10 level.

b. Factor 2 - Responsibility. The incumbent is responsible for determining work methods and planning working details to accomplish assignments. Completed work is periodically inspected for acceptability and compliance with accepted trade standards. These characteristics of the position meet the WG-10 level. At this level (WG-10), an incumbent plans and lays out the needed routing, placement, and arrangement of system's circuits, controls, and equipment. The electrician completes installations, modifications, and repairs with little or no checking by a supervisor during the progress or on completion of work.

c. Factors 3 and 4 - Physical effort and working conditions. The grading criteria is the same at the WG-08 and WG-10 levels. As a result, these factors do not determine grade level.

4. Title determination. Since the position evaluated to the WG-10 level, "Electrician" is the authorized title.

5. Classification. Electrician, WG-2805-10.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A102__
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Machinist		
	6. PAY SCHEDULE WG	7. OCC CODE 3414	8. GRADE 08
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES MAJOR DUTIES

As an intermediate level machinist, the incumbent works in situations which provide training to develop skills and knowledges of the occupation. The duties performed at any one time might include those above the simpler and more routine duties of "Helper" level jobs, assignments less difficult than the journeyman machinist level, or work up to and including journeyman level duties performed under close supervision. Work is generally performed in one or a combination of the following two patterns.

a. Takes raw metal stock, weldments or other fabricants, and using machines common to a general machine shop, fabricates, and/or repairs miscellaneous items of equipment, components or parts. Works from brief written descriptions, work orders, verbal instructions, detailed sketches or blueprints, and broken or intact items to be duplicated. Uses precision tools as necessary to determine and then to reproduce proper dimensions, radii, and angles to be cut, ground or machined. Performs operations involving the actual laying out of work, setting up machines and cutting, turning, drilling, shearing, tapping, reaming, shaping, scraping, grinding, filing, honing, polishing and buffing on

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various kind of metals including steel, drill rod, case iron, brass, bronze, aluminum, tool steel, pot metal, and other alloys or nonmetal materials. Methods and sequences of operations, as well as machine setups (feeds, speeds, and coolants) and the types of tools and attachments, are usually discussed with the supervisor or higher grade machinist if not readily familiar to the incumbent.

b. Performs work similar to that described above, but works with, and is directed by a journeyman Machinist in planning and laying out work; operating machine or power and hand tools; and performing bench, assembly, and sometimes, order control work. Fabricates parts and repairs equipment to specifications precise fit or scale from instructions, drawings, blueprints, or item samples. Sets up and operates a full range of machine tools such as lathes, milling machines, drill presses, shapers and grinders. Frequently uses a variety of machine tool attachments such as dividing heads, taper and tapping attachments, magnetic chucks, etc. Very difficult work may be set up by a higher grade machinist, after which the incumbent controls the machines, making adjustments as necessary to complete the process. Assembles, fits and aligns manufactured components, ensuring conformance to specifications. May identify and examine incoming raw materials, parts, components or outgoing orders, checking for quantity, discrepancies,and attachment of necessary documentation. Ensures all required processes have been completed, notifying supervisor or coordinating internally or with other shops as required. 100%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

The WG-08 Machinist must initially have a general knowledge of machine shop practices, machine tool operations, materials used in fabrication of items, and use of precision measuring instruments. The intermediate machinist must be able to learn and apply with increasing skill the full range of machining operations, including the sequencing and laying out of work and machine setups. The incumbent must be able to learn the machinability of numerous metals and materials; the effect of heat treating, annealing, welding and other metal working processes on the finished product; and materials and the tools and techniques needed to produce the desired cuts and surfaces. He/she must know and be able to apply handbook formulas and shop mathematics, and to read blueprints in calculating dimensions, laying out work (determining exact angles and reference points) and setting up machines. Incumbent must learn to skillfully use a variety of precision measuring devices such as vernier gages, calipers, dial indicators, micrometers, height/depth gauges to ensure dimensional tolerances and to set up machines. Some positions may also require the incumbent to gain a general knowledge of other production processes, and operating procedures, (i.e., the relationship of machining work to other operations).

RESPONSIBILITY

The incumbent receives familiar assignments in the form of work orders or oral instructions accompanied by blueprints, sketches, specifications or actual parts to be duplicated. Work may be spot checked in progress and inspected upon completion. Close supervision, step-by-step instructions, or actual work direction may be provided on new or more complex work. The employee receives assistance from the supervisor or higher grade Machinists whenever necessary to interpret drawings, plan the sequence of operations, set up and operate the various machines, calculate missing dimensions and angles, select proper materials and tools, etc. As the employee's skill and knowledge increases, he/she receives less direction until he/she is able to do journeyman work under normal supervision.

PHYSICAL EFFORT

The work requires standing, stooping, bending and reaching; frequent handling of objects weighing up to 10 pounds and occasionally objects weighing as much as 40 pounds; however, hoists, hand trucks, lifts and other workers are available to assist with heavier items.

WORKING CONDITIONS

Most work is performed inside in a well lighted, heated, and ventilated area. Work area is normally noisy and the wearing of ear plugs or muffs may be required. There is exposure to flying metal chips, abrasive particles and hot metal, and skin irritations from contact with coolants, lubricants, solvents and abrasives. There is danger of injury to fingers and hands from cutting tools, grinding wheels, moving machine parts and rotating work pieces. There is a requirement for wearing of safety glasses or goggles, safety shoes, and other protective devices. These working conditions have been considered in the evaluation process.

EVALUATION STATEMENT

1. References:

a. OPM JGS for Machinist, WG 3414, May 73

b. OPM JGS, Intermediate Jobs, Nov 68

2. Job and Title Determination: The purpose of the job is to manufacture and repair parts and items of equipment by various machine tools and their attachments to machine metals, metal alloys and other materials. The job involves planning and layout of work; selection of raw materials, tools, and attachments; and determination of work sequences and machine operations. Ability to interpret blueprints and apply shop mathmatics is also required. Such work is covered by the WG-3414 job occupation and is titled Machinist.

3. Determination of Grade: The incumbent of this job is in a learning stage and is given close supervision and work direction on those new or more difficult (journeyman level) assignments designed to develop his/her skills and knowledges of the occupation. Reference 1.b. establishes the grade of "trainee" jobs for this occupation at the WG-08 level.

4. Job Classification: Machinist, WG 3414-08

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A103__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Machinist

6. PAY SCHEDULE: WG

7. OCC CODE: 3414

8. GRADE: 10

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT XX ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Manufactures parts and complete items of equipment from raw stock (e.g., rough castings, bar stock) of different kinds of metal, metal alloys and other materials and/or performs machining work required in the manufacture of castings, forgings, weldments and other fabrications through the use of machine tools and precision hand work. Plans and lays out work, sets up and operates numerical/controlled (N/C) and/or conventional machine tools, and performs bench and assembly work.

1. Plan and lays out work: Studies blueprints, sketches, drawings, manuscripts, part models, and other specifications and instructions received with work orders to determine what is to be done. Plans and lays out work using shop mathematics and standard handbook formulas in making computations for rake, clearance angles, and simple contours and to establish dimensions not provided in oral instructions and written specifications. Determines work procedures, machines, tools, equipment and attachments to be used; determines proper type and size of raw stock needed; determines sequence of machining operations on

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each tool; and determines the speeds and feeds necessary to attain the required finishes and tolerances based upon the type of tools to be used and the material to be machined. Lays out work by measuring and marking straight lines, arcs, circles, angles and reference points as guides for setting up work pieces for drilling, tapping, turning, milling, boring, threading, reaming, shaping, grinding, honing, and lapping, using a variety of precision measuring and marking tools.

____%

2. Sets up and operates N/C and/or conventional machine tools such as toolroom lathes, turret lathes, vertical and horizontal boring mills, bench, plain, or universal milling machines, shapers, planers, internal and external grinders, thread grinders, radial drills, presses, benders and brakes. Grinds and sharpens tools; selects tools, jigs, and fixtures required to achieve specific dimensions, tolerances, and surface finishes. Sets up work by vise, between centers, chuck, standard face plate and angle plate mountings, and draw-in collets, ensuring accurate alignment in order to achieve required tolerances. Uses mandrels and various other machine tool attachments such as rotary vises, dividing heads, taper attachments, magnetic chucks, vertical milling heads, tapping attachments, and rotary tables. Adjusts and sets speeds and feeds of machinery and determines coolants, lubricants, or abrasives to be used, taking into consideration the characteristics of both the machinery and the materials to be worked. Operates machine tools to cut, drill, bore, tap, ream, shape, turn, mill, grind, hone and lap items. Maintains dimensional accuracy during machining processes through the use of measuring instruments such as vernier calipers; inside, outside, and depth micrometers; surface gages, height gages, gage blocks, screw pitch gages, squares and dial indicators.

____%

3. May serve as a job setter by setting up the machining operation, making first piece runs, and then checking on the operation of the various machine tools being used by other lower grade personnel. Provides operators with any needed instruction and periodically checks production pieces, making required adjustments to maintain quality. Discusses with the supervisor more efficient and effective ways to accomplish the job.

____%

4. Performs precision handwork to finish, fit and assemble machined parts. Uses various bench-mounted and hand-held powered and nonpowered tools such as files, grinders, drills, reamers, wrenches and buffers. May perform heat treating and minor welding and soldering.

____%

Performs other duties assigned.

SKILLS AND KNOWLEDGE

Applies skill in performing the full range of operations on most types of conventional machine tools and some N/C machines and their various attachments. Knowledge of the machinability of a variety of metals and other materials. Knowledge of the proper tools, attachments, and the correct feeds and speeds

required to produce the desired cuts, tolerances and finishes on each material. Exercises skill and mental concentration in planning and laying out work from worksheets, blueprints or other work specifications.

Applies shop mathematics and handbook formulas in establishing needed dimensions, such as those required for chasing threads or machining angular surfaces, and in locating and marking surfaces and angles to be machined.

Skilled in using many types of precision measuring instruments and equipment, such as vernier calipers, height gages, squares, and protractors; inside, outside and depth micrometers; surface gages, vee blocks, gage blocks, parallels, screw pitch gages, and dial indicators; optical and mechanical comparators; and "go" and "no go" thread ring, and plug gages.

Knowledge of any N/C machine tools used to perform machining operations which have been pre-programmed, and proven. Knowledge of machine controls for those N/C machine operations.

RESPONSIBILITY

Receives work assignments in the form of work orders or oral instruction accompanied by blueprints, sketches, drawings, model of the part of other work specifications. Independently determines the most efficient work procedures, machine tools and attachments to be used, and the proper sequence of machining operations. Responsible for laying out own work, accurately computing and checking dimensions and tolerances, setting up the job on the machine, and selecting the proper tools to achieve the desired dimensions tolerances and surface finishes. The supervisor or machinist of higher grade is available for consultation on unique problems or in-process design changes. The work is reviewed to ensure that it meets specifications and accepted trade practices.

PHYSICAL EFFORT

Requires standing, stooping, bending, and reaching. Frequent handling of objects weighing up to 10 pounds, and occasionally objects weighing as much as 40 pounds; however, hoists, hand trucks, lifts, and other workers are available to assist with heavier items.

WORKING CONDITIONS

Works in a well lighted, heated, and ventilated shop with concrete floors. Exposed to dust from grinding, oil from machines, dirt, heat, noise, and fumes. Subject to the hazards of burns from hot metal chips; dust in lungs; cuts, bruises, and injuries to the hands from the use of machine and hand tools; skin irritation from contact with solvents, coolants, lubricants, and abrasive compounds; and subject to strains from infrequent moving, lifting, and handling of heavy items. Wears safety glasses, shoes, and other safety apparel and equipment as required.

EVALUATION STATEMENT

1. Reference: OPM JGS for Machinist, WG-3414, May 73

2. Job Code and Title Determination: The purpose of this job is to manufacture and repair parts and items of equipment requiring the use of various types of conventional and special machine tools and their attachments to machine metals, metal alloys and other materials. The work requires planning, layout and determining the machines and tools to be used and the proper work sequences. The work also requires ability to interpret blueprints, drawings and other specifications. Such work is covered by the WG-3414 job occupation and is titled Machinist.

3. Determination of Grade: This job matches the WG-10 level in the type of assignments received, the skill and knowledge required, and responsibility exercised. The incumbent performs the full range of operations on most types of conventional machine tools and their various attachments. He/she must know the machinability of various metals determine the proper tools, techniques and sequences needed to produce the desired results; plan and lay out work from blueprints, sketches or other work specifications requiring the use of shop mathematics; and perform work independently within the framework of job requirements, written or oral instructions, and accepted trade practices. Although the incumbent may use some highly sophisticated, specialized or nonconventional (e.g., numerical/ computer controlled) machinery, most of the routines and techniques have been tried and proven. Work does not meet the WG-11 level where assignments require special adaptation or extension of the use of conventional machine tools requiring ingenuity in devising new and untried methods where more intricate steps (e.g., unusual surface configurations, compound angles), more exacting dimensions or other similar factors are involved in the fabrication process; and, where more independent judgement and greater knowledge of the use of advanced mathematics, machine programming, and related trades are needed to accomplish the work. Physical effort and working conditions match that described at the WG-10 level in the standard.

4. Job Classification: Machinist, WG-3414-10

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A104__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Machinist

6. PAY SCHEDULE: WG

7. OCC CODE: 3414

8. GRADE: 11

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT XX ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Manufactures, modifies and repairs parts and complete items of equipment from raw stock of different kinds of metals, metal alloys and other materials, and performs machining work required in the manufacture of casting, forgings, weldments, and other (often one-of-a-kind) fabrications. Carries out assignments which require special adaption and extension of the use of conventional and numerically controlled machine tools and the use of specialized machine tools such as jig borers, jig grinders, hobbing machines, hob grinders, and gear generators. Plans and lays out work, sets up and operates machine tools, and performs bench and assembly work.

1. Plans and lays out work. Studies single, sets, and series of blueprints, drawings and sketches featuring orthographic, isometic, and other projections of items to be worked. As determined to be necessary, prepares additional sketches to place dimensions of particular parts or related surfaces into better perspective, and applies advanced shop mathematics and handbook formulas to compute and establish dimensions and tolerances not found in work order specifications.

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Determines work procedures, machines, tools, equipment and attachments to be used in the fabrication process; determines proper type and size of raw stock needed; determines machine speeds and feeds necessary to attain required finishes and tolerances, taking into consideration the type of tools to be used and the material to be machined. Plans sequences of machine operations involving innovation in setups, attachments, techniques and tooling; the machining of unusual surface configurations; machining to tolerances which are difficult to attain or hold; and the machining of various materials, including new and relatively untried metallic, plastic, ceramic, and other materials. Applies algebraic, geometric and trigonometric formulas to establish gear trains to produce specific lead or pitch; to make computations necessary in differential, compound, or angular indexing procedures; to determine relationships and measurements of compound angles; and, to compute pitch and root diameters for various types of threads, worms, and gears. Lays out work by measuring and marking straight lines, arcs, circles, and location points in different planes as guides for setting up workpieces for drilling, tapping, turning, milling, boring, reaming, shaping, grinding, honing, and lapping, using a variety of measuring and marking tools such as rules, vernier calipers, inside/outside and depth micrometers, dial indicators, surface gages, "Jo blocks", sine bars, gear pitch gages and tooth verniers, "gear wires", optical comparators, squares, protractors, dividers, height gages, and scribers.

_____%

2. Sets up and operates machine tools such as lathes, vertical and horizontal boring mills, bench, plain, or universal milling machines, shapers, planers, internal and external grinders, thread milling and grinding machines, radial drills, jig borers, jig grinders, hobbing machines, hob grinders, gear generators/grinding machines, and numerical/computer numerically controlled machine tools in carrying out work assignments that typically involve machining of surfaces at unusual or compound angles; items which require differential or compound indexing, multiple lead and various other nonstandard screw threads; helical or other types of gears, worm threads, or surfaces having closely related dimensions or complex configurations; or machining operations on numerically controlled machine tools which involve multiple setups, in place machining of fixtures, debugging first-run programs, and making or suggesting changes to machine tool programs. Grinds and sharpens tools including standard and form tools. Selects standard tools, jigs, and fixtures and modifies them as necessary to adapt and extend the use of machine tools to achieve specific dimensions, tolerances, and surface finishes. Sets up work by vise, between centers, chuck, standard face plate and angle plate mountings, draw-in collets, and use of mandrel and various other machine tool attachments such as rotary vises, dividing heads, taper attachments, magnetic chucks, vertical milling heads, tapping attachments and rotary tables. Adjusts and sets speeds and feeds of machinery and determines coolants, lubricants, or abrasives to be used, taking into consideration the characteristics of both the machinery and the materials to be worked. Operates machine tools to cut, drill, bore, tap, ream, slot, shape, turn, mill, grind, hone broach and lap items. Maintains

dimensional accuracy during machining processes through the use of measuring instruments such as vernier calipers, inside/outside and depth micrometers, surface gages, gage blocks, height gages, screw pitch gages, squares, and dial indicators.

_____%

3. Performs precision handwork to finish, fit and assemble machined parts. Uses various bench-mounted and hand-held powered and nonpowered tools such as files, drills, reamers, and buffers. Performs heat-treating, welding, and soldering.

_____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Comprehensive knowledge of and skill in using all accepted trade methods and techniques, and all conventional types of machine tools attachments and measurement instruments. Applies ingenuity to perform machining processes requiring special adaption of the equipment or processes for which they were not specifically designed (e.g., the use of special or improvised tools, fixtures, and setups to machine unusual surface configurations, angles and curves).

- Ability to lay out and perform assignments which involve determining specifications from broken or missing parts, interpreting and translating blueprints, drawings and specifications which have missing or incorrect information, or based on verbal description or visual assessment of the item's use or fit.

- Knowledge and skill in the application of advanced shop mathematics, including algebraic, geometric and trigonometric formulas in order to lay out work and set up machines.

- Skill in setting up and operating specialized or nonstandard machine tools (e.g., jig borers, jig grinders, hobbing machines, hob grinders, gear generators, and completely automatic machine tools).

- Skill in performing work assignments which require accomplishing untried tasks or procedures such as those required in machining a rare metal, new metal alloy or other new material, or in producing a one-of-a-kind item where tolerances, fit or timeliness are critical, or mistakes are costly.

- Knowledge of machinability of various types of metals, metal alloys and other material and the effect and relationship of heat treating, annealing, plating, welding, and other related work processes on those materials and the various machining operations.

- Knowledge of all aspects of the machining occupation as well as an extensive knowledge of related trades in order to resolve problems concerning complex machining operations or procedures, and to suggest new or alternative methods.

RESPONSIBILITY

Receives work assignments in the form of work orders or oral instructions accompanied by blueprints, sketches, drawings, models of parts, or other work specifications. Must be able to independently interpret and apply sets and series of interrelated prints and drawings, to prepare supplementary sketches, and to calculate missing dimensions and tolerances. Independently determines the work procedures, machine tools and attachments to be used, and the sequence of machining operations to accomplish each job. Determines need for and improvises special setups and procedures to accomplish tasks involving uncommon materials, dimensions, and tolerances. Responsible for suggesting alternate methods and procedures which contribute to more efficient and economic machining operations. May be required to account for labor and parts on a daily basis. Supervisor is available for consultation on any unusual problems that may arise. Completed work is checked for conformance with the instructions and specifications that were issued for its performance, or by the customer's satisfaction.

PHYSICAL EFFORT

Requires standing, stooping, bending, and reaching, and frequent handling of objects weighing up to ten pounds and occasionally objects weighing up to 40 pounds. Hoist, hand trucks, lifts, and other workers are available to assist with heavier items.

WORKING CONDITIONS

Works in a well-lighted, heated, ventilated shop with concrete floors. Exposed to dust from grinding, oil from machines, dirt, heat, noises, and fumes. Subject to the hazards of burns from hot metal chips, dust in the lungs, cuts, bruises, injuries to hands from use of machine and hand tools, skin irritation from contact with solvents, coolants, lubricants, and abrasive compounds, and strains from infrequent moving, lifting, and handling of heavy items. Wears safety glasses, safety shoes, and other safety apparel and equipment as required.

EVALUATION STATEMENT

1. Reference: OPM JGS for Machinist, WG-3414, May 73

2. Job Code and Title Determination: The purpose of this job is to manufacture and repair parts and items of equipment requiring the use of various types of conventional and special machine tools and their attachments to machine metals, metal alloys and other materials. The work requires planning, layout and determining the machines and tools to the be used, and proper work sequences. The work also requires ability to interpret blueprints, drawings and other specifications. Such work is covered by the WG-3414 job occupation and is titled Machinist.

3. Determination of Grade: The incumbent of subject job must be able to independently interpret and apply drawings, prints, etc. in order to compute and establish missing dimensions and tolerances. Is required to use ingenuity in making machining determinations involving unique and complex processes or layouts, and requiring special adaptation of the equipment and attachments for uses for which they were not specifically designed (i.e., using special or improvised tools, fixtures, and one-of-a-kind setups to machine unusual surface configurations such as curved surfaces, requiring machine feeds in two different planes simultaneously, or surfaces having unusual or compound angular relationships) Operates equipment such as jig borers, jig grinders, hobbing machines, hob grinders, gear generators, and completely automatic machine tools which normally require extensive or involved mathematical computation and/or a specialized knowledge of machine use and programming procedures in their setup and operation. Utilizes advanced shop mathematics, including geometric and trigonometric formulas to lay out work, set up machines etc. These duties, skills and knowledges, and level or responsibility match those described at the WG-11 level in the WG-3414 Standard. The physical effort and working conditions match those at the WG-10 level. The standard indicates the same is applicable to the WG-11 level.

4. Job Classification: Machinist WG-3414-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A157_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Laborer

6. PAY SCHEDULE: WG

7. OCC CODE: 3502

8. GRADE: 1

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

The position performs a number of manual labor tasks requiring the use of simple hand tools or equipment. Performs one or a combination of the following:

1. Lifts and carries, loads and unloads, light to medium weight items and objects such as packages, cartons, boxes, materials, tools, etc., and places them where directed. Uses a handtruck to move bulky but relatively light loads. Opens and unpacks cardboard cartons and removes contents. Stacks or folds boxes and cartons. _____%

2. Polices buildings and grounds and working areas, picks up trash and debris, pulls weeds , waters grass and flower beds and rakes leaves. _____%

3. Cleans equipment such as dollies, handtrucks, forklifts, trucks, doors and windows using cleaning cloths or solvents. Sweeps and mops floors. Cleans various types of machinery that can be reached without climbing ladders or scaffolds. _____%

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Performs other duties as assigned.

Skill and Knowledge

The work involves performing manual labor tasks which requires no prior training or experience. The position must be able to read signs and follow simple oral instructions, to move around adequately enough to avoid injury, to lift and move light to medium weight objects, and to use tools and equipment such as rakes, handtrucks, brushes, etc.

Responsibility

The position recieves specific instructions and is not expected to make decisions except for simple choices for most tasks. The supervisor frequently checks the work, while for other tasks no continuing supervision is needed or is considered practical, e.g., picking up paper and trash in a large area.

Physical Effort

Work requires light to moderate physical effort such as lifting and frequently carrying light to medium weight objects (about 10-30 lbs.) objects; dragging garden hoses; pushing carts; occasionally lifting and carrying moderately heavy (up to 45 pounds) objects; and continually walking, bending, moving and reaching.

Working Conditions

Work may be outdoors, but usually not in bad weather. Indoors the position is exposed to drafts, noise, dust and dirt and may be required to stand for long periods on concrete floors. There is a chance of minor injuries, e.g., bruises cuts and scrapes.

Evaluation Statement

1. Reference. OPM Job Grading Standard, WG 3502, Laborer, September 1968.

2. Title and Series Determination.
The work of the subject position involves the use of physical abilities and effort requiring no previous experience or specialized skill to perform such basic responsibilities as moving light to medium weight objects, opening cardboard cartons, picking up debris, and watering grass in work situations typical of grounds maintenance and work within warehouses, shops, etc. Work of this nature is characteristic of the Laborer, WG-3502, series and the correct title is "Laborer".

3. Grade Determination. Laborer duties are evaluated below using the criteria of general assignments, skill and knowledge, responsibility, physical effort, and working conditions.

a. General Assignments. Subject position is responsible for loading and unloading light to medium boxes, cartons, and materials by hand, handtruck or dolly, policing trash and debris, watering grass, pulling weeds, and emptying garbage cans. The position involves typical laborer duties at the WG-01 level as depicted in the standard on page 2. The assignments do not exceed the WG-01 since assignments typical of the next higher grade involves a certain degree of manual skill in the use of hand and powered tools and heavy physical effort such as moving heavy boxes, digging ditches, filling holes with dirt, shoveling snow from sidewalks, and collecting and emptying garbage cans.

b. Skill and Knowledge. A limited amount of manual skill is involved in performing tasks that require no prior work experience or training. The position requires the use of handtrucks or dollies to move relatively light to medium weight loads and handtools such as rakes and brushes which do not require the higher degree of manual skill typical of the WG-02 level.

c. Responsibility. Supervisor provides specific instructions on assigned tasks with the position not expected to make decisions except where clearly straight-forward choices exist. The work is checked frequently except in cases where continuing supervision is not considered practical or required.

d. Physical Effort. Functions of the position require the incumbent to exert light to moderate physical effort frequently lifting light to medium-weight objects, occasionally lifting and carrying moderately heavy objects, and continually walking, bending and stooping. This description is a match for the WG-01 level but does not meet the WG-02 which require the laborer to exert moderately heavy physical effort and to frequently lift and carry moderately heavy objects.

e. Working Conditions. Position requires work inside and at times outside, but usually not in bad weather. Indoor conditions involve exposure to drafts, noise, dust and dirt, to continuous standing on concrete floors, and to the chance of minor injuries. This description parallels WG-01 level working conditions, but does not meet the WG-02 level where work is often outdoors and indoor work may be dirty and dusty. At the WG-02 level both inside and outside work presents chances of serious injury.

General assignments, skill and knowledge, responsibility, physical effort, and working conditions all match the WG-01 level.

4. Classification. Laborer, WG-3502-01.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A018

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Laborer

6. PAY SCHEDULE: WG

7. OCC CODE: 3502

8. GRADE: 02

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

The purpose of this position is to perform manual labor tasks using common handtools and simple power equipment. Performs one or a combination of the following manual labor tasks:

1. Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc.; moves heavy boxes, cartons, or luggage by hand, handtruck, or dolly; opens crates and boxes using crowbars and cuts bands using shears; and stacks boxes and cartons where directed. ____%

2. Using a shovel, digs ditches and trenches where a pick is not needed to loosen the dirt, and where grading and sloping is not required; fills holes with dirt and levels bumps and low places, using shovel, hand tamper, and rake. ____%

3. Runs hand lawnmowers or (domestic type) powered lawnmowers when this does not require heavy physical effort (e.g., on steep grades); clears small trees and bushes, using handsaw, hatchet, or clipper. ____%

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4. Moves and arranges furniture as directed; shovels snow from sidewalks; shovels coal, ashes, etc.; and washes and waxes cars and trucks by hand or power buffer.

____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

A certain degree of manual skill is required in using necessary handtools and in operating simple power equipment. The incumbent must be careful to avoid injury, because of the type of tools and equipment used and weight of the objects handled.

RESPONSIBILITY

Supervisor provides specific instructions for new tasks, after which incumbent may independently complete duties involving several distinct tasks or steps. Supervisor may check work in progress or review results of finished projects. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to duties in the job description.

PHYSICAL EFFORT

Moderately heavy physical effort is required in lifting and carrying objects weighing up to about 50 pounds and in pushing heavy furniture, loaded carts, etc.

WORKING CONDITIONS

Works inside or outside occasionally in bad weather. Continuous standing, walking, stooping, or lifting is required. Employee is subject to injury when using or moving tools, equipment, and heavy objects.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, WG-3502, Laborer, Sep 68.

2. Title and series determination. Subject position involves mainly physical abilities and effort requiring no prior experience or specialized skill to perform work such as loading and unloading vehicles, moving heavy objects, digging ditches, mowing lawns, and washing cars in work situations typical of roads and grounds maintenance, shops, warehouses, etc. Work of this nature is typical of the Laborer, WG-3502, series. The appropriate title is "Laborer."

3. Grade determination. Laborer duties are evaluated below using the criteria of general assignments, skill and knowledge, responsibility, physical effort, and working conditions.

a. General assignments. Subject position involves loading and unloading heavy boxes, supplies, and materials by hand, handtruck or dolly; digging ditches where grading and sloping are not required; running hand and power lawnmowers, which do not require very heavy physical effort, and maintaining related grounds; moving furniture; shoveling snow; and emptying garbage cans. The position involves typical laborer duties at the WG-02 level as depicted in the standard on page 3. No prior skill or work experience is necessary or the requirement for very heavy physical effort. The assignments do not exceed the WG-02 level since assignments typical of the next higher grade require some degree of manual skill, prior work experience or training, and very heavy physical effort such as grading and sloping, breaking up pavement with a jackhammer, and mixing cement and asphalt.

b. Skill and knowledge. A certain degree of manual skill is involved in performing tasks that involve no prior work experience or training. The position requires the use of handtrucks or dollies for loading and unloading heavy material and handtools that require a higher degree of manual skill than those typical of the WG-01 level such as the use of handtrucks to move relatively light loads.

c. Responsibility. Supervisor provides specific instructions for new tasks, after which incumbent may independently complete duties involving several distinct tasks or steps. Work may be checked in progress or reviewed when completed. This description most nearly matches the WG-02 level where specific oral or written instructions are given on what to do and when to do it. After receiving instructions, the employee independently completes several distinct tasks or steps. This position exceeds the WG-01 level where the employee receives specific instructions and the supervisor frequently gives detailed instructions or provides continual supervision.

d. Physical effort. Position requires the employee to exert moderately heavy physical effort, frequently lifting and carrying moderately heavy objects. This description is a match for the WG-02 level, where the laborer exerts

moderately heavy physical effort in doing such tasks as frequently lifting and carrying moderately heavy objects. The position exceeds the WG-01 level where the work requires only light to moderate physical effort. The position does not meet the WG-03 level, which requires the laborer to exert very heavy physical effort.

e. Working conditions. Position requires work inside or outside, occasionally in bad weather. Continuous standing, walking, or stooping is required. This description most nearly matches the WG-02 level where work is often outdoors, and indoor working conditions may be dirty and dusty. This description exceeds the WG-01 level where outdoor work is not performed during bad weather. The position does not meet the WG-03 level, where the laborer works outside frequently and uses equipment, tools, and performs tasks requiring special care to avoid injury.

General assignments, skill and knowledge, responsibility, physical effort, working conditions all match the WG-02 level.

4. Classification. Laborer, WG-3502-02.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A158_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Laborer

6. PAY SCHEDULE: WG

7. OCC CODE: 3502

8. GRADE: 3

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs one or a combination of the following manual labor tasks involving grounds maintenance and/or warehousing activities requiring the application of previous work experience and knowledge, some degree of manual skill, and very heavy physical effort:

1. Operates powered lawnmowers requiring heavy physical effort on steep grades and slopes. Cleans and oils mower and adjusts blades. Cuts trees and clears bushes and shrubs requiring the use of axes and chain saws. Plants and transplants a variety of plants and shrubs. _____%

2. Digs ditches and trenches with pick and shovel where dirt is hard and compact. Performs grading and sloping and occasionally breaks up pavement and concrete with jackhammer. Fills and levels holes in damaged roads with asphalt and hot mix. Sets forms, mixes and pours concrete. _____%

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3. Loads and unloads heavy (e.g., objects weighing in excess of 80 pounds) boxes, bulky supplies and material to and from trucks, dollies, etc. Also moves and lifts similarly heavy boxes, cartons or furniture by hand, handtruck, or dolly. Carries and stacks boxes and cartons where directed. _____%

Performs other duties as assigned.

Skill and Knowledge

The work requires the ability to perform very heavy manual labor and a certain degree of manual skill to safely operate, control and clean equipment such as powered lawnmowers, jackhammers, chain saws and handtrucks. The nature of the duties and kind of equipment used require continual care and attention both to avoid accidents and to finish the work properly.

Responsibility

The position receives instructions at the beginning of an assignment and intermittent directions from a supervisor or higher graded worker. The position is responsible for completion of the work upon receiving the initial instructions with the completed work reviewed for compliance with those instructions.

Physical Effort

The position exerts very heavy physical effort in lifting and carrying objects, e.g., cartons, boxes and sacks weighing in excess of 80 pounds, in operating powered lawnmowers on steep grades, in cutting trees with an ax or chain saw, in digging ditches or trenches with pick and shovel, or in pushing wheelbarrows of cement, asphalt and other materials.

Working Conditions

The position works outside in a variety of weather and inside in areas that may be dusty, drafty, dirty and noisy. Employee is frequently subject to cuts, bruises, muscle strains and sprains and to an occasional chance of serious injury (e.g., broken bones or back injuries). Special care must be exercised to avoid such serious injury while using tools and equipment.

Evaluation Statement

1. Reference. OPM Job Grading Standard, WG-3502, Laborer, September 1968.

2. Title and Series Determination. The work of the position primarily involves the use of physical abilities and the performance of very heavy physical effort requiring some prior job training, experience and specialized skill to perform responsibilities such as digging ditches, grading and sloping, loading and unloading heavy objects in excess of 80 pounds, and operating such equipment as powered lawnmowers, jackhammers and chain saws in work situations typical of road and grounds maintenance and work within a warehouse. Work of this nature is characteristic of the Laborer, WG-3502, series and the correct title is "Laborer"

3. Grade Determination. Laborer duties are evaluated below using the criteria of general assignments, skill and knowledge, responsibility, physical effort, and working conditions.

a. General Assignments. Subject position is responsible for loading, unloading, stacking, lifting and carrying of heavy boxes, cartons or sacks; operating heavy powered lawnmowers on steep grades and slopes; digging ditches and trenches with pick and shovel; breaking up pavement and concrete with a jackhammer; cutting trees and bushes with chain saws and/or axes. The position's assignments exceed the WG-02 and meet the WG-03 level since they involve duties requiring the continual operation of heavy power equipment and very heavy physical effort involving the lifting and moving of objects weighing in excess of 80 pounds.

b. Skill and Knowledge. The position requires prior job experience or on-the-job training to operate and control heavy power equipment such as jackhammers and powered lawnmowers and chain saws which require a high degree of manual skill typical of the WG-03 level.

c. Responsibility. The position receives initial instructions at the beginning of an assignment and thereafter performs duties independently, referring any problems to higher grade employees. Work is checked upon completion for compliance with instructions. Such responsibility exceeds the WG-02 level, where specific oral and written instructions are provided on what to do and when to do it, and is a match to the WG-03 level.

d. Physical Effort. Duties of the position require the incumbent to exert very heavy physical effort in lifting and moving objects weighing over 80 pounds, and in operating heavy powered equipment, e.g., powered lawnmowers and chain saws; in breaking up pavement and concrete with jackhammers, and in loosening hard and compact dirt with pick and shovel. These functions exceed the WG-02 level where only moderately heavy physical effort is required in lifting and carrying objects weighing approximately 50 pounds or less or where equipment operation does not require very heavy physical effort.

e. Working Conditions. Position requires work to be performed outside in all types of weather and inside work to be performed in areas that may be dusty, drafty and noisy. Equipment used and the tasks performed continually require special care by the position to avoid serious injury, (e.g., broken bones, severe cuts). These conditions match the WG-03 level where tools, equipment, and heavy objects present chances of serious injury and frequently require special care to avoid such injury.

General assignments, skill and knowledge, responsibility, physical effort, and working conditions all match the WG-03 level.

4. Classification. Laborer, WG-3502-03.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A147_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Welding Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 3703

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs welding duties using a variety of types of electric resistance welding machines, or one or more manual welding processes, e.g., oxyacetylene or oxyhydrogen gas or gas carbon-arc or gas metal arc to fabricate or repair common metal parts assemblies or components of automotive, engineer or combat vehicles, electronic, hydraulic mechanical or other equipment, weapons, containers, structures or facilities.

Performs other duties as assigned.

Skill and knowledge: Uses common, subjourneyman skill and knowledge of the welding trade, American Welding Society Standard Welding Symbols and related trade processes such as brazing, soldering and/or flame-cutting with rough tolerances to complete assigned work. Uses knowledge of blueprint and sketch reading to prepare and set up parts/surfaces to be welded. Applies skill in using prepared clamps, fixtures or jigs to assemble materials or parts for welding. Uses skill and practical knowledge and ability to position and control the torch or arc and feed welding rod or electrode to obtain weld bead size required, penetration desired and prevent burning base metal while welding common, similar metals of varying size, shape and thickness

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to loose tolerances. Applies skill and ability to weld in flat, vertical or horizontal positions normally, and infrequently in overhead positions.

Responsibility: Receives assignments from supervisor, leader or higher graded worker in form of oral instructions, work orders, sketches and/or blueprints which clearly explain assignments. The supervisor is available to answer questions or advise on unusual problems, and spot checks work during progress for adherence to quality and production standards and upon completion to assure general acceptability of work. Plans and lays out work from instructions, work orders, sketches, blueprints, specifications, etc. Determines own welding techniques, selects equipment, materials, proper size of welding electrode or rod, and when needed, jigs, fixtures or clamps commonly used to hold items to be welded in place.

Physical Effort: The work requires standing, walking, stooping, bending, kneeling, climbing, crawling and sometimes working in cramped and awkward positions. The work involves regular lifting, carrying and/or holding objects weighing from 20 to 50 pounds; and occasionally lifting objects weighing in excess of 50 pounds to set up work and equipment needed to complete tasks.

Working Conditions: Welding and related work maybe performed indoors or outdoors, sometimes in bad weather, in areas which are noisy, dirty or smokey. Work involves exposure to grease, fumes, heat, flying sparks or glare and may include exposure to infrared and/or ultraviolet radiation; as well as hazards from electric shock, burns, cuts, eye and other injuries. There is discomfort from wearing protective equipment such as goggles welding helmets, face shields, aprons, gloves or other protective clothing or equipment.

EVALUATION STATEMENT

1. Reference: US OPM Job Grading Standard for Welder, WG-3703, May 1974.

2. Determination of Series & Title: The duties of this job require using skills and knowledge of the welding trade as well as equipment and techniques described in the referenced standard. Also the Work Covered portion of the standard encompasses the duties of this job; therefore, it is placed in the Welder, WG-3703 series. Since the grade level of work in this job is below the WG-10 level, and the assignments are not developmental as part of a training program for advancement to a higher grade, the title, Welding Worker, is used as prescribed on pages 1 and 2 of the referenced standard.

3. Determination of Grade: The four factors in the referenced standard are applied to this job as follows in determining the grade level.

a. Skill and Knowledge. This position is characterized by use of a variety of types of electric welding machines, or one or more manual welding processes to do welding of common metals. This is equivalent to the WG-8 level because such work requires less skill and knowledge than is described at the WG-10 level where a wider range of welding processes are used on a range of metals and alloys and may include welding dissimilar metals. There is no requirement for making special jigs or fixtures nor working with close tolerances where preheating or stress relieving techniques and skills are needed as at the WG-10 level. The work also exceeds the Trades Helper level, WG-5, where only simple, routine tasks are performed to assist a journeyman under close supervision with detailed review.

b. Responsibility. The clarity of instructions, in-progress checking of work, loose tolerances and limited types of welding processes used in this job fit into the WG-8 level described for this factor on pages 4-5 of the referenced standard. The level of responsibility in this job does not meet criteria for WG-10 such as the variety of welding processes used, little or no in-progress checking of work, more difficult welds and close tolerances.

c. Physical Effort in this position matches that depicted in the standard as typical of the welding trade on page 5 of the standard.

d. Working Conditions for this job are similar to those described as typical of the welding trade on page 5 of the standard.

In conclusion, the summation of factor levels of the standard as they apply to this job place it correctly at the WG-8 grade level.

4. Final Classification: Welding Worker, WG-3703-08.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A148_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Welder

6. PAY SCHEDULE: WG

7. OCC CODE: 3703

8. GRADE: 10

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs any of a variety of complete welding assignments using any of several electric arc, gas torch, inert gas shielded heliarc, forge, agiline, plastic, metalizing or similar welding processes. Employs accepted trade practices and techniques to fabricate, repair or modify parts, components or complete items made of common types of metals or alloys in various shapes, sizes or thicknesses. Welding duties may be done in a manufacturing production, testing, research and development or rebuilding mission involving items such as weapons systems; combat, engineer or other types of vehicles; artillery pieces, rockets, missiles or other ordinance items; or other equipment used on such items. Work processes include preheating, bead or tack welding, flame-cutting, pressure welding, heat treating and related processes such as brazing, soldering, annealing and metal spraying.

Performs other duties as assigned.

Skill and knowledge: Knowledge of a wide range of manual and machine welding processes, welding standards and how various metals and alloys react to different welding processes and techniques. Applies skill to weld dissimilar metals, or parts which vary in size, shape or thickness and require complete penetration and fusion of

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base and filler metals, including difficult positions, e.g., overhead, or in hard to reach locations. Also employs related trade processes, e.g., brazing soldering, flame- and arc-cutting, surface hardening, annealing and metal spraying; and may fabricate special fixtures or jigs to use in completing unusual welding assignments. Uses ability to read and interpret blueprints, sketches, drawings, technical manuals, specifications, and work orders in planning and laying out work, positioning and clamping work or fabricating jigs or fixtures. Requires skill in the use of hand and power tools, e.g., grinders, sanders, pneumatic guns, files, dollies, hammers, saws, power shears and auxiliary equipment such as power hoists and slings.

Responsibility: Receives oral or written assignments from supervisor who reviews completed work for compliance with quality standards and technical specifications. Supervisor is available to advise on unusual problems, but relies on incumbent to determine work to be done and how to accomplish it. Incumbent determines work methods, lays out work from blueprints, sketches, drawings, work orders or specifications and selects proper materials and type and size of welding electrodes or rods. Completes assignments using available guides and established trade practices.

Physical Effort: The work requires standing, walking, stooping, bending, kneeling, climbing, crawling and sometimes working in cramped and awkward positions. Regularly lifts, carries and/or holds objects weighing from 20 to 50 pounds; and occasionally lifts objects weighing more than 50 pounds to set up work and equipment needed to complete tasks.

Working Conditions: Work may be done indoors or outdoors, sometimes in bad weather, or in areas which are noisy, dirty or smokey. Is exposed to grease, fumes, heat, flying sparks or glare and may be exposed to infrared and/or ultraviolet radiation and hazards from electric shock, burns, cuts, eye and other injuries. There is discomfort from wearing protective equipment, e.g., goggles, welding helmets, face shields, aprons, gloves or other protective clothing or equipment.

EVALUATION STATEMENT

1. Reference: OPM Job Grading Standard for Welder, WG-3703, May 1974.

2. Determination of Series and Title: The duties of this job require using skills and knowledge of the welding trade and the equipment and techniques described in the referenced standard. Also the Work Covered portion of the standard encompasses the duties of this job; therefore, it is placed in the WG-3703 series. As the grade level of this job is at the WG-10 level the title, Welder, is used as prescribed on page 1 of the referenced standard.

3. Determination of Grade: The four factors in the referenced standard are applied to this job as follows in determining its grade level:

a. Skill and knowledge. This job requires a comprehensive knowledge of welding processes and trade practices and skill to plan, layout and complete difficult welds requiring complete penetration and fusion of metals in all positions, i.e., flat horizontal, vertical and overhead, as well as in hard-to-reach places. Knowledge of other related trades are applied such as brazing, flame- or arc-cutting, soldering, surface hardening, annealing and metal spraying. These duties are characteristic of the WG-10 level. These duties exceed those of the WG-08 grade level in terms of both a wider range of welding processes, more types of metal and alloys used and more difficult welds requiring higher standards and/or closer tolerances. The assignments, however, do not reach the complexity, uniqueness or precise tolerances depicted at the WG-11 level of the standard.

b. Responsibility. The relative freedom from supervision and review of work during progress, and reliance by the supervisor on the incumbent to plan, lay out and complete work in accordance with oral or written instructions is typical of the WG-10 journeyman level depicted in the standard. Also the quality standards applied, initiative used to select and use proper tools, materials, equipment and techniques is typical of the WG-10 level. The degree of this factor in this job exceeds the WG-8 level where work is confined to more commonly used metals, looser tolerances, where in progress checking is typical and instructions are more detailed in showing what is to be done. The degree of responsibility in this job does not reach the level of independence, intense concentration, freedom from supervision or variety of metals and techniques used by the WG-11 superjourneyman to do very precise work which meets the highest tolerances and most stringent operating standards.

c. Physical Effort. The effort required by this job is the same as that which is depicted in the standard as typical of the welding trade at all grade levels.

d. Working conditions. These are similar to those described as typical for welding at all grade levels in the standard.

In conclusion the factor levels for this job equate to the WG-10 level described in the standard in all respects.

4. Final Classification: Welder, WG-3703-10.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER			1. JOB NUMBER A149_
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Welder		
	6. PAY SCHEDULE WG	7. OCC CODE 3703	8. GRADE 10
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs a variety of complete welding assignments using any manual, electric arc/inert gas shielded, gas torch or similar welding processes to repair, modify or fabricate all types of metal and alloy parts, equipment or components. Uses accepted trade practices and techniques to achieve complete penetration and/or fusion of dissimilar metals while preventing distortion or burning and producing welds which meet requirements for strength, shape and dimension tolerances. Welds may be made in any or all positions, i.e., flat, horizontal, vertical or overhead. Welding may be done in mission or support functions such as field maintenance of weapons, vehicles, equipment, minor construction of facilities, housing, real property maintenance or civil works operation and maintenance. Work processes include pre-heating, brazing, flame-cutting, heat treating, bead or tack welding, and use of templates and jigs as needed. Blueprints, sketches, work orders, specifications, or other guides are used to plan, layout, and complete assignments.

Performs other duties as assigned.

Skill and Knowledge: Knowledge of a wide range of manual and machine welding processes, welding standards and how various metals and alloys react to different

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welding processes and techniques. Uses skill to weld dissimilar metals, or parts which vary in size, shape or thickness and require complete penetration and fusion of base and filler metals. Welds in all positions, including difficult ones, e.g., overhead or in hard to reach locations. Also uses knowledge of related trade processes and skill in these, e.g., brazing, soldering, flame- and or arc-cutting, surface hardening, annealing and metal spraying; and may fabricate special fixtures or jigs to use in completing unusual welding assignments. Uses skill and knowledge of welding trade practices to select type of rod, tip size, determine necessary heat, set up and adjust equipment, maintain proper speed, flame, motion, tip angle and position to produce desired welding results. Uses ability to read and interpret blueprints, sketches, drawings, technical manuals, specifications and work orders in planning and laying out work or fabricating jigs or fixtures. Requires skill in the use of hand and power tools, e.g., grinders, sanders, pneumatic guns, files, dollies, hammers, saws, power shears and auxiliary equipment such as power hoists and slings.

Responsibility: Works under general supervision of a Foreman, who provides oral or written assignments and reviews completed work for compliance with quality standards, technical specifications and overall results. Supervisor is available to advise on unusual problems, but relies on incumbent to determine work to be done and how to accomplish it. Incumbent determines work methods, lays out work from sketches, drawings, blueprints, work orders or specifications and selects proper materials, type and size of welding electrodes or rods. Completes assignments using available guides and established trade practices. Welds may be subjected to radiographic, magnetic particle, dye penetrant, pressure test or other inspections or tests to verify quality of work.

Physical Effort: The work requires standing, walking, stooping, bending, kneeling, climbing, crawling and sometimes working in cramped and awkward positions. Regularly lifts, carries and/or holds objects weighing from 20 to 50 pounds; and occasionally lifts objects weighing more than 50 pounds to set up work and equipment needed to complete tasks.

Working Conditions: Work may be done indoors or outdoors, sometimes in bad weather, or in areas which are noisy, dirty or smokey. Is exposed to grease, fumes, heat, flying sparks or glare and may be exposed to infrared and/or ultraviolet radiation and hazards from electric shock, burns, cuts, eye and other injuries. There is discomfort from wearing protective equipment, e.g., goggles, welding helmets, face shields, aprons, gloves or other protective clothing or equipment.

EVALUATION STATEMENT

1. Reference: OPM Job Grading Standard for Welder, WG-3703, May 1974.

2. Determination of Series and Title: The duties of this job require the use of skills and knowledge of the welding trade and equipment and techniques described in the referenced standard. Also the Work Covered portion of the standard encompasses the duties of this job; therefore, it is placed in the WG-3703 series. Since this is a WG-10 level job the title, Welder, is used as prescribed for jobs at that level and above on page 1 of the referenced standard.

3. Determination of Grade: The four factors in the referenced standard are applied to this job as follows in determining its grade level:

a. Skill and Knowledge: This job requires a comprehensive knowledge of welding processes and trade practices and skill to plan, layout and complete difficult welds requiring complete penetration and fusion of metals in all positions, i.e., flat, horizontal, vertical and overhead, as well as in hard-to-reach places. Knowledge of other related trades is also required such as brazing, flame- or arc-cutting, soldering, surface hardening, annealing and metal spraying. These duties exceed the WG-08 grade level and are characteristic of the WG-10 level described in the referenced standard. These duties exceed the WG-08 level in terms of a wider range of welding processes, more types of metal and alloys used and more difficult welds requiring higher standards and/or closer tolerances. The assignments, however, do not reach the complexity, uniqueness or precise tolerances depicted at the WG-11 level.

b. Responsibility: This job operates with relatively more freedom from supervision and in-progress review of work than is typical of the WG-08 level described in the standard. The supervisor relies on incumbent to plan, layout and complete work in accordance with oral or written instructions, which is typical of the WG-10 level. Also the degree of this factor exceeds the WG-08 level in this job in that all types of metals and alloys are welded, more strict tolerances are applicable and instructions received are not as specific or detailed as at the WG-08 level. The degree of responsibility in this job does not meet the level of independence, intense concentration, freedom from supervision or variety of metals and techniques used by the WG-11 superjourneyman to do very precise work, which meets the highest tolerances and most stringent operating standards.

c. Physical Effort. The effort required by this job is the same as that which is depicted in the standard as typical of all grade levels of the welding trade.

d. Working Conditions. These are similar in this job to those described in the standard as typical for welding at all grade levels.

In conclusion all factor levels for this job equate to the WG-10 level described in the standard in all important respects.

4. Final Classification: Welder, WG-3703-10.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A150_
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Welder		
	6. PAY SCHEDULE WG	7. OCC CODE 3703	8. GRADE 11
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs advanced welding of special metals or alloys, which have properties requiring modified welding procedures or techniques, and/or requires a higher than journeyman level of skill to do welding, which must withstand extreme operating conditions or successfully pass stringent radiographic examination or other above normal quality standards or specifications. The work includes, but is not limited to, precision welding on experimental items, prototypes, ballistic welding of armor plating of ferrous or nonferrous metals, or equally demanding welding in any of various production, testing, repair, maintenance or other missions or functions.

Performs other duties as assigned.

Skill and Knowledge: Employs an extensive practical knowledge of welding techniques and practices to weld metals or alloys for unusual applications such as prototypes, models, experiments or tests or for precision welding or welding of equipment with critical operating requirements such as pressure vessels, high pressure lines, leak-proof hydraulic air chambers, armor plating or other items with equally demanding requirements checked by radiographic or chemical means. Uses experienced judgement to achieve desired welding results by modifying procedures or varying

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factors such as heat, voltage, amperage, the length of time between passes or angle of welding rod or electrode during welding. Applies a high degree of manual skill and concentration over extended periods to complete welds which will meet critical requirements of fusion, penetration and freedom from defects such as porosity, inclusion or cracks. May employ special techniques or instrumentation in order to cope with obstructions, space limitations, distortion, uneven heat dissipation or other unique problems which must be overcome to meet specifications for completed work. Welding on boilers, certain high pressure systems, nuclear energy systems, fire protection systems, anti-ballistic surfaces and other such applications requires certification of welding ability to meet radiographic or other quality and reliability inspection standards prescribed for such work.

Responsibility: Incumbent works under general supervision of a Foreman, professional engineer, scientist or other specialist who is available for consultation when needed to clarify design intent or other information needed to insure intended results are achieved. Work is done independently from oral or written instructions, sketches, drawings, blueprints, work orders or specifications. Incumbent plans, lays out, sets up and carries work through to completion independently, making whatever changes in procedures, techniques, fixtures or methods are needed in order to meet all requirements of completed work. Incumbent may recommend design changes and work with requesting organization/customer to coordinate requirements, changes or provide manhour or material estimates in accomplishing assignments or projects.

Physical Effort: Requires standing, walking, stooping, bending, kneeling, climbing, crawling and at times working in cramped and awkward positions. Involves regular lifting, carrying and/or holding objects weighing from 20 to 50 pounds; and occasionally may lift objects weighing in excess of 50 pounds to set up work and equipment needed to complete jobs.

Working Conditions: Works indoors or outdoors, sometimes in bad weather, in noisy, dirty or smokey areas. Involves exposure to grease, fumes, heat, flying sparks or glare, and may be exposed to infrared or ultraviolet radiation as well as hazards from electric shock, burns, cuts, eye and other injuries. There is discomfort from goggles, welding helmets, face shields, aprons, gloves or other protective clothing or equipment.

EVALUATION STATEMENT

1. Reference. US OPM Job Grading Standard for Welder, WG-3703, May 1974.

2. Determination of Series and Title: The duties of this job require the use of skills and knowledge of the welding trade and use of equipment and techniques described in the referenced standard. Also the work performed is encompassed by the Work Covered portion of the standard; therefore, this job is classified in the WG-3703 series. Welder is the title prescribed for jobs graded at the WG-10 level and above, so Welder is the proper title for this job.

3. Determination of Grade: The four factors of the referenced standard are applied as follows in grade determination.

a. Skill and Knowledge. The work performed requires a mastery of journeyman level abilities plus knowledge of welding unique metals or alloys or ability to apply an unusually high degree of manual skill and concentration for extended periods in order to weld to critical requirements and/or very precise specifications. The skills and knowledge applied exceed those of the WG-10 level in difficulty and tolerances of radiographic and other quality standards are higher than those for the journeyman level; therefore, this job exceeds the WG-10 level and meets the WG-11 level for Skill and Knowledge.

b. Responsibility. The degree of independence and relative freedom from supervision exercised by incumbents of this job places it above the WG-10 level. Also the initiative and judgement used in modifying standard welding techniques and processes to accomplish difficult or unusual work places this job above the WG-10 level. By comparison to the WG-10 level, this job requires more intensive concentration and a higher degree of physical coordination to perform welds which meet more stringent standards of fusion, penetration and freedom from defects than journeyman (WG-10) welders; thus this job exceeds the WG-10 level of responsibility and meets WG-11 level criteria.

c. Physical Effort. The effort required by this job is the same as that which is depicted in the standard as typical of the welding trade at all grade levels.

d. Working Conditions. These are similar to those described as typical for welding at all grade levels in the standard.

In conclusion, the factor levels for this job meet the criteria at the highest level depicted in the standard for the welding trade, so WG-11 is the proper grade for this job.

4. Final Classification: Welder, WG-3703-11.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A105_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Painting Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 4102

8. GRADE: 7

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Removes such things as rust, scale, wax, dirt, and old paint or varnish from surfaces by sanding, wire brushing, buffing, and scraping so that coating matertials will adhere properly. Masks, spackles, and putties surfaces, and removes accessories as required. _____%

2. Thins, stirs, and mixes coating materials according to specific directions or following written directions that explain how to apply and use prepared solvents. Uses mechanical mixer for volume blending. _____%

3. Applies coating materials such as primer, paints, varnishes, and shellacs with brushes, rollers, spray guns, and other related methods and techniques; and assures that coating finish meets surface protection requirements. Cleans and maintains brushes and painting equipment. _____%

Performs other duties as assigned.

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Skill and Knowledge

Knowledge of standard surface preparation and coating methods and techniques e.g., incumbent must know how to remove such things as scale, rust, dirt, and old paint from surfaces so that coating materials will adhere properly; knowledge of how to apply coating materials so that the surfaces are free from skips, runs, and drips; skill in using the appropriate tool/equipment to sand, wire brush, scrape, spackle, and putty surfaces; and ability to read and follow directions.

Responsibility

Work is assigned orally or through work orders by the supervisor or a higher graded worker. The incumbent selects the appropriate tools, uses coating materials specified, decides on standard methods and techniques to use, and carries out work with little check in progress. Completed work is checked to see that requirements are met.

Physical Effort

Works from ladders, scaffolds, and platforms and in cramped/hard-to-reach places. This requires the incumbent to stand, bend, kneel, and work in tiring and uncomfortable positions. Frequently lifts, carries and sets-up materials/equipment weighing up to 10 pounds; occasionally handles materials weighing 40 pounds and over.

Working Conditions

Works inside and outside where dirt, dust, paint spray and fumes are usually present. Sometimes may work outside in bad weather, wear protective clothing and equipment. Frequently exposed to possibilities of cuts and brusises, and may occasionally be exposed to the possibility of broken bones.

Evaluation Statement

1. Reference, OPM Job Grading Standard for Painter, WG-4102, November 1969.

2. Series Determination: The incumbent of this position performs work that involves removing rust, scale, wax, dirt, and old paint or varnish from surfaces; thinning, stirring, and mixing coating materials according to specific directions; and applying coating materials with brushes, rollers, spray guns and other related mathods/techniques. Duties of this nature are covered by the WG-4102 standard. Jobs covered by this standard at the WG-9 level are titled Painter. Jobs below the WG-9 level are to be titled Painting Worker. Since, as shown below, this position is classified at the WG-7 level, its proper title is Painting Worker, WG-4102.

3. Grade Determination:

Skill and Knowledge: The incumbent of this position performs duties that require: knowledge of standard surface preparation and coating methods/techniques e.g., incumbent must know how to remove such things as scale, rust, dirt, and old paint from surfaces so that coating materials will adhere properly; knowledge of how to apply coating materials so that the surfaces are free from skips, runs, and drips; skill in using the appropriate tool/equipment to sand, wire brush, scrape, spackle, and putty surfaces; and ability to read and follow directions. These duties are a near direct match to the WG-7 level where the Painting Worker must have a knowledge of standard surface preparation and coating methods/techniques. He/she must also know how to apply coating materials so that the surfaces are free from skips, runs, and drips; and the ability to read and follow directions that explain, e.g., how to apply and use prepared solvents and thin and stir coating materials. The WG-9 level is not met in that there is no requirement for a knowledge of how to apply materials so that surfaces meet match, texture, decorative, thickness, and level requirements (there is no requirement for anything other than the standard means of surface preparation and coating techniques). Therefore, WG-7 is the appropriate grade level for the skill and knowledge requirements of this position.

Responsibility: Work is assigned orally or through work orders by the supervisor or a higher graded worker. The incumbent selects the appropriate tools, uses coating materials specified, decides on standard methods and techniques to use, and carries out work with little check in progress. Completed work is checked to see that requirements are met. This is a near direct match to the WG-7 grade level. The WG-09 level is not met in

that there is no requirement for determining the methods, techniques, materials, and devices best suited to obtain smooth-textured and decorative surfaces and ensuring that surface coatings meet level and thickness requirements (there is no requirement for anything outside of the use of standard methods and techniques to prepare and coat surfaces).

Accordingly, WG-7 is the appropriate grade level for subject position.

4. Title, Series and Grade: Painting Worker, WG-4102-7.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A106__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Painting Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 4102

8. GRADE: 8

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

1. Paints a variety of electronic and mobile equipment where appearance as well as surface protection are important. Uses standard surface preparation to remove scale, rust, dirt and old paint; mixes and applies coating materials. Some of the equipment being coated requires building up the surface with metal resins or other patching compounds. ____%

2. Sandblasts equipment/machinery to remove old paint and patches as required. Chemically treats surfaces to remove corrosion, and spray paints for protective purposes. ____%

3. Assures proper maintenance of brushes and other coating equipment. ____%

Performs other duties as assigned.

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Skill and Knowledge

Requires knowledge of standard surface preparation and coating methods and techniques. Knowledge of how to apply materials so that surfaces match and meet texture, decorative and level requirements. Knowledge of how to build up, shape, and level surfaces with resins and other patching compounds. Knowledge of operating requirements of sandblasting machine. Ability to regulate air pressure and flow of abrasive in accordance with the item and surface being cleaned. Skill in combining retardants with coating materials. Ability to read and apply directions that relate to the mixture, use, and application of various kinds of coating materials, solvents, and pre-coating agents.

The incumbent mixes paint colors according to color charts with a paint mixing machine. Agent combination entails adding premeasured catalysts to paints and waiting the required period to allow activation. A drying agent is also added according to clearly defined directives. Compounds applied to even surfaces are limited to spackling compound to repair cracks and holes. The precoating agents applied are solvents to remove grease from surfaces to be painted, and primer before applying the finishing coat.

Responsibility

Work is assigned by work orders or orally by supervisor. Instructions are normally general. Incumbent independently determines methods, techniques, materials and devices best suited for the particular job. Work may be spot checked in progress. Supervisor reviews all work upon completion for overall adequacy and to assure trade standards are met.

Physical Effort

Work requires continual movement of hand and arm, standing, reaching, bending, as well as lifting up to 10 pounds. Occassionally prepares and coats surfaces from ladders, scaffolds, and platforms.

Working Conditions

Work is performed inside a shop area where spray and fumes are usually present. Incumbent is subject to cuts, bruises, irritation of eyes and skin from exposure to fumes, solvents, paints and other chemicals.

Evaluation Statement

1. **References:**

a. OPM Job Grading Standard For Painter, WG-4102, November 1969.

b. OPM Job Grading Standard For Sandblaster, WG-5423, March 1974.

2. **Series Determination:** Subject position involves a mixture of duties classifiable to the Painter Series, WG-4102 and the Sandblaster series, WG-5423. However, the primary reason for the establishment of this position is painting. The sandblasting duty is a secondary function in support of the painting function. Therefore, subject position is properly classified in the WG-4102 series. In accordance with the WG-4102 standard the proper title for positions below the WG-9 level is Painting Worker. As is reflective in the grade determination below, subject position is properly classified at the WG-8 grade level. Therefore, the proper title for subject position is Painting Worker. Accordingly, subject position is properly classified in the WG-4102 series with a title of Painting Worker.

3. **Grade Determination:**

Painting duties: The Painter, WG-4102, standard provides grade level criteria for two grades, WG-07 and WG-09. There are four factors in the standard: Skill and Knowledge, Responsibility, Physical Effort, and Working Conditions. However, the criteria for Physical Effort and Working Conditions are the same for both grade levels. Therefore, the grade distinction is made by the Skill and Knowledge requirements and the responsibility of the position.

Skill and knowledge: The incumbent of subject position paints a variety of electronic and mobile equipment where appearance as well as surface protection are important. To accomplish this, the incumbent must have: a knowledge of standard surface preparation and coating methods and techniques; knowledge of how to build up, shape, and level surfaces with resins and other patching compounds; and a skill in combining retardants with coating materials.

A WG-9 Painter must have skill and knowledge of the use of special finishing techniques such as marbling and graining and ensures surfaces have a smooth textured and decorative appearance. He or she must also have skill in matching, tinting, and blending coating materials. The WG-9 painter must also have knowledge of any of the accepted surface preparation and coating methods and techniques. The painting work of subject position does not require the full skills and knowledges as described at the WG-9 level (e.g., using special finishing techniques such as marbling and graining and ensuring that surfaces have a smooth textured and decorative appearance).

The WG-7 level requires a knowledge of standard surface preparation and coating methods and techniques as well as the know-how to remove such things as scale, rust, dirt, and old paint from surfaces so that coating materials will adhere properly. A WG-7 painting worker must also have the skill needed to sand, scrape, and putty surfaces as well as the skill to brush out, roll on and spray coating materials. Although many of the skills and knowledges required for a WG-7 are found in subject position there are some aspects that exceed the WG-7 level (e.g., the requirement to build surfaces with metal resins and/or other patching compounds). However, there is no requirement for special finishing (e.g., rubbing down to obtain a fine textured finish).

Responsibility: The level of responsibility of subject position exceeds that of the WG-7 level in that the incumbent of subject position independently determines methods techniques, materials and devices best suited for a particular job. However, the WG-9 level of responsibility is not fully met in that the incumbent of subject position is not responsible for checking such things as thickness of coating in surfaces or ensuring that the decorative appearance, level and thickness meet finish requirements.

Since subject position exceeds the WG-7 level, but does not fully meet the WG-9 level, a grade of WG-8 is the appropriate grade level for the painting duties.

Sandblaster: The sandblaster duties are incidental to the painting duties and are found to be no greater than the WG-5 level depicted in the WG-5423 standard, reference 1b. At this level, incumbents are responsible for operating a sandblasting machine to process small or moderate size metal or nonmetal items. The equipment operated is usually preset to regulate the velocity of the abrasive stream for the type and extent of cleaning to be done.

Since the painting duties are the highest graded duties performed they are also the grade controlling duties. Therefore, WG-8 is the appropriate grade level for subject position.

4. **Title, Series and Grade:** Painting Worker, WG-4102-8.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A042__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Painter

6. PAY SCHEDULE: WG

7. OCC CODE: 4102

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Paints one type or a variety of surfaces, such as interiors and exteriors of buildings and/or stationary and mobile equipment, where appearance as well as surface protection are important. Prepares surfaces, mixes paints, and applies prime, intermediate and finish coats with brush, roller, or spray gun. Uses gloss, semi-gloss, and special paints, enamels, varnishes, stains, lacquers, and shellacs. Assures the protection of surrounding areas and if required by specific work assignments assures proper adjustment of ladders and scaffolding. Assures proper maintenance of brushes and other equipment. ____%

2. Related and/or miscellaneous work may include:

a. Sandblasting as a form of preparation for painting.

b. Installation of special wall covering to prevent surface cracking when doing interior paint.

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c. On a limited basis, paint a variety of signs for local use.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Knowledge of all accepted surface preparation and coating methods/techniques. Knowledge of how to build up, shape, and level surfaces with metal and synthetic resins, plastics, and patching compounds, obtain finely smoothed surfaces with abrasive compounds, pumice, and rottenstone. Skill in matching, tinting, toning, and blending coating materials and in combining agents with coating materials. Skill in applying coating materials by any of the accepted techniques including those used for getting special effects. Skill in the use of tools and equipment such as brushes, rollers, spray guns, trowels, screeds, straight edges, viscosity testers, graining devices, and wet and other thickness gauges.

RESPONSIBILITY

Work is performed under minimum supervision. Instructions are given verbally and in writing. Work may be spot-checked while in progress and is normally inspected upon completion for compliance with instructions and adherence to established trade practices and standards. Incumbent checks with supervisor only to clarify instructions where departures from standard practices are involved.

PHYSICAL EFFORT

Incumbent prepares and coats surfaces from ladders, scaffolds, platforms, and in cramped and hard-to-reach places. Requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Requires frequent lifting, carrying and setting up materials and equipment that weigh up to 10 pounds, and occasionally 40 pounds and over.

WORKING CONDITIONS

Work is done inside and outside, and dirt, spray, and fumes are usually present. Some surfaces may require outside preparation in bad weather. Occasionally required to wear heavy and uncomfortable protective clothing. Is exposed frequently to cuts and bruises and occasionally broken bones.

EVALUATION STATEMENT
Job No. A042

1. Reference: OPM (previously CSC) JGS for Painter, WG-4102, Nov, 69.

2. Determination of Series and Title: The position involves the painting of a variety of surfaces, such as interiors and exteriors of buildings/stationary and mobile equipment, where appearance as well as surface protection are important. Such positions are covered by the WG-4102 series. Accordingly, the appropriate title is "Painter."

3. Determination of Grade: The incumbent of this position is not only responsible for mixing and applying paints, but also the preparation of the surface to be painted.

a. Skill and Knowledge: The incumbent of this position must have: knowledge of all accepted surface preparation and coating methods/techniques; knowledge of how to build up, shape, and level surfaces with metal and synthetic, resins, plastics, and patching compounds, obtain finely smoothed surfaces with abrasive compounds, pumice, and rottenstone. Skill in matching, tinting, toning and blending coating materials and in combining agents with coating materials; skill in applying coating materials by any of the accepted techniques including those used for getting special effects; and skill in the use of tools and equipment such as brushes, rollers, spray guns, trowels, screeds, straight edges, viscosity tester, graining device, and wet and other thickness gauges. This is a near direct match to the WG-9 level.

b. Responsibility: Work is performed under minimum supervision. Instructions are given verbally and in writing. Work may be spot-checked while in progress and is normally inspected upon completion for compliance with instructions and adherence to established trade practices and standards. Incumbent checks with supervisor only to clarify instructions where departures from standard practices are involved. This level of responsibility matches that described for the WG-9 grade level.

c. Physical Effort and Working Conditions: This job essentially matches the description of these two factors at the WG-9 level (which apply equally to the WG-7 level).

d. Conclusion: With all four factors evaluated to the WG-9 level, this job is appropriately classified at the WG-9 level.

4. Title, Series and Grade: Painter, WG-4102-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A107__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Painter

6. PAY SCHEDULE: WG

7. OCC CODE: 4102

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

1. Prepares surfaces and applies coating materials to exterior or interior of buildings, dwellings and offices, or their furnishings. Notes condition and type of surface to be covered and decides on surface preparation and coating material to be applied. Selects best method, devices, or materials to use for removing the particular old surface coating, and the exact preparation of surface and finishing of completed work when a decorative effect is desired to meet trade standards and stringent Army requirements. _____%

2. Mixes or blends pigments with oil, thinners, and other ingredients to obtain a paint or other surface coating mixture. Considers the change of color tone which occurs after drying to produce the exact match or contrast after the surface coating has dried. _____%

3. Applies paint or other surface coating using brush, roller or spray equipment. Considers type and condition of surface and applies prime coat and intermediate coat if necessary to provide a smooth base for

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the finish coat. Applies decorative finishes such as glazing when it is desired. _____%

Performs other duties as assigned.

Skill and Knowledge

Requires knowledge of accepted surface preparation, coating and refinishing methods, techniques, and sequences to produce the desired end effect (e.g., knowledge of how to build up, shape, and level surfaces with metal and synthetic resins, plastics, and patching compounds; obtain finely-smoothed surfaces with abrasive, compounds, pumice and rottenstone; even out dents and scars by burning-in process; and treat surfaces with precoating agents). Skill in matching, tinting, toning, and blending coating materials with catalyst, drying agents, and retardants. Skill in applying coating materials by any of the accepted techniques including those used for getting special effects (e.g., rubbing down-for fine-textured finishes, marbling, mottling, and graining techniques). Ability to read and apply directions that relate to the mixture, use, and application of various kinds of coating materials, solvents, and pre-coating agents (e.g., paint, varnish, epoxy, teflon, paint remover, alkali and phoshpate compounds, pickling mixtures, and anti-growth agents). Skill in the use of tools and equipment such as brushes, rollers, spray guns, trowels, screeds, straight edges, viscosity testers, graining devices, and wet and other thickness gauges.

Responsibility

Work is performed under minimum supervision. Instructions are given verbally or through work orders. Completed work is spot checked for technical compliance and acceptability. Incumbent checks with supervisor only to clarify instructions where departures from standard practices are involved.

Physical Effort

Works from ladders, scaffolds, platforms and in cramped/hard-to-reach places. This requires the incumbent to stand, bend, kneel, and work in tiring and uncomfortable positions. Frequently lifts, carries and set-up materials/equipment weighing up to 10 pounds; occasionally handles materials weighing 40 pounds and over.

Working Conditions

Works inside and outside where dirt, dust, paint spray and fumes are usually present. Sometimes may work outside in bad weather, wear protective clothing and equipment. Frequently exposed to possibilities of cuts and bruises; and may occasionally be exposed to the possibility of broken bones.

Evaluation Statement

1. Reference: OPM Job Grading Standard For Painter, WG-4102, Nov. 1969.

2. Series Determination: The incumbent of this position prepares surfaces and applies coating materials to exteriors or interiors of buildings, dwelling and offices, or their furnishings. Duties of this nature are covered by the WG-4102 standard (referenced). Jobs covered by this standard at the WG-09 level are to be titled Painter. Jobs below the WG-9 level are to be titled Painting Worker. Since, as shown below, this position is classified at the WG-9 level, its proper title is Painter.

3. Grade Determination:

Skill and Knowledge: The incumbent of this position notes the condition and type of surface to be covered and decides on surface preparation and coating material be be applied. He or she also selects the best method, devices, or materials to use for removing the particular old surface coating, and the exact preparation of surface and finishing of completed work when a decorative effect is desired. The knowledge and skill requirement of this position is a near direct match to the WG-09 grade level. At the WG-9 level, painters are required to have a knowledge of any of the accepted surface preparation and coating methods and techniques (e.g., how to build up, shape, and level surfaces with metal and synthetic resins, plastics, and patching compounds, obtain finely-smoothed surfaces with abrasive compounds; pumice, and rottenstone; even out dents and scars by burning-in process; and treat surfaces with precoating agents).

The WG-7 level is exceeded in that the incumbent must be knowledgeable of how to apply materials so that the surfaces match, and meet thickness and level requirements. WG-7 painting workers are only required to be knowledgeable of standard surface preparation and coating methods/ techniques (e.g., removing scale, rust, dirt, and old paint from surfaces so that coating materials will adhere properly; applying coating materials so that the surfaces are free from skips, runs, and drips). Therefore, WG-9 is the appropriate grade level for the skill and knowledge requirements of this position.

Responsibility: Incumbent performs duties under minimum supervision. Completed work is checked only to ensure compliance to trade standards. This is a substantial match to the WG-9 level where the Painter is responsible for deciding the best methods, techniques, materials, and devices suited to obtain smooth-textured and decorative surfaces and ensuring that surface coatings meet level and thickness requirements. The WG-7 level is exceeded in that WG-7 Painting Workers are only responsible for applying standard methods/techniques in preparing and coating surfaces (there's no requirement for leveling surfaces or applying decorative or other special coatings).

Physical Efforts and Working Conditions: The criteria for physical efforts and working conditions are the same for both WG-7 and 9 grade level.

Accordingly, WG-9 is the appropriate grade level for subject position.

4. Title, Series, and Grade: Painter, WG-4102-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A108_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Painter

6. PAY SCHEDULE: WG

7. OCC CODE: 4102

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Major Duties

The purpose of this position is to perform journeymen level duties in preparing, spray painting, and finishing a variety of equipment (e.g., vehicles, mobil equipment parts and assemblies, fixed industrial and engineering equipment, artillery mounts and assemblies, fire control instruments, missiles, and miscellaneous supply items) where appearance as well as surface protection is important. Notes condition of surfaces and decides on preparation and coating material to be applied.

1. Prepares metal surfaces for painting by removing paint and loose particles with scrapers, compressed air, solvents, and sanding materials/equipment. Loosens rust and scale and treats exposed metal surfaces. Sands and featheredges cracks, chips, and scratches. Masks all parts and accessories which are not to be painted. _____%

2. Mixes paint, primer, or surface pretreatment materials in accordance with manufacturer's specification or Army directives, blending paint to match a desired shade as necessary. Applies enamel or primer coats on surfaces to provide a smooth, even finish. On

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passenger vehicles completely wet sands each coating to a smooth finish. Spot paints or touches up jobs, as required. Applies identification marking to vehicles/equipment with stencils or other marking material as specified in the work order or technical order. _____%

Performs other duties as assigned.

Skill and Knowledge

Requires knowledge of extensive and exact preparation of sheet metal surfaces to attain the high quality finish specified by technical orders or as otherwise specifically prescribed (e.g., knowledge of how to build up, shape, and level surfaces with metal and synthetic resin, plastics, and patchings compounds). Skill in matching, tinting, toning, and blending coating material with catalyst, drying agents, and retardants. Ability to read and apply directions that relate to the mixture, use, and application of various kinds of coating materials, solvents, and pre-coating agents. Applies skill in the use and maintenance of tools and equipment such as spray guns, and viscosity testers.

Responsibility

Work is performed under minimum supervision. Instructions are given verbally or through work orders. Completed work is spot checked for technical compliance and acceptability. Incumbent checks with supervisor only to clarify instructions where departures from standard practices are involved.

Physical Effort

Works in and around vehicles/equipment and in and out of painting booths. Maybe required to lift up to 50 pounds. Sometimes works in cramped spaces.

Working Conditions

Exposed to toxic fumes and skin irritations. May wear respirator when spraying. Exposed to dust and paint particles when sanding.

Evaluation Statement

1. **Reference:** OPM Job Grading Standard For Painter, WG-4102, Nov. 1969.

2. **Series Determination:** The purpose of this position is to perform journeymen level duties in preparing, spray painting, and finishing surfaces of vehicles/equipment. Duties of this nature are covered by the WG-4102 series standard referenced above. Jobs covered by the WG-4102 standard at the WG-09 level are to be titled Painter. Jobs below the WG-09 level are to be titled Painting Worker. Since, as shown below, this position is classified at the WG-09 level, its proper title is Painter.

3. **Grade Determination:**

Skill and Knowledge: The incumbent of this position prepares metal surfaces for painting by removing paint and loose particles with scrapers, compressed air, solvents, and sanding materials/equipment. After preparing the surfaces, incumbent mixes the coating materials (e.g., paint, primer, or surface pretreatment) in accordance with manufacturer's specifications or Army directives, blending paint to match a desired shade as necessary. Applies enamel or primer coats on surfaces to provide a smooth finish. This is a substantial match to the WG-9 level. At this level, the painter must have a knowledge of any of the accepted surface preparation and coating methods and techniques (e.g., how to bulid up, shape, and level surfaces with metal and synthetic resins, plastic, and patching compounds; obtain finely-smoothed surfaces with abrasive compounds, pumice, and rottenstone; even out dents and scars by burning in process; and treat surfaces with precoating agents).

The WG-7 level is exceeded in that the incumbent must be knowledgeable of how to apply materials so that the surfaces match and meet thickness and level requirements. WG-7 painting workers are only required to be knowledgeable of standard surface preparation and coating methods/techniques e.g., removing scale, rust, dirt and old paint from surfaces so that coating materials will adhere properly; applying coating materials so that the surfaces are free from skips, runs, and drips. Therefore, WG-9 is the appropriate grade level for the skill and knowledge requirements of this position.

Responsibility: Incumbent performs duties under minimum supervision. Completed work is checked only to ensure compliance to trade standards. This is a substantial match to the WG-9 level where the incumbent is responsible for deciding the best methods, techniques, materials, and devices suited to obtain smooth-textured and decorative surfaces and ensuring that surface coatings meet level and thickness requirements. The WG-7 level is exceeded in that WG-7 employees are only responsible for applying standard methods and techniques in preparing and coating surfaces (there's no requirement for leveling surfaces or applying decorative or other special coatings).

Physical Efforts and Working Conditions: The criteria for physical efforts and working conditions are the same for both the WG-7 and 9 grade level.

Accordingly, WG-9 is the appropriate grade level for subject position.

4. **Title, Series, and Grade:** Painter, WG-4102-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A020

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Plumber

6. PAY SCHEDULE: WG

7. OCC CODE: 4206

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the following duties in the installation, maintenance, and repair of plumbing systems:

1. Places and connects air, natural or manufactured gas, sewage and water fixtures, and facilities such as water mains, lavatories, sinks, unit gas heaters, stoves, and air compression equipment. ____%

2. Directs or performs the assembly of pipe sections and fittings that may require threading and pipe bending operations. Inspects and tests piping after the completion of repairs or alterations. ____%

3. Cleans difficult stoppages in drainpipe. Installs and repairs valves. Periodically checks piping, fittings, and fixtures for defective parts or

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connections; and disassembles and repairs damaged sections or fabricates replacements. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Knowledge of how various disposal and utility systems and equipment are installed and operate.

- Ability to plan and lay out the installation, modification, and repair of various systems and equipment.

- Ability to interpret and apply building plans and blueprints.

- Skill in the use of tools and equipment such as plumb bobs, drills, torches, pipe threaders, drain augers, mercury gauges, and hydrostatic pumps.

RESPONSIBILITY

Receives assignments verbally and by work order. Determines work methods to accomplish assignments. Plans working details and follows sketches or blueprints. Completed work is periodically inspected for acceptability and compliance with accepted trade standards.

PHYSICAL EFFORT

Work requires the incumbent to stand, stoop, bend, kneel, climb, and work in uncomfortable positions. The incumbent frequently lifts, carries, and sets up equipment and parts that weigh up to 40 pounds.

WORKING CONDITIONS

Works in cramped quarters inside and outside. Subject to infection from unsanitary worksites and injury from use of power and hand tools and occasional use of caustic soda and hot lead.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, WG-4206, Plumber, Mar 69.

2. Series determination. The purpose of this position is the installation, maintenance, and repair of plumbing systems to include natural or manufactured gas, sewage and water fixtures, and facilities. These duties meet the coverage of above reference. This standard is used to grade all nonsupervisory jobs involved in the installation, modification, and repair of utility, supply, and disposal systems, fixtures, fittings, and equipment such as sewage, water, gas, and oil lines, compressed air, vacuum, and acid systems, water closets, water heaters, hydrants, valves, and pumps.

3. Grade determination. Above reference provides for grade level determination on the basis of the following four factors:

a. Skill and knowledge. The incumbent plans and lays out the installation, maintenance, and repair of air, natural, or manufactured gas, sewage, and water fixtures and facilities such as water mains, lavatories, sinks, unit gas heaters, stoves, and air compression equipment. Assignments of this nature meet the WG-09 level. At this level (WG-09), the worker must have a knowledge of how various supply, disposal, and utility systems and equipment are installed and operate. He or she must have the ability to plan and lay out the installation and modification of various systems and equipment.

b. Responsibility. The incumbent is responsible for determining work methods and planning working details to accomplish assignments. Completed work is periodically inspected for acceptability and compliance with accepted trade standards. These characteristics of the position meet the WG-09 level. At this level (WG-09), the worker plans and lays out the needed routing, placement, slant, slope, and fall of systems. The supervisor checks overall work to see that it meets accepted trade standards.

c. Physical effort and working conditions. These factors are the same at the WG-07 and WG-09 levels. As a result, these factors do not determine grade level.

4. Title determination. Since the position is evaluated to the WG-09 level, "Plumber" is the authorized title.

5. Classification. Plumber, WG-4206-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A109

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Carpentry Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 4607

8. GRADE: 07

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Working alone or in a group, performs carpentry skills and techniques in repairing, constructing, altering and maintaining wood/wood substitute components of buildings and structures where required fit and accuracy provide a serviceable product and appearance is not essential. Measures, cuts and installs materials to the required lengths and dimension. Works with standard measurements and specifications aided by clear, specific instructions, templates, precut or preplanned materials. Installs rafters, studs, sills, plates, braces, joists, floors, sheetrock, plywood, siding, sheathing, roofing, building paper, and insulating materials. Works with a journeyman carpenter installing components such as door and window frames and interior and exterior trim. Installs structural and trim items by nailing, bolting, morticing, doweling and gluing. Planes, sands, putties, holds and finishes completed work when necessary.

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2. Drives truck, from 1/2 ton to 2 1/2 ton capacity, to transport personnel, and supplies/building materials to work site. Performs vehicle operator's maintenance; completes service records; completes operator's accident report in case of an accident. _____%

Performs other duties as assigned.

Skill and Knowledge

Incumbent must know how to add, substract, multiply, divide and work with simple fractions to plan and measure material according to requirements and dimensions outlined in instructions. Must have the skill to use tapes, rulers, and squares accurately and to use hand and shop tools such as hammers, handsaws, planes, screwdrivers, powersaws, and power plans. Must be knowledgeable of safety measures to used while utilizing carpentry tools/ equipment. Must also be skilled in vehicle operation and handling of controls for starting, stopping, backing, and driving.

Responsibility

Receives general supervision from a foreman or higher graded carpenter who: (1) provides oral or written instructions, sketches, and easily understood blueprints relative to work to be accomplished, (2) provides advice and assistance on problems encountered, relying upon incumbent to select materials and supplies described in the instructions and perform routine tasks independently; and (3) checks work in progress or upon completion to ensure fit and measurements meet designated requirements.

Physical Effort

Work is usually performed at benches or while material is on supports. This requires considerable standing, stooping, and bending. Incumbent must also work on ladders and scaffolds which require the incumbent to work overhead or in stretched, cramped, or awkward positions. Arm movement is considerable when nailing and using such tools as handsaws and planers. May occasionally be required to lift and carry items that weigh about 50 pounds.

Working Conditions

Work is performed both inside and outsite. Outside exposure to heat and cold may require the wearing of appropriate protective clothing. Inside work is usually in buildings, adequately heated, lighted and ventilated. Noise from hammers, saws and other power shop tools is frequent. There is dust, and sometimes dirt when repairing structures and operating power saws. Injuries may occur in lifting heavy pieces of lumber or equipment. Incumbent is also exposed to cuts and bruises while using hand tools/equipment, and more serious injuries in operating power tools and falls from ladders and scaffords.

Evaluation Statement

1. References:
   a. OPM JGS For Carpenter, WG-4607, Feb 69

   b. OPM JGS For Motor Vechicle Operator, WG-5703, Nov 68.

2. **Series And Title Determination:** Incumbent of this position performs a variety of carpentry tasks in order to repair, construct, alter and maintain wood/wood substitute components of buildings and structures where required fit and accuracy provide a serviceable product and appearance is not essential. Work of this nature is covered by the Carpenter, WG-4607 Job Grading Standards-reference la. The operation of a motor vehicle is an incidential duty performed in conjunction with the carpentry duties. Therefore, this position is appropriately classified in the WG-4607 series. In accordance with the titling practice outlined in reference la, jobs graded below the WG-9 level are to be titled Carpentry Worker. Jobs graded at the WG-9 level and above are to be titled Carpenter. As is reflected below, this position is properly classified at the WG-7 grade level. Therefore, the proper title is Carpentry Worker. Accordingly, the proper series and title of this position is WG-4607, Carpentry Worker.

3. **Grade Determination:**

a. Skill and Knowledge: The skills and knowledges of this position are comparable to the WG-7 level. Like the WG-7, this position installs rafters, studs, braces, sheating, building paper, insulating materials, etc. where required fit and accuracy provide a serviceable product and appearance is not essential. Also, like the WG-7, this position plans and measures materials according to requirements and dimensions as outlined in instructions. This position also assists higher graded carpenters by performing less complex carpentry tasks e.g., installing paneling, sheetrock, etc. aided by clear and specific instructions, templates, precut or preplanned materials.

The skills and knowledges of this position does not meet the WG-9 level. WG-9 carpenters independently plan and lay out difficult work where structural soundness and appearance are essential e.g., interior and exterior trim, windows, doors, staircases, etc. This level also requires that the incumbent be able to read, interpret, and apply complex building plans, specifications, ect., and be able to fill in gaps on incomplete blueprints, etc.

b. Responsibility: Responsibility of this position is comparable to the WG-7 level. Like the WG-7, this position receives assignments from a supervisor or higher graded employee accompanied by easily understood blueprints, sketches, and instructions. Also, like the WG-7, this position selects materials which are described in the sepcifications or obtains permission to substitute if standard materials are not available. A higher grade worker or supervisor checks fit and measurements of work in progress and/or completed to ensure work requirements are met.

The responsibilities of this position do not meet the WG-9 level where incumbents are required to: (1) read, interpret, and independently apply complex specifications, blueprints, and sketches in order to complete assignments and (2) select required materiels and equipment and independently make substitutions without assistance from the supervisor. Also at this level,completed work is spot checked only to ensure that work meets accepted trade standards.

c. The Physical Effort and Working Conditions criteria depicted in the WG-4607 standard are the same for both the WG-7 and WG-9 grade level. Therefore, WG-7 is the appropriate grade level for the Carpentry duties of this position.

d. The driving duties are incidental and do not exceed the WG-6 grade level when evaluated by reference 1b. Accordingly, WG-7 is appropriate grade level for this position.

4. Title, Series and Grade: Carpentry Worker, WG-4607-07.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A043__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Carpenter

6. PAY SCHEDULE: WG

7. OCC CODE: 4607

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

The primary purpose for the establishment of this job is to: (1) perform carpentry tasks to construct, alter, repair and modify buildings and structures, fittings, panels, partitions, and other wood or wood substitute components; and (2) perform driving tasks incidental to carpentry tasks.

1. Performs carpentry tasks. Performs the full range of carpentry skills and techniques in repairing, constructing, altering and maintaining wood/wood substitute components of buildings and structures where accuracy, spacing, and fit are essential and structural soundness or appearance are important. Plans and completes projects from initial layout to final assembly or installation. Selects lumber, materials, and supplies required to complete assigned work. Works from drawings, sketches, blue prints and own knowledge of construction methods/techniques. Measures and cuts material to the required lengths and dimensions. Installs rafters, studs, sills, plates, braces, joists, floors, sub-floors, panels (including sheetrock, plywood, and veneers), siding sheathing, roofing, building paper, insulating materials, door and window

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frames, and interior and exterior trim. Installs structural and trim items by nailing, bolting, morticing, doweling and gluing. Planes, sands, and finishes completed work when necessary. Fabricates and installs frames or casings for windows, doors, transoms, and ventilators; shelves, counters, plywood duct-work, bulletin boards, cabinets, bookcases, and related features having built-in characteristics. Insures that installed components are level and accurately aligned with other parts of the structure. Installs door and window sashes. Trims, mortices, drills and prepares items for attachment of hardware. Applies caulking compound or other filler material around door and window casings and at other points where tight seal is required. Files, gums, sets, joins, tensions and brazes saw blades for both power and hand saws. Provides advice and assistance to lower graded workers as required. ____%

2. Performs driving tasks. Drives trucks from ½ ton to 2½ ton capacity to transport personnel, supplies/building materials to work site generally on post. Performs vehicle operator maintenance; completes service records and dispatch; completes operators accident report in case of accident. ____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Must be knowledgeable in shop mathematics and possess the skill to compute complex and exact projects with features such as arcs, tangents and circles. Must have the ability to read, interpret, and apply building plans, specifications, blueprints and sketches of all complexity. Must have the knowledge of the basic components of a structure and understand the purpose of the components as they relate to the complete structure so as to insure strength, support and fit of assemblies. Must be skilled in the use of a variety of hand and power shop tools of the carpentry trade to include set up and adjustment of tools to accomplish all tasks. Must be knowledgeable of safety measures when using tools and must possess the skill to maintain the tools to include sharpening saws, tools, and accessories. Must be skilled in vehicle operation and handling of controls for starting, stopping, backing and driving.

RESPONSIBILITY

Receives general supervision from Foreman, who: (1) provides oral or written instructions relative to work to be performed; (2) is available for advice and guidance on unusual problems encountered relying upon incumbent to independently determine best way to accomplish assignments and select/substitute necessary materials and supplies; and (3) spot-checks completed work to insure finished project meets accepted trade standards.

PHYSICAL EFFORT

Must independently lift large bulky and hard to grasp objects weighing up to 50 pounds or heavier objects with the assistance of other workers. May work in tight or cramped places in uncomfortable positions for extended periods of time. Works while standing, sitting, or kneeling requiring reaching, lifting and bending while using hand tool and powered tools. Uses ladders to climb up and down and works from scaffolding.

WORKING CONDITIONS

Work is performed both inside and outside. Outside exposure to heat and cold can be protected against by proper clothing. Inside work is usually in buildings adequately heated, lighted and ventilated. Noise from hammers, saws and other power shop tools is frequent. There is dust, and sometimes dirt, when repairing structures and operating power saws. Injuries may occur in lifting heavy pieces of lumber or equipment; cuts and bruises in using hand tools and equipment; more serious injuries in operating power tools and in falls from ladders and scaffolds.

EVALUATION STATEMENT

1. References:

a. OPM JGS, Carpenter, WG-4607, Feb 69.

b. OPM JGS, MVO, WG-5703, Nov 68.

2. Title and Series Determination: This position performs the full range of carpentry skills in order to repair, construct, alter, and maintain wood/wood substitute components of buildings and structures where accuracy, spacing, and fit are essential and structural soundness or appearance are important. Work of this nature is covered by the Carpenter, WG-4607 JGS. This position also operates a motor vehicle to transport personnel and supplies to and from job sites. Work of this nature is covered by the MOV, WG-5703 JGS. Title and series determination cannot be made until each duty has been evaluated and the grade controlling duty identified.

3. Grade Determination:

a. Carpentry tasks are evaluated by grading criteria contained in reference 1a above.

(1) Skill and Knowledge: Like the WG-09, duties of this position require the incumbent to perform the full range of carpentry tasks in order to construct, alter, repair, or modify structures such as doors, windows, interior/exterior trim, rafters, etc. where accuracy, spacing, and fit are essential and structural soundness and appearance are important. Also like the WG-09, this position must possess skill and knowledge of advanced shop mathematics to plan and compute projects with features such as arcs, tangents, and circles; must be able to accomplish more difficult tasks such as cutting miter joints, grooves, bevels, mortice, and fine-surfacing of materials; must be able to read, interpret, and apply building plans, specifications, blueprints, and sketches of all complexity.

Skill and knowledge of this position exceed the WG-07 at which level the incumbent performs less complex carpentry tasks; uses tools common to the trade; and applies standard measurements and specifications aided by clear and specific instructions, templates, precut or preplanned materials.

(2) Responsibility: Responsibility of this position matches the WG-09 level. Like the WG-09, this position receives assignments either orally or in writing. The incumbent is required to: (a) read, interpret, and independently apply specifications, blueprints and sketches in order to complete assignments; and (b) select materials and equipment and independently make substitutions without assistance from the supervisor. Also, like the WG-09 level, completed work is spot checked only to insure that work meets accepted trade standards.

Responsibility of this position exceeds the WG-07 at which level the incumbent: (a) works with sketches, blueprints, etc. which are easily understood; and (b) selects materials which are described in specifications or gets permission to substitute if standard material is not available. Also, at the WG-07 level, work is reviewed in progress and/or upon completion to insure that work meets proper dimensions, size and shape.

(3) Physical Effort: Physical effort of this position matches that described in the standard, which is the same for all grade levels of this occupation.

(4) Working Conditions: Working conditions of the position match that described in the standard, which is the same for all grade levels of this occupation.

b. Driving duties were evaluated by reference 1b, above and do not exceed the WG-06 level.

c. Comprehensive Evaluation:

Carpentry Tasks - WG-09

Driving Tasks - WG-06

Based on the above evaluation and classification principles for grading mixed positions, this position is allocated as Carpenter, WG-4607-09.

4. Conclusion: Carpenter, WG-4607-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A110_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Carpenter

6. PAY SCHEDULE: WG

7. OCC CODE: 4607

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Repairs furniture items e.g., bureaus, dressers, buffets, and stands with curved fronts, executive desks with inlaid tips and decorative molding; conference tables of varying designs; and a variety of other pieces with simple or fancy design. Repair work consists of replacing missing or damaged parts such as broken legs, bases and ornamental bands; repairing scratches, dents or cuts; and restoring items to their original finish by stripping, sanding, staining and lacquering. _____%

2. Constructs items such as bookcases, chart frames, picture frames, tables and flag stands where accurate spacing and fit are essential and appearance is important. Operates numerous power tools such as planers, jointers, mortisers, lathes, drills, saws and sanders. Constructs items from verbal ideas, rough drawings, and blueprints. Performs preventive maintenance on tools/equipment. _____%

Performs other duties as assigned.

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Skill and Knowledge

Requires knowledge of the properties and characteristics of a wide variety of softwoods and hardwoods; knowledge of and skill in using gluing and bonding agents and different finishing materials; skill in the use of woodworking machining techniques and the use of hand and power tools; and skill in shop math in order to plan, compute, and ensure that parts fit together precisely. Incumbent must be able to cut and shape material for close fit joints such as butt, mortise and tenon, dovetail, tongue and groove, rabbet joints and dado joints.

Responsibility

Receives general supervision from supervisor who provides work assignments either verbally or in written form and relies on the incumbent to plan the work, determine materials needed, and techniques to be used. If additional work order specifications are needed, incumbent contacts the requesting unit. The supervisor spot checks work upon completion.

Physical Effort

Work assignments involve standing, stooping, bending and frequently working in cramped and awkward positions for prolonged periods. Frequently lifts objects weighing up to 50 pounds. Occasionally lifts heavier items with assistance.

Working Conditions

Works on concrete floors. Frequently exposed to eye, skin, nose and lung irritations from glue, bonding chemicals, vapors, splinters, and sawdust. Exposed to noise from machines, requiring wearing of protective ear plugs and muffs. Frequently exposed to the possibility of receiving cuts and serious injuries, such as loss of fingers, from accidents while operating woodworking machines. Follows numerous safety practices and wears or uses protective devices to minimize or eliminate the effects of some of the conditions.

EVALUATION STATEMENT

1. References:

a. OPM Job Grading Standard for Carpenter Series, WG-4607, Feb 69.

b. OPM Job Grading Standard for Wood Crafter Series, WG-4605, Jan 71.

c. OPM (Southeast Region) appeal decision, dated 17 Jan 86.

2. Series Determination: Subject position is responsible for repairing and refinishing a variety of wooden furniture for quarters, household and office use, and constructing items such as bookcases, chart frames, picture frames, tables and flag stands where accurate spacing and fit are essential and appearance is important. This is nearly identical to an appeal decision rendered by OPM (Atlanta Region) where it was determined that positions of this nature are appropriately classified in the WG-4607 Carpenter series in lieu of the WG-4605 Woodcrafter series, as had been requested by the appellant. OPM concluded that the items dealt with by the incumbents of this position better matched the term "rough furniture" in the Carpenter standard rather than the description of "fine furniture" described in the Wood Crafter standard. This was all in keeping with a similar decision rendered by the Central Office (Washington, D.C.) of OPM in Sep 83. Accordingly, this position is properly classified in the WG-4607 series with a title of Carpenter (since, as shown below, the grade level is WG-9).

3. Grade Determination: In accordance with reference 1a, the grade is based on two factors, level of Skill and Knowledge, and level of Responsibility (Physical Effort and Working Conditions are the same for both the WG-7 and WG-9 grade level).

Skill and Knowledge: Subject position requires knowledge of the properties and characteristics of a wide variety of softwoods and hardwoods; knowledge of and skill in using gluing and bonding agents and different finishing materials; skill in the use of woodworking machining techniques and the use of hand and power tools; and skill in shop math in order to plan, compute, and ensure that parts fit together precisely. These skills are considerably above those associated with the WG-7 Carpentry Worker and are characteristic of a WG-9 Carpenter.

Responsibility: Incumbent receives only general supervision from the Supervisor/Foreman who provides work assignments (verbally or in written form) and relies on the incumbent to plan the work,

determine materials needed, and techniques to be used. The supervisor spot checks work upon completion. The level of responsibility exceeds the level for the Carpentry Worker, WG-7, where detailed instructions are provided and work is closely checked. The level of responsibility is a substantial match to the WG-9 grade level.

4. Title, Series and Grade: Carpenter, WG-4607-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A111_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Carpenter

6. PAY SCHEDULE: WG

7. OCC CODE: 4607

8. GRADE: 9

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

1. Constructs and repairs high grade wood items such as fine cabinetry, furniture, orthopedic devices, and other specialized articles, including items which have intricate, precise and fancy features, and details such as curved and contoured surfaces, matched panels, complex joints, or similar details. Constructs specialized wooden articles. Plans and lays out work; obtains necessary tools and materials; and devises fixtures, templates and jigs considering the tooling cost, strength, and appearance characteristics of a variety of softwoods, hardwoods, plywoods, veneers, and wood substitutes such as formica. Lays out, measures, cuts, shapes component parts, and cuts and fits various joints; assembles component parts; attaches necessary hardware; checks assembled articles for proper operation; and prepares for finish application. Items constructed consist of non-standard specialized wooden articles required for use in hospital and research activities and other articles such as laboratory tables, sideboards, drawers, picture frames, etc.

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2. Sets up and operates such powered equipment as planers, jointers, mortises, lathes, presses, drills, saws and sanders; uses micrometer and a variety of hand tools and equipment. Constructs items from verbal ideas, rough drawings, and blueprints. Performs preventive maintenance on equipment.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Requires a thorough knowledge of blueprint reading and design layout ability to visualize the finish item, compute, check and ensure the consistency of the dimensions of a number of interlocking parts; making templates and patterns, planning the sequence of work, and use of various woods and lumber as well as exercising a high degree of skill in the operation of powered equipment and hand tools, e.g., routers, radial saws, planers, jointers, table saws, band saws, jig saws, wood lathes, sabre saws, sanders, miter boxes, mortisers, pneumatic hammers, staplers, drill presses and all other hand tools associated with woodcrafting. Also requires skill in cutting materials to desired dimensions and shape and fitting component parts by such means as mortising and tenoning (box type or square dovetailing/spicing), nailing or clamping/gluing into a finished product following standard trade practices.

RESPONSIBILITY

Receives work assignments in the form of written work orders, rough sketches, or verbal instructions. Performs work with little guidance or review. Supervisor occasionally observes work in process to ensure timely accomplishment, and visually checks completed work only for compliance with plans, specifications, and user needs. Independently determines technical details and work methods in accordance with standard trade practices and job specifications. Plans sequence of work and schedules work to ensure completion within time specified. Lays out work by interpreting plans and specifications or sketches. Devises any needed plans and patterns. Selects appropriate combinations of materials, machines, accessories, processes, and techniques.

PHYSICAL EFFORT

Work assignments involve standing, stooping, bending and frequently working in cramped and awkward positions for prolonged periods. Frequently lifts objects weighing up to 50 pounds. Occasionally lifts heavier items with assistance.

WORKING CONDITIONS

Works on concrete floors. Frequently exposed to eye, skin, nose, and lung irritations from glue, bonding chemicals, vapors, splinters, and sawdust. Exposed to noise from machines, requiring wearing of protective ear plugs and muffs. Frequently exposed to the possibility of receiving cuts and serious injuries, such as loss of fingers, from accidents while operating woodworking machines. Follows numerous safety practices and wears or uses protective devices to minimize or eliminate the effects of some of the conditions.

EVALUATON STATEMENT

1. References:

a. OPM Job Grading Standard for Carpenter Series, WG-4607, Feb 69.

b. OPM Job Grading Standard for Wood Crafter Series, WG-4605, Jan 71.

c. OPM Appeal Decisions, dated Nov 82 and Sep 83.

2. Series Determination: A job with nearly identical duties was appealled to OPM (Southwest Region) in Nov 82. At that time OPM ruled that the position was properly classified in the Wood Crafter series, WG-4605, citing that this series included work which involves making and repairing high grade wood items, e.g., cabinetry and furniture. However, in Sep 83 (based on a HQDA request for reconsideration) the Central Office of OPM reversed the Southwest Region's decision and certified that positions of this nature are properly classified in the Carpenter, WG-4607, series. OPM's (Central Office) rationale for this decision stated that "constructing, altering, or repairing furniture which does not include the requirement for decorative work such as inlays, scrollwork, and friezes is specifically excluded from the WG-4605 series". It further stated that "the WG-9 description in the WG-4607 Carpenter series involves contruction, alteration, repair or modification of .... rough furniture... where accuracy, spacing, and fit are essential and structural soundness or appearance are important. Carpenters at this level must know how to set up, adjust, and adapt hand and power tools to accomplish more difficult tasks such as cutting bevels, rabbets, chamfers, dados, grooves, and miter joints; laminating and bending; and fine-surfacing of materials". Based on the specific exclusion from the WG-4605 Wood Crafter series, and the skill and knowledge requirements at the WG-9 level in the Carpenter series, OPM (Central Office) concluded that "rough furniture" as used in the Carpenter standard better described the sound, attractive, functional furniture constructed by incumbents of the appealled position, as well as subject position, than does "fine furniture" as described in the Wood Crafter standard. Accordingly, subject position is properly classified in the WG-4607 series with a title of Carpenter (since, as shown below, the grade level is WG-9).

3. Grade Determination: Subject position's duties involve the construction and repairing of high grade wood items such as cabinetry, furniture, orthopedic devices, and other specialized articles, including items which have intricate, precise and fancy

features/details such as curved and contoured surfaces, matched panels, complex joints, or similar details. Incumbent is responsible for planning and laying out the work and obtaining necessary tools and materials. The work requires the use/operation of numerous power tools, e.g., planers, jointers, mortiser, lathes, presses, drills, shapers, saws, and sanders. This is a substantial match to the WG-9 level where the work involves construction, alteration, repair, or modification of items and structures such as framework rafters, doors, finished paneling, windows, "rough furniture", airplane sections, interior and exterior trim, staircases, trusses and beams, where accuracy, spacing, and fit are essential and structural soundness or appearance are important. The WG-9 Carpenter plans and completes projects from initial layout to final assembly or installation (the furniture dealt with by incumbent of this position is considered to be equivalent to "rough furniture" described in the Carpenter standard).

The WG-7 level is exceeded in that the instructions are less specific, i.e., there is a requirement to measure more accurately and to fill in gaps on incomplete blueprints, sketches and work orders. Also, incumbent of subject position is concerned with items which are more difficult to construct since straight, angle, and curved cuts must be exact. Assembly and installation are more difficult because the finished items are usually closely joined to other assemblies to strengthen and support or to provide air and weathertight assemblies. The repairs and modifications are complicated by the requirement to know the size, shape, and purpose of the complete structure in order to measure, cut, and fit the specific items concerned. Accordingly, WG-9 is the appropriate grade level for this position.

4. Title, Series and Grade: Carpenter, WG-4607-9.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A021__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Motor Vehicle Operator

6. PAY SCHEDULE: WG

7. OCC CODE: 5703

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Drives automobiles and trucks up to and including 1-ton capacity, to transport personnel, articles, and materials throughout the installation and on public roads, for long and short hauls. Assists with loading and unloading materials; and assures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observations. Completes trip tickets and preventive maintenance service records; fills out driver's accident report, in case of accident. Performs driver's maintenance in accordance with established rules and regulations. ____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Must be skilled in handling the controls for starting, stopping, backing, and driving the vehicle.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Must know the height, width, length, and weight of vehicles driven to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

- Must know safety rules and regulations and other posted rules for moving vehicles, and how to load cargo onto the vehicle, arranging it in such a way as to provide the best support and to prevent its shifting or falling.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports. Must know driver's maintenance requirements and procedures for the vehicle being driven.

RESPONSIBILITY

Specific instructions are provided as to type of vehicle to be operated, destination, purpose of trip, and work to be done. Incumbent must safely conduct passengers or cargo to their destination, following safety rules, regulations, and traffic signs, and will oversee and assist in loading and unloading the vehicle, assuring that the cargo is properly arranged for best support. Incumbent's ability is regularly observed and evaluated, and trip tickets are checked for compliance with regulations and completeness.

PHYSICAL EFFORT

Moderate physical effort is required in the frequent handling of objects weighing up to 20 pounds, and the occasional handling of objects weighing over 50 pounds while loading and unloading cargo.

WORKING CONDITIONS

Works outside and is occasionally exposed to bad weather while loading and unloading vehicles. May be subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, Nov 68.

2. Title and series determination. This position involves the operation of automobiles and trucks, work that is specifically covered by the WG-5703 series; the prescribed title is "Motor Vehicle Operator."

3. Grade determination. The incumbent operates automobiles and trucks capable of carrying as much as 1 ton to transport personnel and cargo throughout the installation and on public roads. This is comparable to the work performed by the WG-05 Motor Vehicle Operator, who operates vehicles with a gross weight up to and including 7,000 pounds and capable of carrying loads weighing up to and including 1 ton, over roads and streets through all kinds of traffic.

a. Skill and knowledge. The incumbent must be skilled in handling the controls for starting, stopping, backing, and driving the vehicle; must know the dimensions of vehicles driven to judge clearances, turning radius, braking distance, and safest distance to be maintained from a preceding vehicle; must know safety rules and regulations and other posted rules for moving vehicles; and must know how to load cargo onto the vehicle, arranging cargo so as to provide the best support and to prevent its shifting or falling off the vehicle. This skill and knowledge essentially match those described for the WG-05 Motor Vehicle Operator, and, as at WG-05, are applied in operating vehicles having a carrying capacity of up to 1 ton.

b. Responsibility. The incumbent is given specific instructions as to type of vehicle to be operated, destination, purpose of trip, and work to be done. The incumbent will safely conduct passengers or cargo to the destination, for following all safety rules and regulations, and for overseeing and assisting in loading and unloading the vehicle, assuring that the cargo is arranged properly for best support. This level of responsibility matches that described for the WG-05 grade level.

c. Physical effort. Similarly to the WG-05, the incumbent uses moderate physical effort in the frequent handling of objects weighing up to 20 pounds, and the occasional handling of objects weighing over 50 pounds.

d. Working conditions. The working conditions of this job are the same as those described for the WG-05.

e. With all four factors evaluated to the WG-05 level, the position overall is classifiable to that grade.

4. Classification. Motor Vehicle Operator, WG-5703-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A112_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Motor Vehicle Operator

6. PAY SCHEDULE: WG

7. OCC CODE: 5703

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☒ EXEMPT ☐ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Operates regular and/or special purpose vehicles with up to six-wheel drive and up to five forward speeds which carry loads weighing more than one ton but less than four tons to transport equipment and materials throughout the installation and on public roads, for long and/or short hauls. Assures that cargo is properly loaded and arranged and that vehicle clearances, turning radius, and braking distances are appropriate and adequate. Operates a winch when vehicle is so equipped. Completes trip ticket and preventive maintenance records as well as accident reports as required. Performs driver's maintenance on vehicle in accordance with established procedures.

Performs other duties as assigned.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

SKILL AND KNOWLEDGE

- Must be skilled in handling the controls for starting, stopping, backing, and driving the vehicle.

- Must know the height, width, length, and weight of the vehicle in order to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

- Must be skilled in using the additional forward speeds and driving wheels on large vehicles.

- Must know how to use power takeoff capability of special purpose vehicles and be skilled in the use of levers, buttons, pedals, equipment, and controls.

- Must be able to choose the appropriate route to be taken because of the size and weight of the vehicle and laws restricting the use of some roads by this size vehicle.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports.

- Must know driver's maintenance requirements and procedures for the vehicle being driven.

RESPONSIBILITY

Incumbent's supervisor makes assignments in terms of vehicle to be driven and work to be done and expects incumbent to independently carry them out. Review of work is in terms of results achieved. Incumbent assures that the bulky and heavy cargo is properly loaded, unloaded and arranged and that the vehicle, including special-purpose equipment, is properly operated to prevent injury to others and damage to property.

PHYSICAL EFFORT

Light physical effort is used in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Moderate physical effort is required in the frequent handling of objects weighing up to 20 pounds and occasional handling of objects weighing over 50 pounds while loading and unloading cargo. Moderate physical effort is also required in making coupling between vehicle and towed equipment in that heavy chains, bars, and hooks must be lifted and properly secured. Moderate physical effort is also required in turning the large/heavy vehicle.

WORKING CONDITIONS

Incumbent works outside and is occasionally exposed to bad weather conditions while loading and unloading vehicles. Vehicles are driven in all types of traffic and weather, and incumbent is exposed to the possibility of serious accidents as well as cuts, bruises, and broken bones as a result of accidents or when loading and unloading vehicles.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, November 1968.

2. Title and series determination. This job involves the operation of gasoline, diesel, or electric powered vehicles, some of which may be equipped with special-purpose powered equipment. Vehicles are used within or between Government installations, commercial and industrial facilities, or over public roads. This kind of work is appropriately included within the WG-5703 series; the appropriate title is "Motor Vehicle Operator".

3. Grade determination. Incumbent operates trucks and/or special-purpose vehicles carrying more than one ton but less than four tons; this is comparable to the work anticipated to be performed by the WG-06 Motor Vehicle Operator.

a. Skill and knowledge. Incumbent must be skilled in using the additional forward speeds and driving wheels as well as be skilled in using the controls of vehicles operated. Because of the heigth, width, length, and weight of the vehicles operated, incumbent must be skilled in making difficult judgments concerning loading and arranging cargo, clearances, turning radius, braking distance, and distance to be maintained from the preceding vehicles. The size and weight of the vehicles operated and the laws restricting the use of some roads by this size vehicle require incumbent to be especially selective in choosing driving routes. Special-purpose vehicle operation requires incumbent to know how to use the power takeoff to transfer power to the equipment and to be skilled in using levers, buttons, pedals, etc., to control the equipment. All of the preceding skills and knowledges are greater than required at the WG-05 and fully meet the WG-06 level. The types of vehicles operated at the WG-07 level and the concomitant skills and knowledges are not inherent in the job.

b. Responsibility. Specific instructions are provided incumbent regarding vehicle to be operated, destination, purpose of trip, and work to be done. Because of the vehicle size and the bulky and heavy cargo transported, incumbent has greater loading, unloading, and arranging responsibility than is anticipated at the WG-05. Safely operating special-purpose equipment so as to prevent injury to others and damage to property also exceeds the WG-05 level. The position fully meets the WG-06 level but fails to meet the WG-07 level where incumbent's loading, unloading, and arranging responsibilities are even greater and the vehicles are much larger, and the size and weight of the cargo increases the possibility of shifting, swaying or tipping.

c. Physical effort. Physical effort required parallels that anticipated at the WG-05 level, but because the vehicles operated are larger and heavier they require more physical effort to turn and to operate the additional controls.

d. Working conditions. Working conditions parallel that depicted at the WG-05 level.

e. Overall this position is an essential match with that anticipated at the WG-06 level.

4. Classification: Motor Vehicle Operator, WG-5703-06.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER			1. JOB NUMBER A113_
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Motor Vehicle Operator		
	6. PAY SCHEDULE WG	7. OCC CODE 5703	8. GRADE 06
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Operates a 10-20 passenger capacity bus over predetermined routes and arrives at and departs from pickup and discharge points at scheduled times. Operates the doors to allow passengers to enter and leave the bus. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Must be skilled in handling the controls for starting, stopping, backing, and driving the bus and opening/closing bus doors.

- Must know the height, width, length, and weight of the bus in order to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Must know the route and the time schedule to follow and be skilled in smoothly applying brakes and shifting gears.

- Must know safety rules and regulations concerning bus operation.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports.

- Must know driver's maintenance requirements and procedures for the bus being driven.

RESPONSIBILITY

Incumbent's supervisor makes assignments in terms of type of bus to be operated, destinations, and work to be done and expects incumbent to carry out his work independently following a prescribed route and time schedule. Incumbent safely conducts passengers to their destinations, following prescribed safety rules and regulations.

PHYSICAL EFFORT

Light physical effort is used in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls.

WORKING CONDITIONS

Drives in all types of traffic and weather and is exposed to the possibility of serious accidents. Subject to cuts, bruises, and broken bones as a result of driving accidents.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, November 1968.

2. Title and series determination. This position involves the operation of a 10-20 passenger bus and is specifically covered by the WG-5703 series; the prescribed title is "Motor Vehicle Operator".

3. Grade determination. Operating a 10-20 passenger bus compares favorably with the WG-5703-06 level as is evidenced by the following factor evaluation:

a. Skill and knowledge. This factor compares favorably to the WG-06 level. Skill in small bus operation, knowing the route and time schedule to follow, and skill in smoothly applying brakes and shifting gears exceed that anticipated at the WG-05 level. The WG-07 level skill and knowledge is not met because of the bus size and passenger capacity.

b. Responsibility. Supervisory controls parallel that anticipated at the WG-06 level. Position exceeds the WG-05 level of responsibility because of the requirement to follow a route and time schedule when operating the bus along with the concomitant responsibility for passenger safety. The position does not meet the WG-7 level of responsibility because it does not require the operation of a larger bus with a capacity of more than 20 passengers.

c. Physical Effort. Physical effort is the same as that anticipated at the WG-05 level, although this position requires more physical effort to turn the bus and operate the controls.

d. Working Conditions. Working conditions are the same as that anticipated at the WG-05 level.

e. In light of the preceding, the position is appropriately evaluable at the WG-06 level.

4. Classification: Motor Vehicle Operator, WG-5703-06.

DEPARTMENT OF THE ARMY **JOB DESCRIPTION** For use of this form, see CPR 501; the proponent agency is DCSPER.			1. JOB NUMBER A114_
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Motor Vehicle Operator		
	6. PAY SCHEDULE WG	7. OCC CODE 5703	8. GRADE 07
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Operates regular and/or special purpose vehicles capable of carrying loads weighing four or more tons. Vehicles usually have two or more gear ranges capable of providing six or more forward speeds and have six or more driving wheels. Special purpose vehicles are equipped with a power takeoff and levers, buttons, pedals, etc., to control the equipment.

Assures that cargo is properly loaded and arranged and that vehicle clearances, turning radius, and braking distances are appropriate and adequate.

Completes trip ticket and preventive maintenance records as well as accident reports as required. Performs driver's maintenance on vehicle in accordance with established procedures.

Performs other duties as assigned.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

SKILL AND KNOWLEDGE

- Must be skilled in handling the controls for starting, stopping, backing and driving the vehicle and operating power takeoff and levers, buttons, pedals, etc. to control the equipment.

- Must know the height, width, length, and weight of the vehicle in order to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

- Must know when and how to use the additional forward speeds and driving wheels and be skilled in the use of controls.

- Must be skilled in using the brakes and gear shift controls when going down steep grades.

- Must be selective concerning the choice of routes taken because of the vehicle size and weight.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports.

- Must know driver maintenance requirements and procedures for the vehicle being driven.

RESPONSIBILITY

Incumbent's supervisor makes assignments in terms of vehicle to be driven and work to be done and expects incumbent to independently carry them out. Review of work is in terms of results achieved. Incumbent determines the route to be followed, taking into consideration clearances of underpasses, alternate bypass routes, etc. Incumbent assures that cargo is appropriately loaded, unloaded and arranged. When operating special-purpose equipment incumbent exercises care to prevent injury to others and damage to property.

PHYSICAL EFFORT

Light physical effort is used in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Moderate physical effort is required in the frequent handling of objects weighing up to 20 pounds and occasional handling of objects weighing over 50 pounds while loading and unloading cargo. Moderate physical effort is also required in turning the large/heavy vehicle.

WORKING CONDITIONS

Incumbent works outside and is occasionally exposed to bad weather conditions while loading and unloading vehicles. Vehicles are driven in all types of traffic and weather, and incumbent is exposed to the possibility of serious accidents as well as cuts, bruises, and broken bones as a result of accidents, when loading and unloading vehicles, and in operating special-purpose equipment.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, dated November 1968.

2. Title and series determination. This job involves the operation of gasoline or diesel powered vehicles capable of carrying four tons or more and/or special-purpose vehicles equipped with a power takeoff and levers, buttons, pedals, etc. This kind of work is appropriately included within the WG-5703 series and is appropriately titled, "Motor Vehicle Operator".

3. Grade determination. The type of vehicles operated is comparable to the WG-07 Motor Vehicle Operator work situation depicted in the standard.

a. Skill and knowledge. More skill and knowledge is required than at WG-06 to drive the vehicle because the operator must know when and how to use the additional forward speeds and driving wheels and be skilled in the use of the controls. Because of the heavier vehicles and heavier loads greater skill in using the brakes and gear shift controls when going down steep grades is required. The height, width, length, and weight of the vehicles exceeds that anticipated at the WG-06 level and requires greater skill in loading and arranging cargo, judging clearances, turning radius, braking distance, etc. Route selectivity is also more difficult than anticipated at the WG-06 level because of the vehicle characteristics. Special-purpose equipment operation is more difficult because of the greater number of controls and the fact that the equipment is heavier and bulkier than that anticipated at the WG-06 level. This factor fully meets the WG-07 level, but it does not meet the WG-08 level where even larger vehicles (trucks or truck tractors with trailer or semi-trailer) are operated.

b. Responsibility. Specific instructions are provided incumbent regarding vehicle to be operated, destination, purpose of trip, and work to be done. Because of the vehicle size and weight of the cargo transported, incumbent must exercise great care in assuring the proper loading to prevent the possibility of shifting, swaying or tipping. Special-purpose equipment must be properly operated to prevent injury to others and damage to property. All of the preceding exceeds the WG-06 level and fully meets the WG-07 level. The WG-08 level is not met because the larger sizes and types of vehicles operated which are anticipated at the WG-08 level are not found in this position.

c. Physical effort. Required physical effort parallels that anticipated at the WG-05 level, but because the vehicles operated are larger more effort is required to turn the larger and heavier vehicles and to operate the additional controls.

d. Working conditions. Working conditions parallel that depicted at the WG-05 level.

e. Overall, this position is an essential match with that anticipated at the WG-06 level.

4. Classification. Motor Vehicle Operator, WG-5703-07.

DEPARTMENT OF THE ARMY JOB DESCRIPTION For use of this form, see CPR 501; the proponent agency is DCSPER		1. JOB NUMBER A115_	
2. INSTALLATION OR HEADQUARTERS OFFICE	3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*		
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE	5. TITLE Motor Vehicle Operator		
	6. PAY SCHEDULE WG	7. OCC CODE 5703	8. GRADE 07
	9. FAIR LABOR STANDARDS ACT ☐ EXEMPT ☒ NONEXEMPT		10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Operates a bus with a capacity of more than 20 passengers. Drives the bus over predetermined routes and arrives at and departs from pickup and discharge points at scheduled times. Operates the doors to allow passengers to enter and leave the bus. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Must be skilled in handling the controls for starting, stopping, backing, and driving the bus and opening/closing bus doors.

- Must know the height, width, length, and weight of the bus in order to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

DA FORM 1 JUN 76 374 PREVIOUS EDITIONS OF THIS FORM MAY BE USED.

- Must know the route and the time schedule to follow and be skilled in smoothly applying brakes and shifting gears.

- Must know safety rules and regulations concerning bus operation.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports.

- Must know driver's maintenance requirements and procedures for the bus operated.

RESPONSIBILITY

Incumbent's supervisor makes assignments in terms of type of bus to be operated, destinations, and work to be done and expects incumbent to carry out his work independently following a prescribed route and time schedule. Incumbent safely conducts passengers to their destinations, following prescribed safety rules and regulations.

PHYSICAL EFFORT

Light physical effort is used in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls.

WORKING CONDITIONS

Drives in all types of traffic and weather and is exposed to the possibility of serious accidents. Subject to cuts, bruises, and broken bones as a result of driving accidents.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, dated November 1968.

2. Title and series determination. This position involves the operation of a passenger bus with a capacity of more than 20 passengers and is specifically included within the WG-5703 series; the prescribed title is "Motor Vehicle Operator".

2. Grade determination. Operating a passenger bus with a capacity of more than 20 compares favorably with the WG-5703-07 level as is evidenced by the following factor evaluations.

a. Skill and knowledge. This factor compares favorably with the WG-07 level. It clearly exceeds the WG-06 level where only a 10-20 passenger bus is operated. Bus size and capacity
require additional skill and knowledge to effectively operate it.

b. Responsibility. Supervisory controls parallel that anticipated at the WG-07 level. Position exceeds the WG-06 level of responsibility because of the larger vehicle operated along with the higher number of passengers transported.

c. Physical effort. Physical effort is the same as that anticipated at the WG-05 level, although this position requires more physical effort to turn the bus and operate the controls.

d. Working conditions. Working conditions are the same as that anticipated at the WG-05 level.

e. In light of the preceding, the position is appropriately evaluable to WG-07.

4. Classification: Motor Vehicle Operator, WG-5703-07.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A116_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Motor Vehicle Operator

6. PAY SCHEDULE: WG

7. OCC CODE: 5703

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Operates gasoline or diesel powered trucks or truck tractors with trailer or semi-trailer coupled by use of a turntable (fifth wheel) or pintle (pivot) hook. Vehicles are equipped with transmissions having four or more forward speeds, often having two or more gear ranges and have two or more driving wheels. They are also equipped with air brake connections between the truck or truck tractor and trailer or semi-trailer.

Assures that cargo is properly loaded and arranged and that vehicle clearances, turning radius, and braking distances are appropriate and adequate. Completes trip ticket and preventive maintenance records as well as accident reports as required. Performs driver's maintenance on vehicle in accordance with established procedures.

Performs other duties as assigned.

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SKILL AND KNOWLEDGE

- Must be skilled in using the controls for starting, stopping, backing, and driving vehicles having more than one body, two braking systems, and two or more gear ranges.

- Must be skilled at connecting the truck or truck tractor to the trailer or semi-trailer by use of a turntable or pintle hook.

- Must know the height, width, length, and weight of the vehicle driven to properly load and arrange cargo, judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle.

- Must be skilled in selecting routes to be taken to transport equipment and materials.

- Must know how to back vehicle into narrow areas.

- Must know safety rules and regulations and other posted rules for vehicles operated.

- Must know or be familiar with reporting requirements and procedures applicable for preparation of trip tickets, service records, and accident reports.

RESPONSIBILITY

Incumbent receives oral and written instructions from his supervisor indicating the type of vehicle to be operated, destination, purpose of trip, and the work to be done. Incumbent independently determines the route to be followed, taking into consideration clearances of underpasses, alternate bypass routes, etc., and assures that cargo is properly loaded, distributed, secured, and that the vehicle is properly operated to prevent injury to others and damage to property.

PHYSICAL EFFORT

Light physical effort is required in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls. Frequently exerts moderate physical effort in handling objects weighing up to 20 pounds and occasionally handling objects weighing over 50 pounds while loading and unloading cargo. Moderate physical effort is also expended in turning the large vehicle and operating two braking systems.

WORKING CONDITIONS

Works outside and is occasionally exposed to bad weather conditions while loading and unloading vehicles. Drives in all types of traffic and weather and is exposed to the possibility of serious injury from the vehicle jackknifing. Subject to cuts, bruises and broken bones as a result of accidents while driving or when loading and unloading vehicles.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Motor Vehicle Operator, WG-5703, dated November 1968.

2. Title and series determination. This position involves the operation of trucks or truck tractors with trailer or semi-trailer coupled by use of a turntable (5th wheel) or pintle (pivot) hook. This kind of work is specifically included within the WG-5703 series; the prescribed title is "Motor Vehicle Operator".

3. Grade determination. In light of the kind of motor vehicles operated, the position compares favorably to the WG-08 level as revealed below.

a. Skill and knowledge. Position exceeds the WG-07 level in light of the vehicle size and capacity which requires additional skill in backing such vehicles into loading docks and in using two braking systems along with the gear shift controls, especially when going down steep grades, to prevent jackknifing. Because the vehicles have more than one body, incumbent makes more difficult judgements concerning cargo arrangement, turning radius required, and brake application. All of the preceding is fully characteristic of that anticipated at the WG-08 level.

b. Responsibility. Fully exceeds the WG-07 level because of the greater responsibility for loading, unloading, and arranging cargo transported inherent in the vehicles operated. Operating two braking systems appropriately is critical to prevent the vehicle from jackknifing. If cargo is not adequately arranged the vehicle could sway or tip over. All of the preceding is fully characteristic of the WG-08 level of responsibility.

c. Physical effort. The physical effort is the same as depicted at the WG-07 level except that more effort is required to operate the two braking systems.

d. Working conditions. Working conditions are the same as those described at the WG-05 level except that the operator is exposed to the possibility of serious injury from the vehicle jackknifing.

e. In light of the preceding, this position fully meets the WG-08 level.

4. Classification: Motor Vehicle Operator, WG-5703-08.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A022__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Fork Lift Operator

6. PAY SCHEDULE: WG

7. OCC CODE: 5704

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES MAJOR DUTIES

1. Operates fork lift trucks, with a capacity under 10,000 pounds to load and unload, stack and unstack, rewarehouse, and move boxes, crates, packages, pallets, or loose items. Regulates movement; is careful to avoid overloading or improper stacking or movement of supplies and materials. ____%

2. Performs driver's maintenance in accordance with established rules and regulations. ____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Skill in handling controls to start, stop, drive, and reverse fork lift trucks.

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- Skill to lift, lower, and tilt fork lift truck by moving hands, arms, feet, and legs to operate controls.

- Ability to determine the weight capacity of the fork lift truck and whether the weight is properly distributed.

- Knowledge of driver's maintenance requirements and procedures.

RESPONSIBILITY

Controls consist of specific instructions at the beginning of each assignment. Operator's performance is regularly observed and evaluated for compliance with instructions. Vehicle is intermittently spot-checked for abuse and accomplishment of preventive maintenance. Work is checked for progress and care in handling items being moved.

PHYSICAL EFFORT

Moderately physical effort in operating hand and foot controls while driving, turning, starting, and stopping the fork lift truck and raising, lowering, and tilting the loads being moved.

WORK CONDITIONS

Normally works inside in areas that are sometimes damp and drafty. Occasionally works outside in all kinds of weather. Cuts, bruises, and broken bones may result from shifting loads, toppling stacks, overturning fork lift trucks, falling objects, or accidents with moving equipment.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, WG-5704, Fork Lift Operator, Nov 68.

2. Title and series determination. The purpose of this position is to operate fork lift trucks to rewarehouse boxes, crates, packages, pallets, or loose items. This meets the coverage of the WG-5704 series, which involves the operation of electric, diesel, or gasoline powered fork lift trucks to move, stack and unstack, and load and unload materials in and about warehouses, storage areas, loading docks, and on and off vehicles. The title established for jobs covered by this standard is "Fork Lift Operator."

3. Grade determination. Above reference provides for grade level determination on the basis of the following four factors:

a. Factor 1 - Skill and knowledge. The incumbent operates fork lift trucks, with capacity ranges less than 10,000 pounds, to load and unload, stack and unstack, rewarehouse and move boxes, crates, packages, pallets, or loose items. These duties meet the WG-05 level of difficulty. At this level (WG-05), workers operate electric, gasoline, or diesel powered fork lift trucks capable of lifting loads weighing less than 10,000 pounds as high as 168 inches.

The capacity of the vehicles that the incumbent operates does not satisfy the WG-06 level criterion. At this level (WG-06), workers operate electric, gasoline, or diesel powered fork lift trucks capable of lifting loads weighing 10,000 pounds or more higher than 168 inches.

b. Factor 2 - Responsibility. The incumbent receives specific instructions at the beginning of each assignment. Work is reviewed for progress and care in handling items being moved. This work situation meets the WG-05 level. At this level (WG-05), the operator is expected to handle materials safely; drives carefully to avoid injuring others or damaging equipment and property.

c. Factors 3 and 4 - Physical effort and working conditions. The description for these factors in the job sheet is nearly identical to the WG-05 criteria in above reference.

4. Classification. Fork Lift Operator, WG-5704-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A153

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Automotive Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 5823

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs a variety of periodic scheduled preventive maintenance or unit level maintenance serviceability checks and/or minor repairs to one or more types of combustion-powered automotive vehicles used in tactical, industrial, construction, commercial or other support functions. Types of vehicles include passenger cars, utility vehicles, pickups, trucks, motorcycles, buses, forklift trucks, warehouse tractors, multiwheel drive vehicles and auxiliary power take-off equipment. Repair work is limited to that which is done by installing replacement parts, removing, cleaning and reinstalling malfunctioning parts; or making minor repairs and adjusting defective parts of major components or assemblies or parts of minor components or systems such as brakes, exhaust, fuel, cooling, hydraulic or steering. May also assist journeyman mechanics in disassembly, repair, assembly or replacement of major components and assemblies such as engines, transmissions and/or differentials. Performs visual or operational checks to locate worn, dirty, or maladjusted parts. Makes technical inspections or uses technical manuals and diagnostic techniques to find

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and repair inoperable or defective automotive vehicle parts, components or systems using a small variety of test equipment.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Uses knowledge of how and where to install a variety of components, accessories and parts of systems such as wheel cylinders, brake linings and shoes; spark plugs, distributor points and coils; ignition wiring, fuel pumps, radiators, fuel tanks; body and chassis clamps, bolts and connections; generators, regulators, alternators, starters, fuses, circuit breakers; batteries, leads and cables; lights, carburetors, bearings, hydraulic cylinders, tires, hoses, lines, fittings, or other such repair or replacement parts. Uses ability to determine when parts may be cleaned, reinstalled or replaced with parts in stock. Also applies skill in making adjustments and settings to tune-up engines, set timing, adjust brakes or other adjustable parts using common hand or power tools and a limited range of testing equipment, e.g., feeler gauges, circuit testers, timing lights and dwell meters.

RESPONSIBILITY

Supervisor, leader or higher grade mechanic assigns work orders or gives verbal assignments. Incumbent determines methods and techniques to use in doing the work, selects tools, and completes work with little or no check during progress and is responsible for insuring that settings and adjustments of parts meet specifications and requirements prescribed in technical repair manuals. Supervisor, leader or higher grade mechanic is available to advise on unusual problems, answer questions and to check completed work for compliance with requirements and acceptability.

PHYSICAL EFFORT

Duties require standing, stooping, bending, stretching and working in tiring and uncomfortable positions, such as overhead or in hard-to-reach or cramped locations. Frequent lifting of parts and equipment weighing up to 20 pounds is required and occasionally may lift and carry heavier items weighing up to 50 pounds.

WORKING CONDITIONS

Work may be done inside a shop or outside exposed to prevailing weather conditions. Exposure to drafts, vehicle fumes, dirt, grease and dust is common. May stand on hard surfaces for long periods of time, crawl under vehicles, and may be required to work under vehicles exposed to dampness, heat or cold. Vehicle fluids, battery acids and solvents may cause burns or skin irritation. Incumbent is frequently exposed to the possibility of cuts, bruises, shocks, burns, strains while working.

EVALUATION STATEMENT

1. Reference: OPM Job Grading Standard for Automotive Mechanic, WG-5823, Jan 69 and Jun 72.

2. Title and Series Determination: Positions such as this which repair and maintain automotive vehicles, warehouse and other tractors, forklifts, motorcycles and similar vehicles and their components are included in the WG-5823 series. Since this is not an intermediate level/developmental position, the proper title for positions graded below the WG-10 level such as this is Automotive Worker.

3. Grade Determination: The four factors in the referenced standard are applied to this job as follows to determine its grade:

a. Skill and Knowledge: This job requires use of sufficient skill and knowledge to remove, clean, replace and adjust a variety of components, accessories and such parts, but less than full skill and knowledge needed to do complete disassembly, repair, troubleshooting or ability to use a wide variety of test equipment. This degree of skill and knowledge is equivalent to the WG-08 level depicted in the referenced standard.

b. Responsibility: The worker works under general supervision with little or no in-progress review and selects own tools, equipment and work techniques to complete minor repair, cleaning or parts replacement, but work is subject to review of a supervisor, leader or higher graded mechanic upon completion. This situation is equivalent to the WG-08 level described in the standard; but does not meet the major component repair or rebuilding responsibility, which characterizes the WG-10 level in the standard.

c. Physical Effort: The type of physical effort required by this job is the same as that described in the standard as typical of all grade levels in this occupation.

d. Working Conditions: These are the same for this job as the working conditions described in the standard as typical of the automotive mechanic occupation.

e. Since all four factors fit the WG-08 level depicted in the referenced standard; WG-08 is selected as the proper grade for this job.

4. Final Classification: Automotive Worker, WG-5823-08.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A154_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Automotive Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 5823

8. GRADE: 09

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs less than the full range of repair or overhaul on major automotive components such as engines, transmissions or differentials and other supporting systems; e.g. unit maintenance or prescribed Intermediate Direct Support (IDS) and Intermediate General Support (IGS) maintenance or repair services, which do not require journeyman level skill and knowledge. Completes repairs specified on work order, which includes processes such as removing and replacing engines, transmissions, differentials, transfer cases, power packs, clutches, steering or braking systems, voltage regulators, generators, carburetors, fuel pumps, fuel tanks, spark plugs, exhaust systems, starters, fuses, lights, cables and other similar items. May assist higher graded mechanics on complete overhaul, or repair of major components. Vehicles repaired may include tactical, commercial or industrial types such as passenger cars, utility vehicles, trucks, forklift trucks, warehouse tractors, multiwheel drive vehicles with automatic transmissions and auxiliary equipment, or track vehicles such as armored personnel carriers. Makes operational checks or tests

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using available test equipment and makes necessary adjustments. May also assist lower graded automotive workers, check their work and perform daily, intermediate or other periodic preventive maintenance inspections.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Applies a knowledge of the composition, operation and generally how to remove and install most components assemblies and systems of automotive vehicles. Uses ability and skill to complete repairs prescribed in work orders or to do diagnosis and established unit or preventive maintenance checks. Also must have the ability to find the causes of malfunctions and determine whether the problem can be repaired within authorized work guidelines with available tools and equipment or whether the component should be replaced. Must be able to use circuit and vacuum testers, timing lights, feeler guages, dwell meters, common power and handtools. Uses technical manuals to make repairs in accordance with specifications, and must be able to operate various types of automotive equipment to road test it for proper operation.

RESPONSIBILITY

Work is performed under general supervision of a foreman, or higher graded mechanic who makes assignments in the form of work orders, which outline what repairs are needed. Work is subject to spot check during progress and is inspected upon completion, although incumbent determines own work methods and completes assignments without continuous supervision during progress. Makes most adjustments and alignments to items repaired or replaced according to specifications in technical or manufacturers' repair manuals, using the range of test equipment, guages and handtools available in the assigned organization.

PHYSICAL EFFORT

Duties require standing, stooping, bending, stretching and working in tiring or uncomfortable positions, such as overhead or in hard-to-reach or cramped locations. Frequent lifting of parts, equipment or tools weighing up to 20 pounds is required and may occasionally lift and carry heavier items weighing up to 50 pounds.

WORKING CONDITIONS

Work may be done inside a shop or outside exposed to prevailing weather conditions. Exposure to drafts, vehicle fumes, dirt, grease and dust is common. May stand on hard surfaces for lengthy periods, crawl under vehicles, and may be required to work in or under vehicles while exposed to dampness, heat or cold. Vehicle fluids, battery acids and solvents may cause skin burns or irritation. Incumbent is frequently exposed to the possibility of cuts, bruises, electrical shocks, burns or muscle strains while working.

EVALUATION STATEMENT

1. Reference: OPM Job Grading Standard for Automotive Mechanic, WG-5823, Jan 69 and Jun 72.

2. Title and Series Determination: Positions such as this with duties of repairing and maintaining automotive, material handling and similar combustion-powered vehicles and their major components are properly included in the WG-5823 series. The prescribed title in the referenced standard for positions below the WG-10 level, such as this job, is Automotive Worker.

3. Grade Determination: The four factors in the referenced standard are applied as follows to determine the grade of this job:

a. Skill and Knowledge: This job requires all of the skill and knowledge described at the WG-08 level of the standard plus additional diagnostic skills to perform operational checks before or after maintenance and repair is done. This job also requires the WG-08 skills in using common handtools and a small variety of simple test equipment, plus some additional ability to use power tools and several additional types of more complex test equipment. On the other hand, this job does not fully meet the skill and knowledge of the WG-10 level in that its duties do not include complete teardown, overhaul, rebuild and reassembly of major automotive vehicle components. Also the skill in use of tools and test equipment is less extensive than that required at the WG-10 level in that machine tools such as bench lathes, grinding and seating equipment are not used, and the variety of test equipment used is not as extensive as that regularly used at the WG-10 level. It is therefore concluded that the level of skill and knowledge required by this position exceeds the WG-08 level and fails to meet the WG-10 level described in the standard, so WG-09 is the correct level for this factor in this job.

b. Responsibility: The worker in this job has all of the responsibilities described at the WG-08 level for selecting tools, work methods and completion of assignments involving maintenance and minor repair and replacement of various parts and assemblies. In addition this job also has responsibilities exceeding the WG-08 level, e.g. some diagnosis, repair, replacement and adjustment of major components such as engines, transmissions and differentials. The responsibilities of this job do not include the full range of trouble-shooting, disassembly, repair, rebuild and reassembly as is required as the WG-10 level, because the assignments on work orders indicate specific repairs to be made and the work authorized to be done in the organization does not include complete overhaul and repair of major components. Also the degree of independence in this job is somewhat less than at the WG-10 level because of in-process spot checks and the limitations on the type of repairs authorized. For the foregoing reasons WG-09 is the level of responsibility judged to be appropriate for this job.

c. Physical Effort: The type of physical effort required by this job is the same as that described in the standard as as typical of all grade levels in the automotive mechanic occupation.

d. Working Conditions: These are the same for this job as those working conditions described in the standard as typical of the automotive mechanic occupation.

e. Since the first two factors are evaluated at the WG-09 level and the last two are typical of all grades for this occupation, the grade level selected as proper for this job is WG-09.

4. Final Classification: Automotive Worker, WG-5823-09.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A023__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Automotive Mechanic

6. PAY SCHEDULE: WG

7. OCC CODE: 5823

8. GRADE: 10

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Troubleshoots, rebuilds, and repairs automotive engines, major assemblies, and components of one or more types of vehicles used for commercial, industrial, or tactical purposes. Examples are passenger cars, trucks, fork lift trucks and warehouse tractors, jeeps, multiwheel drive vehicles, or similar equipment whose major systems are most characteristic of passenger cars and over-the-road trucks. Uses test equipment such as oscilloscopes, compression gauges, electrical test stands, electrical testers, special feeler dials and gauges, exhaust analyzers, and engine and chassis dynamometers. Troubleshoots defects, diagnoses malfunction, and determines type and extent of repair necessary. Tears down, rebuilds, or replaces complex components such as engines, transmissions, differentials, axle assemblies, power steering and breaking mechanisms, cooling systems, wheel and bearings, and hydraulic and electrical systems. Aligns, meshes, and connects repaired units to related mechanisms and makes adjustments according to manufacturers specifications. Hooks up fuel, oil, hydraulic, and electrical systems to repaired units, and makes adjustments to assure proper operation of units. ____%

Performs other duties as assigned.

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SKILL AND KNOWLEDGE

Must have full knowledge of the makeup, operation, and installation of all components, assemblies, and vehicle systems. Must know when and how far major components should be torn down, what parts and mechanisms can be reworked and refitted or should be replaced with new parts, and the type and extent of adjustment and alignment required. Must be skilled in the use of a wide variety of test equipment.

RESPONSIBILITY

Work is assigned orally or through work orders by the supervisor who checks work generally for quality and compliance with manufacturers specifications and accepted trade standards. Mechanic determines and completes repairs or adjustments with little or no checking.

PHYSICAL EFFORT

To accomplish work, must stand, stoop, bend, stretch, crawl, and work in tiring and uncomfortable positions. Frequently lifts equipment up to 20 pounds, occasionally lifts assemblies or other equipment weighing about 50 pounds.

WORKING CONDITIONS

Usually works inside in noisy and drafty areas with hard surfaces and is exposed to dirt, grease, and fumes; may be subject to skin irritations, cuts, bruises, shocks, burns, and strains.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, for Automotive Mechanic, WG-5823, Jan 69.

2. Title and series determination. Positions that maintain and repair automobiles, over-the-road trucks, warehouse tractors and fork lifts, jeeps, and other vehicles whose major systems are more similar to passenger cars and over-the-road trucks are allocated to the WG-5823 series. Positions at WG-10 or above are titled "Automotive Mechanic."

3. Grade determination. WG-10 mechanics use a wide variety of test equipment to diagnose and troubleshoot major systems and components based on a full knowledge of the applicable systems and components sufficient to work with little or no technical advice. The following factors characterize the WG-10 level:

a. Skill and knowledge. Mechanic must have full skill and knowledge to troubleshoot, rebuild, repair, or adjust automotive engines, major assemblies, components and systems; must know when and how to make repairs or adjustments to major systems and components and the extent of reworking, refitting, or replacement necessary to meet manufacturers specifications. Mechanic must be skilled in the use of test and diagnostic equipment typical of the trade (e.g., oscilloscope, gauges, feelers, analyzers, dynamometers).

b. Responsibility. The mechanic determines repairs with little or no checking after receipt of oral or written supervisory instructions. Review is for quality and compliance with specifications.

c. Physical effort. The mechanic stands, stoops, bends, stretches, and works in tiring and uncomfortable positions, lifting weights from about 20 to 50 pounds.

d. Working conditions. The mechanic usually works indoors in noisy and drafty areas; is exposed to dirt, grease and fumes; and is subject to skin irritation, burns, shocks, cuts, bruises, and strains.

e. All of the above factors equate to the WG-10 level.

4. Classification. Automotive Mechanic, WG-5823-10.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A155_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Automotive Mechanic

6. PAY SCHEDULE: WG

7. OCC CODE: 5823

8. GRADE: 10

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the full range of repair, and overhaul work assignments on major components and assemblies such as engines, transmissions and/or differentials of one or more types of combustion-powered automotive vehicles. The vehicles may be tactical, industrial, commercial, light combat or other support type vehicles, e.g., passenger cars, utility vehicles, pickups, buses, trucks, motorcycles, tractors, forklift trucks, warehouse tractors, multiwheel drive vehicles and auxiliary power take-off equipment. Also does major overhaul, repair, replacement, installation and adjustment on other systems, e.g., fuel, electrical, cooling, exhaust, brakes, steering and suspension. Conducts diagnostic testing and troubleshooting to determine nature and extent of repairs or operational tests after overhaul or repair work to assure proper operation in accordance with technical specifications. Uses a wide range of test equipment, such as motor analyzers, compression testers, electrical test stands, dynomometers; uses machine tools such as lathes, grinding and seating equipment, clutch pilot and gear puller tools, and common handtools.

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May also operate steam cleaning, buffing or lifting devices such as hoists, jacks or hand trucks to assist in the work.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Uses comprehensive knowledge of component parts, operation and installation of all major vehicle components, i.e., engines, transmissions and differentials, as well as supporting systems, e.g., fuel, electrical, cooling, heating, exhaust brakes, steering, suspension, etc. to diagnose, troubleshoot, disassemble, repair, reassemble and test any or all such components or systems. Uses skill and ability to visually determine, conduct operational tests or use a wide variety of test equipment to determine when and how far major components should be torn down, what parts can be reworked or require replacement and to determine upon completion of repair that operation meets technical specifications or requirements. Also must be able to use power and hand tools skillfully in doing the work and be able to use cleaning, polishing, grinding and lifting devices to complete assignments.

RESPONSIBILITY

Supervisor assigns work orally or by work orders, relying on mechanic to determine type and extent of repair to be done. Accomplishes diagnosis, repair, or other assignments with little or no review during progress, using specifications or technical or repair manuals. Completes all work including reassembly, alignments, adjustments and operational testing with little or no advice. Supervisors checks completed work to ensure that it meets specifications, established requirements and accepted trade standards.

PHYSICAL EFFORT

Duties require standing, stooping, bending, stretching, and working in tiring or uncomfortable positions, such as overhead or in hard-to-reach or cramped locations. Frequent lifing of parts, equipment or tools weighing up to 20 pounds is required and may occasionally lift and carry heavier items weighing up to 50 pounds.

WORKING CONDITIONS

Work may be done inside a shop or outside exposed to prevailing weather conditions. Exposure to drafts, vehicle fumes, dirt, grease and dust is common. May stand on hard surfaces for lengthy periods, crawl under vehicles, and may be required to work in or under vehicles exposed to dampness, heat or cold. Vehicle fluids, battery acids and solvents may cause skin burns or irritation. Incumbent is frequently exposed to the possibility of cuts, bruises, electrical shocks, burns or muscle strains while working.

Evaluation Statement

1. Reference. OPM Job Grading Standard for Automotive Mechanic, WG-5823, Jan 69 and Jun 72.

2. Title and Series Determination: Positions such as this, which repair or overhaul automotive, material handling and similar combustion-powered vehicles and their major components are included in the WG-5823 series. The proper title for journeyman positions such as this at the WG-10 level is Automotive Mechanic.

3. Grade Determination: The four factors in the referenced standard are applied as follows to determine the grade of this job:

a. Skill and Knowledge: This job requires the full range of skill and knowledge of how to troubleshoot, disassemble, repair, reassemble, tune, adjust and test any or all major components of automotive vehicles using a wide variety of test equipment, power and handtools. This degree of skill and knowledge exceeds the WG-08 level depicted in the standard and is equivalent to the WG-10 level in all respects.

b. Responsibility: The mechanic(s) in this job works with considerable independence from check of work during progress and is free to determine type and extent of repairs without supervisory direction with completed work subject to review by the supervisor for overall acceptability. This level of responsibility fully meets the WG-10 level characteristics described in the standard and clearly exceeds the WG-08 level in all significant respects.

c. Physical Effort: The type of physical effort required in this job is the same as that described in the standard as typical of all grade levels in this occupation.

d. Working Conditions: These are the same for this job as those described in the standard as typical of the automotive mechanic occupation at all levels.

e. Since all four factors meet the WG-10 level described in the WG-5823 standard, WG-10 is selected as the proper grade for this job.

4. Final Classification: Automotive Mechanic, WG-5823-10.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A024__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Tools and Parts Attendant

6. PAY SCHEDULE: WG

7. OCC CODE: 6904

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Receives, stores, identifies, and issues the full range of available items used by shop personnel. Items include cutting tools (reamers, milling cutters, etc.), die sets, jigs, fixtures, chucks, face plates, and other tools; finished stock, such as paint, grease, oil, chemicals, and fuel; such raw stock as steel, iron, copper, aluminum, wood, plastic, and leather; and replacement parts, e.g., plumbing or heating parts and fixtures, utilities hardware, or automotive parts.

1. Receives, stores, and inventories items. Checks incoming shipments of stock by comparing item names and identification numbers with receiving reports, and by opening, counting, and visually checking contents of containers. Reports overages, shortages, or damaged items. Stores items in established locations, and sets up specific locations for new items, considering such factors as the use, size, shape, weight, and similar nomenclature of items. Tags locations and enters names,

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quantities, and locations of stock onto locator records. Conducts inventories by counting items on hand, searching bins for missing items, and taking recounts as necessary. _____%

2. Issues and processes returned items. Selects items based on specific identifying information, or by converting shop terms to standard nomenclature, stock or part numbers. Refers to locator files, issue and turn-in records, and part number change lists to identify and locate items. Follows up to assure return of nonexpendable items, and checks upon return for damage or maintenance needs. May perform minor maintenance such as cleaning stock and parts, applying protective coatings, and replacing wooden handles on broken tools. Reports obviously damaged or inoperative tools and used or excess stock or parts to the supervisor. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Requires skill in storing incoming items, and verifying overages, shortages, or damaged items. Must be able to select and set up storage locations, considering such factors as the use, size, weight, shape, and nomenclature of items. Must be skilled in converting shop names to standard nomenclature, and in determining the location, availability, and specific identification of items by referring to locator files, issue and turn-in records, and part number change lists. Requires skill in searching for missing items and taking recounts during physical inventories.

RESPONSIBILITY

The supervisor provides general instructions on work procedures and the overall storage plan. Incumbent independently completes work in accordance with accepted methods and the general storage plan; unusual problems are referred to the supervisor. Work may be spot-checked for compliance with general instructions and established methods and procedures.

PHYSICAL EFFORT

Work requires standing, stooping, bending, and working in tiring and uncomfortable positions. Frequently lifts and carries items that weigh up to 10 pounds, and occasionally handles items weighing up to 40 pounds.

WORKING CONDITIONS

Work is done in a storage area that is well lighted and heated, but occasionally drafty and noisy. Is frequently exposed to the possibility of cuts, scrapes, and bruises.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standards, WG-6904, Tools and Parts Attendant, Apr 71.

2. Title and series determination. This position involves receiving, storing, identifying, and issuing tools and parts to shop personnel; the work requires the ability to identify, locate, and issue specific items requested by users. This kind of work is specifically covered by the WG-6904 series, with the prescribed title "Tools and Parts Attendant."

3. Grade determination.

a. Skill and knowledge. The incumbent must be able to check incoming shipments for overages, shortages, and damaged items, and set up storage locations considering such factors as the use, size, shape, weight, and nomenclature of items. The incumbent applies knowledge in converting shop terms to standard nomenclature, and in determining the location, availability, and identification of specific items by referring to various sources. The incumbent must also be able to participate in physical inventories by searching for missing items and by taking recounts when discrepancies occur. These skills and knowledges essentially match those described for the WG-05 Tools and Parts Attendant. In contrast to the WG-06 level, this job does not require determining substitute and interchangeable items when requested items are unavailable, researching out-for-repair and issue and turn-in records during physical inventories, determining when tools and equipment should be sent to test, repair, and calibration shops, or setting up and shifting storage locations in consideration of such factors as space available, turnover, and convenience of handling items.

b. Responsibility. The supervisor provides general instructions on work procedures and the general storage plan. The incumbent independently completes work in accordance with accepted methods and procedures, referring unusual problems to the supervisor. Work may be spot-checked for compliance with general instructions and established methods and procedures. This level of responsibility matches that described for the WG-05.

c. Physical effort and working conditions. This job essentially matches the descriptions of these two factors found at the WG-04 level (which apply equally to the WG-05 and WG-06 levels).

d. With all four factors evaluated to the WG-05 level, the job as a whole is classifiable to that grade.

4. Classification. Tools and Parts Attendant, WG-6904-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A156

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Tools and Parts Attendant

6. PAY SCHEDULE: WG

7. OCC CODE: 6904

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Receives, stores and issues tools, parts, and shop supplies for the use of repair and maintenance personnel. Items include cutting, shaping, and boring tools, jigs and fixtures, manual and power tools, repair parts, and supplies such as lubricants, paints, chemicals, and raw stock.

1. Receives, tallies, and stores items. Checks number and nomenclature of items on incoming container labels and matches with information on receiving reports. Tallies and inspects items noting overages, shortages and damaged items, and reports to supervisor or other designated employee. Assures that project-assigned items are set aside upon receipt. Places items in previously marked locations, or sets up new locations based on factors such as the use, size, shape, weight and nomenclature of items. Shifts storage locations due to changes in available space, item turnover, and convenience of handling items. Marks and tags storage locations and fills out locator cards showing nomenclature, stock number, quantity and location of stock. During inventories, counts stock on hand and takes recounts as necessary. Checks issue and turn-in records and out-for-repair records and resolves discrepancies. Reports on stock status to supply personnel responsible for maintaining adequate numbers and types of items on hand.

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2. Issues and accepts turn-in of items. Issues items based on nomenclature and stock or other number, or by translating shop terminology into official nomenclature. Identifies desired item from description of intended usage in absence of other identifying information. Recommends substitute items to fit users' requirements when requested item is unavailable. Informs supervisor of requests for items not kept in stock. Upon turn-in of items, annotates records and returns item to storage location. Notes obvious damage or deterioration and performs visual and operating checks to determine if items are serviceable. Makes minor repairs such as replacing wooden handles, changing power saw blades, and user lubrication. Determines which items should be sent to test, repair and calibration shops. Recommends to supervisor disposal of items which appear beyond or too costly to repair. For project-issue, selects and issues proper items and marks issue records to reflect project against which issues are charged. Reports left-over items when projects are completed.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Skill in identifying, tallying and verifying over, short, or damaged incoming items. Knowledge of the procedures used to report receiving discrepancies. Skill in setting up storage locations, marking and tagging locations, and making entries on locator cards. Knowledge of the overall storage plan to be able to choose appropriate storage locations. Knowledge of the range of items in stock to be able to identify requested items from a description of their intended usage, and to recommend substitute items. Skill in inspecting and testing items to determine service ability. Skill in performing inventories and knowledge of supply procedures to assist supply personnel in resolving discrepancies and to maintain adequate stock on hand. Skill in handling project-issue items.

RESPONSIBILITY

Supervisor provides oral and written instructions on the work to be done. Follows the general storage plan in setting up storage locations, deviating from it as required by changes in space, item handling and turnover. Uses manufacturers' specifications, stock catalogs, manuals and bulletins in selecting proper items. Provides item evaluations to stock disposal personnel to aid in determining whether items should be salvaged, repaired, or returned to stock. Work is evaluated as to quantity and quality based on receipt, issue and turn-in records and reports from customers.

PHYSICAL EFFORT

Work requires standing, bending, and stooping. Frequently lifts items up to 10 pounds and occasionally up to 40 pounds. Moves heavier items with aid of dolly or hand truck.

WORKING CONDITIONS

Works on hard surfaces in well-lighted, heated and ventilated areas, which are occasionally drafty. Exposed to dirt, dust and grease from handling items. There is the possibility of cuts, scrapes and bruises.

Evaluation Statement

1. Reference: OPM Job Grading Standard for Tool and Parts Attendant, WG-6904, issued April 1971.

2. Title and Series Determination: The work performed (receiving, storing and issuing tools, parts and equipment to shop personnel) is covered by referenced JGS. The prescribed title is **Tools and Parts Attendant.**

3. Grade Determination:

a. Skill and Knowledge. The knowledge of the items stocked to be able to identify requested items only from descriptions of their intended usage and to suggest substitute items is characteristic of the WG-6 level. Skill in determining from issue, turn-in, and out-for-repair records the accurate stock level of items is also evaluated at the WG-6 level. In contrast to the WG-5 worker, who notes obvious damage and reports to supervisor or makes minor repairs, the incumbent of this position makes serviceability determinations based on visual and operational checks, sometimes using measuring equipment. Incumbent also makes recommendations as to whether items are damaged beyond repair or too costly to repair. These skills and knowledges are a good match to the WG-6 level described in the JGS. The ability to manage project-assigned items is also characteristic of the WG-6 level of difficulty.

b. Responsibility: Responsibility for setting up storage areas, including determining when storage locations need to be changed due to space availability, item characteristics and turnover goes beyond the WG-5 level, which entails working in accordance with the general storage plan. There is greater responsibility for incumbent of this position in making item substitutability and interchangeability determinations, and determinations as to item serviceability, than at the WG-5 level. These responsibilities are a good match to the WG-6 level of referenced JGS.

c. Physical Effort and Working Conditions: These are identical to those described at the WG-6 level of the JGS. All evaluation factors are evaluated at the WG-6 level. Grade is therefore determined to be WG-6.

4. Classification: **Tools and Parts Attendant, WG-6904-06.**

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A117__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Warehouse Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 6907

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs a combination of the following duties:

1. Receives incoming supplies and equipment, unloads conveyances: moves items manually, by handcart, conveyer, or similar conveyance; checks items against proper document and makes proper notation on same; and reports discrepancies and damage to supervisor. Places clearly identified stock in appropriate temporary or permanent storage locations according to specific oral or written instructions and established methods. May sign for items received. _____%

2. Selects designated stock for shipment or issue. Proceeds to storage area, finds stock and verifies information shown on shipping or issuing document against that on stock tags, or bin tags determines from which stack or bin items are to be removed and removes items specified on document. Moves items selected to designated location. _____%

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3. Warehouses palletized bulk stock according to specific instructions; restacking and rewarehousing items and straightening stacks as directed. Sorts out bad containers and restacks or takes to bin area. Periodically checks bays or bins for mixed stock or incorrect locations; and corrects or notifies supervisors of problems as local procedures apply. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Incumbent must be skilled in stacking, palletizing, arranging, and rotating items according to instructions established by supervisor and in consideration of stock numbers, shelf life, age of items, etc. Skill is also required in using manual equipment to move items as well as the ability to manually move items. Knowledge of warehouse general layout and identification procedures and the ability to match identification information to that on receiving reports or issue forms is required.

RESPONSIBILITY

The supervisor or a higher graded worker assigns work through oral instructions that indicate where and how items are to be received, stored, or assembled for issue or shipment. The employee counts types and quantities of items and documents results on warehousing forms. Any discrepancies are referred to supervisor or higher graded employee. Work is reviewed while in progress and upon completion to assure that all requirements are met.

PHYSICAL EFFORT

Stands, stoops, bends, and works in tiring and uncomfortable positions. May be required to work at a rapid pace for prolonged periods. Frequently lifts and carries material weighing up to 70 pounds, and at times may handle items weighing over 70 pounds.

WORKING CONDITIONS

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas. May work on open docks or in storage yards. Work may be dirty, dusty, and greasy. Frequently exposed to the possibility of cuts, scrapes, and bruises; falls from ladders; or injury from mechanical conveyor systems or other material handling equipment.

EVALUATION STATEMENT

1. Reference: US OPM JGS, WG-6907, Warehouse Worker, Dec 71.

2. Title and Series Determination: This position involves receiving, storing, assembling for issue or shipment, and shipping various supplies and equipment. Since the work requires warehousing knowledges to process materials into and out of the supply system it is covered by the WG-6907 series and is titled "Warehouse Worker".

3. Grade Determination:

a. Skill and Knowledge: The incumbent requires general knowledge of the layout of storage locations. Based on this knowledge and specific instructions, the incumbent performs receiving, issuing, and warehousing work such as manual stacking, palletizing, arranging, and rotating items; using handtrucks, dollies, etc., to move stock; matching specific item identification to stock and stock locations, etc. This meets the WG-04 level but does not meet the WG-05 level at which a broader knowledge of warehousing operations, methods, and procedures is required in order to accomplish more difficult work assignments such as handling the receipt of incoming shipments from off-loading to movement of items to storage.

b. Responsibility: WG-04 responsibility is typical in that clear and complete instuctions are provided rather than WG-05 responsibility for assignments based on an understanding of the warehousing plan and established procedures. Likewise, work is subject to both in-progress and upon-completion reviews which is typical of the WG-4 level.

c. Physical Effort: This factor is the same for all grades.

d. Working Conditions: This factor is the same for all grades.

4. Final Determination: Warehouse Worker, WG-6907-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A025__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Warehouse Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 6907

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the following warehousing assignments:

1. Receives, unloads, and processes incoming shipments of items arriving via various modes of transportation. Assembles items grouping material according to receiving vouchers and, as necessary, into subgroups based on property class, condition, and type of transaction. As required, routes items for processing or holds for required inspections. As indicated, routes items to be reshipped to shipping or packing. Signs shipping and receiving reports. Reports overages, shortages, or damaged items to supervisor or other responsible person according to established procedures. _____%

2. Selects and sets up proper storage areas for material within the general warehousing plan considering size, shape, quantity, use, and possibility of damage or deterioration, and contamination to or from other items. Stores, stacks, and palletizes items based on experience and/or established procedures. Uses handcarts, dollies, and other manual equipment to move stock. _____%

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3. Selects and assembles items for shipment or issue. Assembles items for shipping according to information on receiving vouchers. Checks condition of shipping containers prior to loading, and ensures shipments are loaded into proper conveyances. Checks stock identification change lists to ensure the selection and assembly of proper items for issue. _____%

4. Conducts warehouse inventories, maintaining tally listings during the count. Assists in determining the reasons for overages, shortages, or misplaced items. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Knowledge of the overall warehousing plan, accepted warehousing methods, shipping and issuing procedures/techniques in order to select proper storage locations, stock, and palletize items.

- Knowledge of loading/unloading methods to prevent damage during transport and to expedite unloading.

- Knowledge of information contained on receiving vouchers (e.g., type of items, stock codes, and dates) sufficient to segregate shipments into appropriate categories.

- May be required to have skill in building pallet loads based on the shipping conveyance. In this setting, may require knowledge and skill in using pallet measuring gauges.

RESPONSIBILITY

Receives assignments through oral or written instructions indicating work to be done. Within the general warehousing plan, completes assignments without instructions on methods, procedures, or techniques to use. Completed work is reviewed to ensure that accepted procedures and techniques have been followed. Unusual problems or difficulties enountered are brought to the attention of the supervisor or a higher graded employee.

PHYSICAL EFFORT

Stands, stoops, bends, and works in tiring and uncomfortable positions. May be required to work at a rapid pace for prolonged periods. Frequently lifts and carries material weighing up to 70 pounds, and at times may handle items weighing over 70 pounds.

WORKING CONDITIONS

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas. May work on open docks or storage yards. Work may be dirty, dusty, and greasy. The incumbent is frequently exposed to the possibility of cuts, scrapes, and bruises; falls from ladders; or injury from mechanical conveyor systems or other material handling equipment.

EVALUATION STATEMENT

1. Reference: USOPM Job Grading Standard, WG-6907, Warehouse Worker, December 1971.

2. Title and Series Determination: This position involves receiving, storing, assembling for issue or shipment, and shipping various supplies and equipment. Since the work requires warehousing knowledges to process materials into and out of the supply system, it is covered by the WG-6907 series and is titled "Warehouse Worker".

3. Grade Determination:

a. Skill and Knowledge: The work performed requires the WG-05 knowledge of the overall warehousing plan and accepted warehousing methods, procedures, and techniques. The employee must use this knowledge to determine storage locations and to store, stack, and palletize items. Many actions taken by the employee are based on past experience or are based on information in storage manuals. These duties exceed the WG-04 level where assignments are performed based on the supervisor's specific instructions. Likewise, the WG-04 need only know the general layout of the various storage locations rather than the overall warehousing plan. The assignments fall short of the WG-06 level since they do not extend to determining how to organize and arrange stock in the storage area (e.g., deciding within the framework of the storage plan when to set up, shift, and place stock in additional and new locations and consolidating and arranging items to keep aisles and other traffic areas clear). Nor does this position include other WG-06 work such as preparing receiving reports and obtaining information from proper sources for locally purchased items and shipments which are not accompanied by receiving vouchers. WG-06 employees are also more involved in the inventory process (i.e., determination of the basis for stock discrepancies) than is this position.

b. Responsibility: Assignments are given in writing or orally and are performed within the general warehousing plan without instructions on the methods, procedures, or techniques to use. Established procedures are followed for reporting damages. Completed work is normally reviewed by the supervisor or higher graded employee who ensures that accepted methods, procedures and techniques have been followed. This independence exceeds the WG-04 level where tasks are completed according to specific instructions and is checked in progress and upon completion. However, this independence does not meet the GS-06 level at which employees perform work based on issue request documents, shipping

and receiving reports, way bills, and Government Bills of Lading. WG-06 work is reviewed based on results achieved (e.g., how schedules and priorities are met) rather than routinely upon its conclusion.

c. Physical Effort: This factor is the same for all grade levels.

d. Working Conditions: This factor is the same for all grade levels.

4. Final Determination: Warehouse Worker, WG-6907-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A118__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Warehouse Worker (Fork Lift Operator)

6. PAY SCHEDULE: WG

7. OCC CODE: 6907

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Performs the following warehousing assignments:

1. Receives, unloads, and processes incoming shipments of items arriving via various modes of transportation. Assembles items grouping material according to receiving vouchers and, as necessary, into subgroups based on property class, condition, and type of transaction. As required, routes items for processing or holds for required inspections. As indicated, routes items to be reshipped to shipping or packing. Signs shipping and receiving reports. Reports overages, shortages, or damaged items to supervisor or other responsible person according to established procedures. _____%

2. Selects and sets up proper storage areas for material within the general warehousing plan considering size, shape, quantity, use, and possibility of damage or deterioration, contamination to or from other items. Stores, stacks, and palletizes items based on experience and/or established procedures. Uses handcarts, dollies, and other manual equipment to move stock. _____%

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3. Selects and assembles items for shipment or issue. Assembles items for shipping according to information on receiving vouchers. Checks condition of shipping containers prior to loading, and ensures shipments are loaded into proper conveyances. Checks stock identification change lists to ensure the selection and assembly of proper items for issue. _____%

4. Conducts warehouse inventories, maintaining tally listings during the count. Assists in determining the reasons for overages, shortages, or misplaced items. _____%

5. Operates electric, gasoline, or diesel powered fork lift trucks in order to lift loads weighing under 10,000 pounds as high as 168 inches. The forklift is operated to load/unload, transfer, transport, stack/unstack palletized goods, boxes, crates, merchandise, materials, and supplies from one location to another. May drive forklift over wood, concrete, or similar type floors through narrow aisles in buildings, warehouse facilities, and occasionally outside over rough surfaces. Follows general safety practices in operating equipment and performs operator's maintenance on equipment. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

- Knowledge of the overall warehousing plan, accepted warehousing methods, shipping and issuing procedures/techniques in order to select proper storage locations, stock, and palletize items.

- Knowledge of loading/unloading methods to prevent damage during transport and to expedite unloading.

- Knowledge of information contained on receiving vouchers (e.g., type of items, stock codes, and dates) sufficient to segregate shipments into appropriate categories.

- May be required to have skill in building pallet loads based on the shipping conveyance. In this setting, may require knowledge and skill in using pallet measuring gauges.

- Must be sufficiently skilled in fork lift operations to minimize risk of equipment damage or injury to self or others working in proximity of vehicle operations. Must have knowledge of lifting balance, palleting, and height/width of items being lifted.

RESPONSIBILITY

Receives assignments through oral or written instructions indicating work to be done. Within the general warehousing plan, completes assignments without instructions on methods, procedures, or techniques to use. Completed work is reviewed to ensure that accepted procedures and techniques have been followed. Unusual problems or difficulties enountered are brought to the attention of the supervisor or a higher graded employee. The forklift vehicle is intermittently spot-checked for condition and accomplishment of preventive maintenance.

PHYSICAL EFFORT

Stands, stoops, bends, and works in tiring and uncomfortable positions. May be required to work at a rapid pace for prolonged periods. Frequently lifts and carries material weighing up to 70 pounds, and at times may handle items weighing over 70 pounds. Moderate physical effort is used in operating forklift hand and foot controls while driving, turning, starting and stopping the forklift truck and raising, lowering, and tilting loads being moved.

WORKING CONDITIONS

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas. May work on open docks or storage yards. Work may be dirty, dusty, and greasy. Frequently exposed to the possibility of cuts, scrapes, and bruises; falls from ladders; or injury from mechanical conveyor systems, material handling, or forklift equipment.

EVALUATION STATEMENT

1. Reference: USOPM Job Grading Standard, WG-6907, Warehouse Worker, December 1971 and WG-5704, Forklift Operator, November 1968.

2. Title and Series Determination: The primary purpose of this position is receiving, loading, assembling for issue or shipment, and shipping various supplies and equipment. As this work requires warehousing skills and knowledges, the basic position title is "Warehouse Worker". However, the incumbent is also required to operate a forklift to complete assigned work. To recognize both the basic and secondary work of this position, the title is "Warehouse Worker (Fork Lift Operator)".

3. Grade Determination:

a. Warehouse Work:

(1) Skill and Knowledge: The work performed requires the WG-05 knowledge of the overall warehousing plan and accepted warehousing methods, procedures, and techniques. The employee must use this knowledge to determine storage locations and to store, stack, and palletize items. Many actions taken by the employee are based on past experience or are based on information in storage manuals. These duties exceed the WG-04 level where assignments are performed based on the supervisor's specific instructions. Likewise, the WG-04 need only know the general layout of the various storage locations rather than the overall warehousing plan. The assignments fall short of the WG-06 level since they do not extend to determining how to organize and arrange stock in the storage area (e.g., deciding within the framework of the storage plan when to set up, shift, and place stock in additional and new locations and consolidating and arranging items to keep aisles and other traffic areas clear). Nor does this position include other WG-06 work such as preparing receiving reports and obtaining information from proper sources for locally purchased items and shipments which are not accompanied by receiving vouchers. WG-06 employees are also more involved in the inventory process (i.e., determination of the basis for stock discrepancies) than is this position.

(2) Responsibility: Assignments are given in writing or orally and are performed within the general warehousing without instructions on the methods, procedures, or techniques to use. Established procedures are followed for reporting damages. Completed work is normally reviewed by the supervisor or higher graded employee who ensures that accepted methods, procedures and

techniques have been followed. This independence exceeds the WG-04 level where tasks are completed according to specific instructions and is checked in progress and upon completion. However, this independence does not meet the GS-06 level at which employees perform work based on issue request documents, shipping and receiving reports, way bills, and Government Bills of lading. WG-06 work is reviewed based on results achieved (e.g., how schedules and priorities are met) rather than routinely upon its conclusion.

(3) Physical Effort: This factor is the same for all grade levels.

(4) Working Conditions: This factor is the same for all grade levels.

b. Forklift Operation:

(1) Skill and Knowledge: The operator must be skilled in operating the forklift and maneuvering it through tight spaces as is described at the WG-05 level. The equipment operated does not exceed the WG-05 threshold in that it is capable of lifting under 10,000 pounds to a height of 168 inches. The operator must be skilled as is described at the WG-05 level of balancing loads of this capacity and locating storage areas without detailed instructions.

(2) Responsibility: The operator performs assignments based on oral instructions/work orders as is expected at the WG-05 level. The operator is likewise responsible for safe operation of the forklift within the assigned weight and height limits specified at the WG-05 level.

(3) Physical Effort: Moderate physical effort associated with operating the equipment is typical. WG-05 is not exceeded.

(4) Working Conditions: The conditions are typical of the assigned warehouse area (described above) with the additional possibility of accidents associated with moving equipment, toppling stacks, overturning trucks, etc. WG-05 is not exceeded.

4. Final Determination: Since Warehouse Worker and Forklift Operator duties are both evaluated at the WG-05, that becomes the final grade. The position is Warehouse Worker (Fork Lift Operator), WG-6907-05.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A119__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Warehouse Worker

6. PAY SCHEDULE: WG

7. OCC CODE: 6907

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Assigned work involves the accomplishment of a complete warehousing operation involving one or a combination of functions such as receiving, storing, issuing, or shipping.

1. Receiving: Spots conveyance at proper loading locations; opens seals and doors; tallies stock in; palletizes; assembles in temporary warehousing area. Assumes custodial and property responsibility for stock as it is initially received, checked, assembled, and internally transferred to another area. Performs temporary space planning of stock location within a general storage and assembly plan; makes routine changes in stock location as necessary; assembles stock according to type and/or designated area. _____%

2. Bin and/or Bulk Storage: Packs, unpacks, sorts, stacks, warehouses, bins, and moves items; makes in-storage checks for obvious need for maintenance, vermin control, and damage, reporting findings and serious damages to supervisor for action. Assumes custodial and property responsibility for stock as it is received, warehoused,

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selected, assembled, and internally transported within general storage plan and tallies out stock. Selects, assembles, and prepares documentation for issue and shipment. _____%

3. Shipping/Issue: Receives stock from assembly area or direct movement of stock from various warehouses, determining appropriate hold locations for assembling shipping items. Assumes responsibility for stock as it is assembled, moved, temporarily warehoused and checked. Prepares pertinent daily and monthly forms in accordance with established procedure. Assures items to be shipped/issued are properly marked, tagged and/or properly overpacked in suitable containers; tallies out shipment/issue and signs/obtains signature on document, as required. Performs temporary space planning within assembly and storage plan; makes routine changes in stock location. Accomplishes final loading/issuing and final tally-out in a variety of carriers to customer IAW established procedures. Ensures that stock is properly loaded and braced. Selects and prepares pertinent documentation. _____%

4. Inventories: Participates in inventories by counting types and quantities of items, maintaining tally listings during the count. Resolves discrepancies by checking stock status information in issue request, receiving and shipping reports, and systems' operation. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Knowledge to determine, within the general warehousing plan, how to organize and arrange stock in the storage areas and to store items for maximum convenience of handling, ease of movement, and protection from damage, deterioration, and pilferage. Ability to keep track, though operational system, of the turnover of items on hand, and recommend, through the supervisor, increases and decreases of stock, as appropriate. Knowledge and skill to determine need to notify the organization that maintains bulk quantities of items of needed replenishments in assigned work area.

Skill to prepare receiving reports for locally purchased items and shipments not accompanied by receiving vouchers. Skill to determine the specific hold locations most suitable for assembling shipments as well as where trucks or other conveyances will be spotted for pick up. Must be familiar with mechanized or non-mechanized operations that maintain stock inventory and location information in order to determine if the item is available and its location. Knowledge to determine the basis for over, short, or misplaced items by checking system for stock status information.

RESPONSIBILITY

Plans and carries out the work based on issue request documents, shipping and receiving reports, GBLs, manifest sheets, lists showing stock identification codes, and other written material or oral instructions provided by the supervisor. Information is furnished on any changes in the general warehousing plan or established requirements for normal work assignments through discussions with or written instructions from the supervisor. Carries out assigned functions independently without instructions on how to do the work. Establishes own work processes, reporting to supervisor only those problems which are beyond incumbent's normal range of control. The work is reviewed for results achieved, extent and basis of customer complaints, accuracy of balances found during inventories, and adherence to established policies and procedures.

PHYSICAL EFFORT

Stands, stoops, bends and works in tiring and uncomfortable positions. May be required to work at a rapid pace for prolonged periods. Frequently lifts and carries material weighing up to 70 pounds, and at times may handle items weighing over 70 pounds.

WORKING CONDITIONS

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas may work on open docks or in storage yards. Work may be dirty, dusty, greasy. Frequently exposed to the possibility of cuts, scrapes and bruises; falls from ladders; or injury from mechanical conveyor system or other material handling equipment.

EVALUATION STATEMENT

1. Reference: US OPM Job Grading Standard, WG-6907, Warehouse Worker, December 1971.

2. Title and Grade Determination: The primary purpose of this position involves receiving, loading, assembling for issue or shipment, and shipping various supplies and equipment. As this work requiries warehousing skills and knowledges, the position title is "Warehouse Worker".

3. Grade Determination:

a. Skill and Knowledge: As contrasted to the more limited WG-05 level, the demands of this position involve accomplishing a complete warehouse operation in one or a combination of receiving, storing, issuing, or shipping functions. Regardless of which particular function, the incumbent must have an overall understanding of the warehousing function/plan in order to perform organization, replenishment, documentation, and item consolidation/temporary placement duties. The WG-05 employee, on the other hand, is concerned with day-to-day work assignments rather than continuing/complete warehouse operation's as is typical of this position.

b. Responsibility: This position requires the incumbent to determine tasks and their sequence of performance based on his/her understanding of the warehousing plan, changes to that plan, applicable documentation, and good warehousing methods. This level is typical of WG-06 whereas the WG-05 worker lacks the same independence over a complete warehousing function. The review over this position is also typical of WG-06 in that it is based on results achieved, schedules met, customer satisfaction, etc., rather than specifically upon task completion as is typical at WG-05.

c. Physical Effort: This factor is the same for all grade levels.

d. Working Conditions: This factor is the same for all grade levels.

4. Final Determination: Warehouse Worker, WG-6907-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A120__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Warehouse Worker (Fork Lfft Operator)

6. PAY SCHEDULE	7. OCC CODE	8. GRADE
WG	6907	06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Assigned work involves the accomplishment of a complete warehousing operation involving one or a combination of functions such as receiving, storing, issuing, or shipping.

1. Receiving: Spots conveyance at proper loading locations; opens seals and doors; tallies stock in; palletizes; assembles in temporary warehousing area. Assumes custodial and property responsibility for stock as it is initially received, checked, assembled, and internally transferred to another area. Performs temporary space planning of stock location within a general storage and assembly plan; makes routine changes in stock location as necessary; assembles stock according to type and/or designated area. _____%

2. Bin and/or Bulk Storage: Packs, unpacks, sorts, stacks, warehouses, bins, and moves items; makes in-storage checks for obvious need for maintenance, vermin control, and damage, reporting findings and serious damages to supervisor for action. Assumes custodial and property responsibility for stock as it is received, warehoused,

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selected, assembled, and internally transported to a packing, shipping/issue area, or other activity; plans item locations within general storage plan; and tallies out stock. Selects, assembles, and prepares documentation for issue and shipment. _____%

3. Shipping/Issue: Receives stock from assembly area or direct movement of stock from various warehouses, determining appropriate hold locations for assembling shipping items. Assumes responsibility for stock as it is assembled, moved, temporarily warehoused and checked. Prepares pertinent daily and monthly forms in accordance with established procedure. Assures items to be shipped/issued are properly marked, tagged and/or properly overpacked in suitable containers; tallies out shipment/issue and signs/obtains signature on document, as required. Performs temporary space planning within assembly and storage plan; makes routine changes in stock location. Accomplishes final loading/issuing and final tally-out in a variety of carriers to customer IAW established procedures. Ensures that stock is properly loaded and braced. Selects and prepares pertinent documentation. _____%

4. Inventories: Participates in inventories by counting types and quantities of items, maintaining tally listings during the count. Resolves discrepancies by checking stock status information in issue request, receiving and shipping reports, and systems' operation. _____%

5. Operates electric, gasoline, or diesel powered fork lift trucks in order to lift loads weighing under 10,000 pounds as high as 168 inches. The forklift is operated to load/unload, transfer, transport, stack/unstack palletized goods, boxes, crates, merchandise, materials, and supplies from one location to another. May drive forklift over wood, concrete, or similar type floors through narrow aisles in buildings in warehouse facilities as well as occasionally outside over rough surfaces. Follows general safety practices in operating equipment and performs operator's maintenance on equipment. _____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Knowledge to determine, within the general warehousing plan, how to organize and arrange stock in the storage areas and to store items for maximum convenience of handling, ease of movement, and protection from damage, deterioration, and pilferage. Ability to keep track, though operational system, of the turnover of items on hand, and recommend, through the supervisor, increases and decreases of stock, as appropriate. Knowledge and skill to

determine need to notify the organization that maintains bulk quantities of items of needed replenishments in assigned work area.

- Skill to prepare receiving reports for locally purchased items and shipments not accompanied by receiving vouchers. Skill to determine the specific hold locations most suitable for assembling shipments as well as where trucks or other conveyances will be spotted for pick up. Must be familiar with mechanized or non-mechanized operations that maintain stock inventory and location information in order to determine if the item is available and its location. Knowledge to determine the basis for over, short, or misplaced items by checking system for stock status information.

- Must be sufficiently skilled in fork lift operations to minimize risk of equipment damage or injury to self or others working in proximity of vehicle operations. Must have knowledge of lifting balance, palleting, and height/width of items being lifted.

RESPONSIBILITY

Plans and carries out the work based on issue request documents, shipping and receiving reports, GBLs, manifest sheets, lists showing stock identification codes, and other written material or oral instructions provided by the supervisor. Information is furnished on any changes in the general warehousing plan or established requirements for normal work assignments through discussions with or written instructions from the supervisor. Carries out assigned functions independently without instructions on how to do the work. Establishes own work processes, reporting to supervisor only those problems which are beyond incumbent's normal range of control. The work is reviewed on the basis of results achieved, extent and basis of customer complaints, accuracy of balances found during inventories, and adherence to established policies and procedures. The forklift vehicle is intermittently spot checked for condition and accomplishment of proventative maintenance.

PHYSICAL EFFORT

Stands, stoops, bends and works in tiring and uncomfortable positions. May be required to work at a rapid pace for prolonged periods. Frequently lifts and carries material weighing up to 70 pounds, and at times may handle items weighing over 70 pounds. Moderate physical effort is used in operating forklift hand and foot controls while driving, turning, starting and stopping the forklift truck and raising, lowering, and tilting loads being moved.

WORKING CONDITIONS

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas. May work on open docks or in storage yards. Work may be dirty, dusty, greasy. Frequently exposed to the possibility of cuts, scrapes and bruises; falls from ladders; or injury from mechanical conveyor systems, material handling, or forklift equipment.

EVALUATION STATEMENT

1. Reference: US OPM Job Grading Standard, WG-6907, Warehouse Worker, December 1971 and Fort Lift Operator, November 1968.

2. Title and Grade Determination: The primary purpose of this position involves receiving, loading, assembling for issue or shipment, and shipping various supplies and equipment. As this work requiries warehousing skills and knowledges, the position title is "Warehouse Worker". However, the incumbent is also required to operate a forklift to complete assigned work. To recognize both the basic and secondary work of this position for which staffing must screen, the title is "Warehouse Worker (Fork Lift Operator)".

3. Grade Determination:

a. Warehouse Worker:

(1) Skill and Knowledge: As contrasted to the more limited WG-05 level, the demands of this position involve accomplishing a complete warehouse operation in one or a combination of receiving, storing, issuing, or shipping functions. Regardless of which particular function, the incumbent must have an overall understanding of the warehousing function/plan in order to perform organization, replenishment, documentation, and item consolidation/temporary placement duties. The WG-05 employee, on the other hand, is concerned with day-to-day work assignments rather than continuing/complete warehouse operations as is typical of this position.

(2) Responsibility: This position requires the incumbent to determine tasks and their sequence of performance based on his/her understanding of the warehousing plan, changes to that plan, applicable documentation, and good warehousing methods. This level is typical of WG-06 whereas the WG-05 worker lacks the same independence over a complete warehousing function. The review over this position is also typical of WG-06 in that it is based on results achieved, schedules met, customer satisfaction, etc., rather than specifically upon task completion as is typical at WG-05.

(3) Physical Effort: This factor is the same for all grade levels.

(4) Working Conditions: This factor is the same for all grade levels.

b. Forklift Operation:

(1) Skill and Knowledge: The operator must be skilled in operating the forklift and maneuvering it through tight spaces as is described at the WG-05 level. The equipment operated does not exceed the WG-05 threshold in that it is capable of lifting under 10,000 pounds to a height of 168 inches. The operator must be skilled, as is described at the WG-05 level, in balancing loads of this capacity and locating storage areas without detailed instructions.

(2) Responsibility: The operator performs assignments based on oral instructions/work orders as is expected at the WG-05 level. The operator is likewise responsible for safe operation of the forklift within the assigned weight and height limits specified at the WG-05 level.

(3) Physical Effort: Moderate physical effort associated with operating the equipment is typical. WG-05 is not exceeded.

(4) Working Conditions: The conditions are typical of the assigned warehouse area (described above) with the additional possibility of accidents associated with moving equipment, toppling stacks, overturning trucks, etc. WG-05 is not exceeded.

4. Final Determination: Since the Warehouse Worker duties are evaluated at the WG-06 level, that becomes the positions final grade. The position is Warehouse Worker (Fork Lift Operator), WG-6907-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER

1. JOB NUMBER: A026

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Packer

6. PAY SCHEDULE: WG

7. OCC CODE: 7002

8. GRADE: 04

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Under specific instructions, packs or repacks a variety of loose and packaged equipment, tools, parts, and other items, in prefabricated cartons, boxes, mailing tubes, cushioned envelopes, crates, and other packing materials and devices. Tapes, staples, bands, nails, seals, and labels containers as instructed. ____%

Performs other duties as assigned.

SKILL AND KNOWLEDGE

Must have a knowledge of standard wrapping and cushioning methods and techniques to protect items properly from damage. Must have ability to check shipping and packing

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documents for such information as quantity and types of items to be packed. Must have skill in the use of hammers, strapping tools, banding machines, and other tools or equipment used in packaging operations.

RESPONSIBILITY

Supervisor or higher graded worker makes assignments and gives detailed oral or written instructions on what to pack and specific type of packing containers and material to use. Supervisor or higher graded worker checks completed assignments to insure that instructions were followed and gives advice on unusual problems.

PHYSICAL EFFORT

Work is performed on hard surfaces and requires standing, stooping, bending, or other tiring and uncomfortable positions. Frequently lifts items or materials that weigh up to 40 pounds.

WORKING CONDITIONS

Work is usually performed inside in areas that are well ventilated, heated, and lighted, but may occasionally work outside or in areas that are drafty and poorly lighted, conditions are sometimes dusty, dirty, and greasy, and the packer is frequently exposed to cuts, scrapes, and bruises.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, WG-7002, Packer, Feb 70.

2. Title and series determination. Positions concerned with inserting items into containers, wrapping items, and utilizing other packing techniques primarily to prevent damage from crushing or soiling are properly included under the WG-7002 series. Jobs covered by this series are properly titled "Packer."

a. Skill and knowledge. Packers must have knowledge of basic and established packing techniques involving standard protective materials to prevent damage to items; must have skill in use of hammers, strapping tools, banding and stapling machines or other tools and equipment typically used in the packing operations.

b. Responsibility. Incumbent receives oral or written instructions on the specific containers and materials to be used. The supervisor checks work for compliance with instructions and provides advice on unusual problems.

c. Physical effort. Work is performed in a variety of tiring and uncomfortable positions and frequently involves lifting materials weighing up to 40 pounds.

d. Working conditions. The work is generally done indoors in adequately lighted, heated, and ventilated facilities. Worker may occasionally be subject to working outside or in areas that are drafty and poorly lighted. There is frequent exposure to cuts, scrapes, or bruises.

e. All of the above factors equate to the WG-04 level.

4. Classification. Packer, WG-7002-04.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A151_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Packer

6. PAY SCHEDULE: WG

7. OCC CODE: 7002

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Packs a variety of hazardous materials such as ammunition and/or materials associated with compressed gases, flammable liquids/solids, oxidizing materials, poisonous articles, and/or corrosive materials for domestic and/or export shipment. Determines methods and techniques of packing to be employed based on type of commodity/items packed. Assures correctness of shipping document by checking stock number, model/serial number, nomenclature, and quantity; if errors are discovered notifies supervisor. Performs other related tasks such as cutting and fabricating cartons, processing and prepackaging items, cutting stencils, making labels and operating a variety of cutting, sealing, and other packing equipment.

Performs other duties as assigned.

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SKILL AND KNOWLEDGE

- Incumbent must have a knowledge of a wide variety of accepted packing methods, techniques and materials in order to effectively pack hazardous materials.

- Incumbent must have the ability to determine from packing manuals and specifications the materials and methods required for the work based on the size, shape, type, weight, fragility, mode of transportation, and the destination of the hazardous item.

- Incumbent must be skilled in the use of hammers, strapping tools, stapling and banding machines, and tape dispensers.

- Incumbent must be able to read, understand, and comply with regulations governing packing of hazardous and/or controlled items.

RESPONSIBILITY

Incumbent's supervisor assigns work and expects incumbent to independently carry out work assignments. Review of work is in terms of results achieved. Incumbent independently determines appropriate method of packing, selects dunnage, cushioning materials and proper size and type of shipping containers. Work is spot checked upon completion for compliance with specifications, procedures, and safety and security regulations relative to hazardous items.

PHYSICAL EFFORT

Work involves moderate to heavy physical effort and requires stooping, bending, and standing on concrete floors. Frequently lifts items or packed containers weighing approximately 70-100 pounds. Utilizes lifting devices and/or is provided assistance when moving or lifting items that weigh in excess of 50 pounds.

WORKING CONDITIONS

Work is performed in a controlled area limited to hazardous materials which is well-lighted and well-ventilated. Incumbent is exposed to drafts, dirt, grease, and the possibility of cuts, scrapes, and bruises; some packing involves use of protective equipment because of inherent health hazards involved. Works with and handles munitions and explosives which are relatively stable and in condition for storage or shipment. Gloves, safety shoes, safety glasses, rubber boots and aprons are used to protect incumbent from particular items packed.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Packer, WG-7002, dated February 1970.

2. Title and series determination. This job involves the packing and repacking of hazardous materials in a variety of forms to protect them from being crushed, soiled, or otherwise damaged during shipment and storage. Work includes wrapping, arranging, and cushioning items, using a variety of packing methods, techniques, and materials. This kind of work is appropriately included within the WG-7002 series; the appropriate title is "Packer".

3. Grade determination. Incumbent independently completes the packing and repacking of hazardous materials by using a wide range of accepted packing techniques, methods and materials.
This is comparable to the work anticipated to be performed by the WG-06 Packer.

a. Skill and knowledge. Work requires skill and knowledge that exceeds that anticipated in the standard at the WG-04 level where containers, materials, and devices are specified by the supervisor and only a limited variety of packing methods and techniques are required to be employed.
It fully meets the WG-06 level of skill and knowledge in light of the incumbent's independent selection of containers, protective devices, cushioning materials, methods, and techniques needed for packing a variety of hazardous materials after considering the kind of item to be packed as well as the size, weight, fragility, mode of transportation and destination of the items. It also parallels the skill and knowledge required at the WG-06 level because of the skill required in utilizing a wide range of packing methods and the special hazardous material packing techniques required. This factor is properly evaluable as WG-06.

b. Responsibility. Since incumbent is required to independently determine the materials, containers and devices needed to complete the hazardous packing work and requires use of a variety of packing methods and techniques, the job respnsibility exceeds that anticipated at the WG-04 level and more closely parallels that anticipated at the WG-06 level. Review of work is primarily in terms of assuring that the packing work meets safety, security, and general hazardous packing specifications/requirements. This factor is appropriately evaluable as WG-06.

c. Physical Effort. Incumbent performs work on hard surfaces and in areas that require him to stand, stoop, bend, and work in tiring and uncomfortable positions. Incumbent frequently lifts and carries parts, equipment, and packed containers that weigh up to 70-100 pounds. Physical effort equates to that anticipated at the WG-06 level.

d. Working Conditions. Work is generally done inside in areas that are well-lighted, heated, and ventilated. Incumbent is exposed to cold drafts due to open door and is exposed to minor injuries such as lacerated fingers, cuts and splinters from using hand tools and working with various containers. Working conditions compare favorably with that anticipated at the WG-06 level.

e. In light of the preceding factor evaluation, this position is properly evaluable as WG-06.

4. Classification: Packer, WG-7002-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501; the proponent agency is DCSPER.

1. JOB NUMBER: A152_

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Packer

6. PAY SCHEDULE: WG

7. OCC CODE: 7002

8. GRADE: 06

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

Selects appropriate method and materials to be used in packing based on the class of items (classified according to shape, mounting provisions, and resistance to shock). Packs or repacks a variety of classes of items, utilizing a wide range of packing methods. Checks each item against the accompanying document for correctness of stock, model, serial number, nomenclature, quantity and unit of issue. Packs items in boxes, metal containers, or cartons. Blocks, braces, cushions, inserts desiccants, and secures containers by sealing, banding, nailing, and wiring. Stencils labels and places other identifying markings on containers. Completes and signs document, packing lists, etc. Determines packing methods when exact specifications are not available by comparison with methods for packing similar items, and refers special problems to the supervisor. Performs related tasks such as cutting and fabricating cartons, processing and prepackaging items, cutting stencils and making labels; and operating a variety of cutting, sealing, and other packing equipment.

Performs other duties as assigned.

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SKILL AND KNOWLEDGE

- Incumbent must have a knowledge of a wide variety of accepted packing techniques and materials.

- Incumbent must have the ability to determine from packing manuals and specifications the materials and methods required for the work based on the size, shape, type, weight, fragility, mode of transportation, and the destination of the item.

- Incumbent must be skilled in the use of hammers, strapping tools, stapling and banding machines, and tape dispensers.

- Incumbent must be skilled in slot hanging, mounting, suspending, and fitting containers around parts, equipment, and other items of unusual size and shape.

RESPONSIBILITY

Incumbent's supervisor gives initial oral instructions indicating the items to be packed and the destination. Incumbent independently determines the materials, containers, devices, and methods necessary to complete the work. Completed work is reviewed to assure conformance with packing specifications.

PHYSICAL EFFORT

Work is performed on hard surfaces and may require standing, stooping, bending and working in tiring and uncomfortable positions. Incumbent frequently lifts and carries items weighing up to 40 pounds.

WORKING CONDITIONS

Work is performed primarily indoors in well-ventilated areas. Incumbent occasionally works outside or in areas that are poorly ventilated, and he/she is exposed to drafts, dirt, grease, and the possibility of cuts, scrapes, and bruises; some packing involves use of protective equipment because of inherent health hazards involved.

EVALUATION STATEMENT

1. Reference. OPM Job Grading Standard, Packer, WG-7002, dated February 1970.

2. Title and series determination. This job involves the packing and repacking of various loose and packaged equipment, parts, tools, printed materials, and other items in prefabricated containers (wood, cardboard, fiberboard, metal, etc.), mailing tubes, cushioned envelopes, and other packing materials and devices to protect them from being crushed, soiled, or otherwise damaged during shipment and storage. The work includes wrapping, arranging, and cushioning items, using slot hanging, bracketing, suspending, and other similar techniques, and banding, stapling, sealing, and labeling containers. This kind of work is appropriately included within the WG-7002 series; the appropriate title is "Packer".

3. Grade determination. Incumbent completes the packing and repacking of items by using any of a range of accepted packing containers, materials, devices, methods, and techniques under general supervision. This is comparable to the work anticipated to be performed by the WG-06 Packer.

a. Skill and knowledge. Skill and knowledge exceeds that anticipated at the WG-04 level where containers, materials, and devices are specified and only a limited variety of packing methods and techniques are required. It fully meets the WG-06 level of skill and knowledge in light of the incumbent's independent selection of containers, protective devices, cushioning materials, methods, and techniques needed for packing a variety of tools, parts, equipment, and other items after taking into consideration such factors as size, type, weight, fragility, mode of transportation, and destination of items. It also parallels the skill and knowledge anticipated at the WG-06 level because of the skill required in utilizing a wide range of packing methods and the special packing techniques required as well as in the custom packing of items. This factor is properly evaluable to WG-06.

b. Responsibility. Responsibility exceeds that anticipated at the WG-04 level since incumbent independently determines the materials, containers, and devices needed to complete the work and uses a variety of packing methods and techniques. Work requires incumbent to complete most bracketing, suspending, mounting, and slot hanging work with devices prefabricated for that purpose. Incumbent adapts/modifies sheets of cardboard, cushioning, and other similar materials to fit around items of unusual size and/or shape. Review of work is primarily in terms of results achieved and to assure that it meets packing specifications. This factor is properly evaluable as WG-06.

c. Physical effort. Incumbent performs work on hard surfaces and in areas that require him to stand, stoop, bend, and work in tiring and uncomfortable positions. Incumbent frequently lifts and carries parts, equipment, and packed containers that weigh up to 40 pounds. Physical effort equates to that anticipated at the WG-04 level.

d. Working conditions. Work is generally done inside in areas that are well lighted, heated, and ventilated. Occasionally, incumbent may work outside or in areas that are drafty and poorly lighted. Work is sometimes dusty, dirty, and greasy. Incumbent is frequently exposed to the possibility of cuts, scrapes, and bruises. Working condition compare favorably with that anticipated at the WG-04 level.

e. In light of the preceding factor evaluation this position is properly evaluable as WG-06.

4. Classification: Packer, WG-7002-06.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A121__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Cook

6. PAY SCHEDULE: WG

7. OCC CODE: 7404

8. GRADE: 05

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Performs a wide variety of simple cooking tasks.

1. Grills steaks, chops, poultry, fish, pancakes, bacon, eggs, sausage and "short order" food items. Watches while items are cooking, turns as required and removes when done. Prepares ingredients and portions according to recipes; and cooks, chills or otherwise prepares cereal, beverages, toast, salads, gelatin and sandwiches. Opens and heats canned food items. _____%

2. Assists higher-graded cooks in complex food preparation processes by adjusting recipes for quantities required; preparing convenience, prepackaged or canned foods when a few simple steps are required and cooking fresh or frozen vegetables by french frying, boiling, baking, mashing and whipping. _____%

3. Operates a variety of electric or mechanical food service equipment such as mixers, grinders, and dicers in compliance with safety regulations. Maintains equipment and work area in a safe and sanitary condition. _____%

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4. Serves food cafeteria-style or on industrial trays. Stores left-overs in accordance with sanitation standards.

_____%

Performs other duties as assigned.

Skill and Knowledge

-- Ability to follow oral and written instructions such as menus and worksheets, work safely and do simple arithmetic to adjust recipes.

-- Basic knowledge of the operation of food service equipment and the characteristics of foods prepared in order to prevent overcooking and to season properly.

Responsibilty

General supervision is provided for simple cooking duties. The cook works from schedules, worksheets and oral instructions. Guidance is available from higher-graded cooks or supervisor. Work is spot-checked for quality.

Close supervision is provided by higher-graded cooks when incumbent is assigned to assist with more complicated cooking processes. Detailed instructions are provided and work is closely reviewed in progress and upon completion.

Physical Effort

Frequent lifting or moving of objects weighing up to 30 pounds; constant standing and walking; and occasional lifting of over 50 pounds.

Working Conditions

Works in uncomfortably warm and noisy kitchens. Exposed to steam, fumes, cooking odors, falls from freshly mopped floors, burns, cuts, and extreme temperatures when entering walk-in refrigerators.

Evaluation Statement

1. Reference: OPM JGS WG-7404, Cook Series, Nov 68.

2. Title and Series Determination: Duties of this position involve cooking a variety of food. It is therefore properly classified in the WG-7404 Cook Series. In accordance with titling practices prescribed in the referenced standard, the position is properly titled "Cook."

3. Grade Determination: Duties of this position include a wide variety of simple cooking tasks such as grilling steaks, chops, pancakes, eggs and other "short order" items and cooking cereal, beverages, salads, gelatin and sandwiches. The position is also assigned to assist higher level cooks in more complex food preparation processes by performing tasks that involve a few simple steps. These duties fully meet but do not exceed the WG-5 level as described and illustrated in referenced standard. The WG-8 level is not met in that the cooking duties assigned do not involve a full variety of foods, require the full range of cooking procedures and involve the use of common and complex recipes.

a. Skill and Knowledge: As is typical of the WG-5 level, this position requires ability to follow oral and written instructions, work safely and do simple arithmetic. In addition, duties require knowledge of the operation of food service equipment and food characteristics. Skill and knowledge do not meet the WG-08 level in that the simple cooking tasks assigned do not require planning, coordinating and timing the sequence of steps needed to have a number of menu items ready at serving time. Nor do the duties require ability to judge the quality of the full range of food items prepared by a variety of complicated processes.

b. Responsibility: As is typical of the WG-5 level this position receives general supervision i.e., oral instructions, work sheets and schedules. Work is done independently but supervisors and higher-graded cooks are available for guidance. Detailed instructions and close review are provided by higher-level cooks for assignments to assist higher-level cooks with limited phases of the more complex cooking procedures and processes. This is also characteristic of WG-5 level assignments.

c. Physical Effort and Working Conditions: Referenced standard does not distinguish differences between grade levels for these factors. The physical effort and working conditions involved in this position are typical of cook positions.

d. Based on the above, this position is properly classified at the WG-5 level.

4. Classification: Cook, WG-7404-5.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION
For use of this form, see CPR 501, the proponent agency is DCSPER

1. JOB NUMBER: A122__

2. INSTALLATION OR HEADQUARTERS OFFICE:

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*:

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE:

5. TITLE: Cook

6. PAY SCHEDULE: WG

7. OCC CODE: 7404

8. GRADE: 08

9. FAIR LABOR STANDARDS ACT: ☐ EXEMPT ☒ NONEXEMPT

10. COMP LEVEL:

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) *(Date)*

12. **JOB CONTENT APPROVAL** *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) *(Date)*

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist) *(Date)*

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

Prepares and cooks a wide variety of foods for quantity and/or special servings.

1. Prepares and cooks a number of food items for regular and/or special meals such as low fat, low sodium, low calorie etc. Utilizes the full range of cooking methods, procedures, menus, work sheets, standard and complex recipes to cook meats, poultry, seafood, vegetables, soups, sauces and gravies. Determines ingredients and weighs and measures portions for quantities required. Plans and coordinates preparation and cooking times to insure foods are ready for serving hours. Monitors cooking process by regulating temperatures, turning, basting, and seasoning as needed. _____ %

2. Operates a variety of electric or mechanical food service equipment such as mixers, grinders, and dicers in compliance with safety regulations. Maintains equipment and work area in a safe and sanitary condition. _____ %

3. Oversees and guides lower level cooks and food service personnel in simpler cooking and food preparation tasks. _____ %

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4. Serves food cafeteria-style or on individual trays. Stores left-overs in accordance with sanitation standards. _____%

Performs other duties as assigned.

Skill and Knowledge

-- Skill to plan, coordinate and time the sequence of steps needed to have a number of menu items ready for serving at mealtime without overcooking or waste.

-- Ability to adjust recipes according to number of servings needed.

-- Knowledge of the characteristics of various raw and cooked food to determine freshness and to judge quality of final product.

Responsibility

Works under general supervision and within the framework of cook's worksheets, oral instructions and accepted cooking practices. Determines recipe adjustments and equipment requirements independently. Work is spot-checked in progress and/or completion for proper procedure, taste, appearance, sufficient quantity and timelines.

Physical Effort

Frequent lifting or moving of objects weighing up to 30 pounds; constant standing and walking; and occasional lifting of over 50 pounds.

Working Conditions

Works in uncomfortably warm and noisy kitchens. Exposed to steam, fumes, cooking odors, falls from freshly mopped floors, burns, cuts, and extreme temperatures when entering walk-in refridgerators.

Evaluation Statement

1. Reference: OPM JGS WG-7404, Cook Series, Nov 68

2. Title and Series Determination: Duties of this position involve cooking a variety of foods. It is therefore properly classified in the WG-7404 Cook Series. In accordance with titling practices prescribed in the referenced standard, the position is properly titled "Cook."

3. Grade Determination: Duties of this position involve the full range of cooking procedures and processes to prepare a full variety of meats, poultry, fish vegetables etc. The work requires use of routine and complex recipes and coordination of various tasks, steps and processes to insure several items are ready for serving at specified times. These duties fully meet the WG-08 level as described and illustrated in referenced standard. The WG-05 level is exceeded in that cooking assignments are not limited to simple tasks or a few basic processes.

a) Skill and Knowledge: As is characteristic of the WG-08 level, this position requires skill and ability to plan, sequence and coordinate food preparation processes to insure items are properly prepared at mealtime. As is also typical of the WG-08 level, this position requires knowledge and ability to adjust recipes to accomodate quantities required and to judge the quality of both raw and cooked foods. The WG-05 level, by comparison, requires only basic skills such as ability to follow instructions, work safely and do simple arithmetic. The WG-05 level is therefore fully exceeded in this position.

b) Responsibility: As is typical of the WG-08 level, this position works from worksheets, instructions and accepted trade practices and is responsible for making such decisions as quantity, recipe adjustments and equipment required. Supervisory review is limited to spot-check of procedures and products. The WG-5 level, by comparison, performs the complex cooking tasks typical of this job under close supervision.

c) Physical Efforts and Working Conditions: Referenced standard does not distinguish differences between grade levels for these factors. The physical effort and working conditions involved in this position are typical of the cook positions.

d) Based on the above, this position is properly classified at the WG-8 level.

4. Classification: Cook, WG-7404-8.

By Order of the Secretary of the Army:

CARL E. VUONO

General, United States Army
Chief of Staff

Official:

WILLIAM J. MEEHAN II
Brigadier General, United States Army
The Adjutant General

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DA Pam 690-41
Standardized Job Descriptions

General Schedule
(GS)

Federal Wage System
(FWS)

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