



United States
Office of
Personnel Management

Washington, DC 20415-0001

October 25, 2001

MEMORANDUM FOR CLASSIFICATION CHIEFS

A handwritten signature in cursive script that reads "Judith A. Davis".

FROM:

JUDITH A. DAVIS
Chief, Classification Programs Division
Office of Performance and Compensation
Systems Design
Workforce Compensation and
Performance Service

SUBJECT:

Draft Job Family Position Classification Standard for
Equipment, Facilities, and Services Group, GS-1600, and
Draft Position Classification Flysheet for the Equipment,
Facilities, and Services Assistance Series, GS-1603

WE REQUEST YOUR COMMENTS AND SUGGESTIONS BY **JANUARY 28, 2002**

Note: Do not use the grade-level criteria in the attached draft to classify positions until the Office of Personnel Management issues the standard in final form.

We are now distributing the draft Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600, and the Draft Position Classification Flysheet for the Equipment, Facilities, and Services Assistance Series, GS-1603, for review, test application, and comment. Lead agencies for this draft standard are the **Department of Defense** and the **Department of Veterans Affairs**. In addition, the **Department of Justice** will review, test, and provide comments on the draft standard for positions currently classified to the Facility Management Series, GS-1640, and the Steward Series, GS-1667.

This is the third use of this new pre-planned lead agency approach to reviewing draft position classification standards. We developed this approach with the concurrence of the Human Resources Management Council in an effort to minimize the test burden on all agencies.

This new approach includes at a minimum the lead agencies that provide comments, as well as any other agencies that may choose to provide comments. We assign lead agencies no more than one full job family standard at a time for review—up to four, in a 12-month period—with exceptions for certain Guides and job grading standards in the Federal Wage System. We may also assign other agencies a limited number of series to review when:

- the lead agencies for a particular study do not have all the covered series; or
- a particular agency is the sole or primary user of a covered series.

Memorandum for Agency Classification Chiefs

As in the past, we will continue to:

- accept all timely comments, including those from non-lead agencies; and
- carefully review, assess, and incorporate comments from all sources in the final product.

When issued in final form, this job family standard will replace the following position classification standards and flysheet:

Position Classification Standard/Flysheet	Series
1. Equipment, Facilities, and Services Group (Flysheet)	GS-1600
2. General Facilities and Equipment	GS-1601
3. Cemetery Administration	GS-1630
4. Facility Management	GS-1640
5. Printing Management	GS-1654
6. Laundry and Dry Cleaning Plant Management	GS-1658
7. Steward	GS-1667
8. Equipment Specialist	GS-1670

BACKGROUND

Occupational Study and Draft Standard. We conducted this study to update the existing position classification standards for administrative work in the Equipment, Facilities, and Services Group using the job family standard (JFS) method. The draft Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600, covers all nonsupervisory two-grade interval administrative positions that perform work and have knowledge of equipment, facilities, or services. In addition, its appendices retain grading criteria for managerial work for three series in this family (see below).

We wrote this draft JFS in the Factor Evaluation Format (FES) with factor level descriptions and illustrations that relate the concepts from the primary standard to the individual equipment, facilities, and services disciplines. The factor level descriptions and illustrations reflect the most common type of work found and observed during the on-site factfinding in participating agencies.

In summary, we made the following key changes within these draft documents:

Proposed Series Name Changes.

Series	From	To
GS-1601	General Facilities and Equipment	Equipment, Facilities, and Services
GS-1640	Facility Management	Facility Operations
GS-1654	Printing Management	Printing Services
GS-1658	Laundry and Dry Cleaning Plant Manager	Laundry Specialist
GS-1667	Steward	Food Service Operations

Redefining the GS-1601 Series To Cover Only Two-Grade Interval Work. As a continuing part of our effort to establish JFSs for the entire General Schedule, we decided to discontinue using a single occupational series to cover both one-grade interval and two-grade interval work (other than the Student Trainee, GS-XX99 series) and clearly segregate these lines of work into separate series. We believe this approach will help simplify the classification process for all users. Along those lines, we have redefined the GS-1601 series to include only two-grade interval work.

Changes by Series.

- Equipment, Facilities, and Services Assistance Series, GS-1603 – proposes a new series definition and establishes a draft Position Classification Flysheet to cover one-grade interval equipment, facilities, and services assistance work (also attached for your review and comment).
- Cemetery Administration Series, GS-1630 – deletes the number of interments as an evaluation factor in determining grade levels.
- Facility Operations Series, GS-1640 – deletes size of buildings (i.e., square footage) as an evaluation factor for determining grade levels.
- Laundry Specialist Series, GS-1658 – deletes dry cleaning operations functions from the standard due to contracting out and diminished work requirements; deletes number of items/bundles as an evaluation factor for determining grade levels.
- Food Service Operations Series, GS-1667 – adds occupational information and illustrations for food service work.
- Equipment Specialist Series, GS-1670 – deletes parenthetical titles.

Managerial versus Administrative/Specialist Work. As we continue to develop JFSs, we are discontinuing the use of the term “manager” for administrative work. Therefore, we removed the managerial titling and grading criteria from the nonsupervisory criteria in this JFS. As a result of removing managerial work from coverage under the main body of this JFS, we are proposing new titling practices for the administrative/specialist work in series within this job family. On an interim basis, we are including the managerial grading criteria currently found in the General Facilities and Equipment Series, GS-1601, the Cemetery Administration Series, GS-1630, and the Printing Management Series, GS-1654, as appendices to this JFS for your use. In the future, we will publish grading criteria for all managerial positions. At that time, we will abolish the managerial grading criteria in the appendices.

**BASIC INFORMATION REQUESTED FROM REVIEWING AGENCIES
(LEAD AND SERIES-SPECIFIC)**

We request that any agency with positions currently classified to series within this job family review and respond to the questions marked with an asterisk “*” and let us know if you have issues or concerns.

Please evaluate the flysheet and the draft standard to determine if each meets classification needs.

Memorandum for Agency Classification Chiefs

For the Draft Flysheet for the Equipment, Facilities, and Services Assistance Series, GS-1603, please provide the following information and answer the following question:

1. The number of positions, by title and grade level, that you reviewed that would be covered under the draft flysheet.
2. Are the occupational information and the instructions for evaluating the work appropriate and sufficient?

For the draft JFS, please apply the draft standard to a sufficient number of positions to support your estimates of potential impact. Follow the instructions in the [HOW TO USE THIS STANDARD](#) section, especially about how to interpret and use illustrations, and the [HOW TO USE THIS APPENDIX TO EVALUATE MANAGERIAL POSITIONS](#) sections. The results of your test application will provide vital information needed to produce the final standard.

For the draft JFS, please provide the following information and answer the following questions. Please report separately for the nonsupervisory/nonmanagerial positions evaluated using the FLDs for “specialist work” and for the managerial positions evaluated using the three appendices provided for that purpose.

1. The number of positions, by title and grade level, that you evaluated by the draft standard.
2. The potential impact on these positions, i.e., the number of upgrades, downgrades, and no grade changes.
3. Copies of position descriptions that would change in grade level. Include an evaluation statement or an explanation of:
 - (a) how the position was classified using the current standard; and
 - (b) why the grade changed after applying the draft criteria.
- *4. Are the proposed series name changes reasonable?
- *5. Do the proposed titles reflect the scope of administrative work within your agency?
- *6. Do you agree with deleting the parenthetical specialty titles from the GS-1670 series?
- *7. Is the occupational information for each series appropriate and sufficient?
8. Do the factor level descriptions provide sufficient information to properly evaluate administrative work in the Equipment, Facilities, and Services Group, GS-1600?
9. Do the number and variety of illustrations provide sufficient information to use in the application of the standard?
10. Do you support the proposed managerial duties delineated in the appendices?

Memorandum for Agency Classification Chiefs

11. Are the criteria in appendices M1, M2, and M3 helpful in classifying managerial work on an interim basis until a managerial study is conducted and finalized? Shall we retain the information in the managerial appendices until then? If not, what alternative do you propose?

In addition, we encourage you to submit proposed illustrations for Factors 1, 4, and 5 of the draft JFS that address significant work operations in your organization that you believe would facilitate application of the standard. Please provide any other information, opinions, or suggestions you have that will improve this standard.

As you conduct the trial application, do not include positions if there is any question about the current grade or if the correct grade cannot be determined. However, if you have positions that have been especially difficult to classify under the current standards, please apply the draft standard to these positions, provide copies of the position descriptions, and tell us if the draft standard was harder or easier to apply than the current standard.

We would like to have both:

- (a) comments representing the agency's overall view, as well as
- (b) representative comments from a sufficient number of locations to support your view.

Please submit comments in accordance with your agency's guidelines by January 28, 2002. In line with our normal practice, we will evaluate and consider every timely comment and suggestion submitted. Suggestions for change will be particularly helpful if you include the rationale for the suggested change.

Please send your response to the following address:

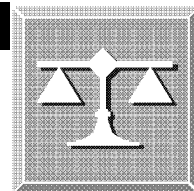
U.S. Office of Personnel Management
Workforce Compensation and Performance Service
Office of Performance and Compensation Systems Design
Classification Programs Division
1900 E Street, NW, Room 6H31
Washington, DC 20415-8330

Individuals who wish to send personal comments should send them to the same address or to our email address, fedclass@opm.gov. If you would like to discuss the draft or obtain additional information, contact Marge Pearce at (202) 606-2950, or mhpearce@opm.gov.

Attachments

October 2001

General Schedule
Position Classification Standards



**DRAFT
JOB FAMILY
POSITION CLASSIFICATION
STANDARD
FOR
ADMINISTRATIVE WORK
IN THE
EQUIPMENT, FACILITIES, AND
SERVICES GROUP, GS-1600**

Series Covered By This Standard:

**Equipment, Facilities, and Services, GS-1601
Cemetery Administration, GS-1630
Facility Operations, GS-1640
Printing Services, GS-1654
Laundry Specialist, GS-1658
Food Service Operations, GS-1667
Equipment Specialist, GS-1670**

Comments due by January 28, 2002



Workforce Compensation
and Performance Service



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INTRODUCTION

This job family standard provides series definitions, titling instructions, and grading criteria for nonsupervisory two-grade interval administrative positions in the Equipment, Facilities, and Services Group, GS-1600.

COVERAGE

This job family standard covers the following occupational series:

Series		Series	
Equipment, Facilities, and Services	GS-1601	Laundry Specialist	GS-1658
Cemetery Administration	GS-1630	Food Service Operations	GS-1667
Facility Operations	GS-1640	Equipment Specialist	GS-1670
Printing Services	GS-1654		

MODIFICATIONS TO AND CANCELLATIONS OF OTHER EXISTING OCCUPATIONAL SERIES AND STANDARDS

Issuance of this job family standard renames, modifies, or cancels occupational series and classification standards and guidance as described in the following table. The table also indicates how to classify work previously covered by classification standards affected by this issuance.

Previous Series	Action Taken / How to Classify Work Previously Covered
Equipment, Facilities, and Services Group GS-1600	<ul style="list-style-type: none"> • Cancels the position classification flysheet, last revised in June 1964.
General Facilities and Equipment GS-1601	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in August 1975. • Removes one-grade interval administrative support work from the GS-1601 Series. • Renames this series. • Classify two-grade interval administrative work previously covered by this series to the Equipment, Facilities, and Services Series, GS-1601. • Classify managerial work covered by this series in accordance with the criteria in Appendix M1 of this job family standard. • Classify supervisory work covered by this series in accordance with the criteria in the General Schedule Supervisory Guide. • Classify one-grade interval administrative support work previously covered by this series to the Equipment, Facilities, and Services Assistance Series, GS-1603; or other appropriate one-grade interval series.

(continued)



Previous Series	Action Taken / How to Classify Work Previously Covered
<p>Cemetery Administration GS-1630</p>	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in May 1990. • Classify managerial work covered by this series in accordance with the criteria in Appendix M2 of this job family standard. • Classify supervisory work covered by this series in accordance with the criteria in the General Schedule Supervisory Guide.
<p>Facility Management GS-1640</p>	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in June 1973. • Renames this series. • Classify work previously covered by this series to the Facility Operations Series, GS -1640.
<p>Printing Management GS-1654</p>	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in February 1965. • Renames this series. • Classify managerial work covered by this series in accordance with the criteria in Appendix M3 of this job family standard. • Classify supervisory work covered by this series in accordance with the criteria in the General Schedule Supervisory Guide. • Classify two-grade interval administrative work previously covered by this series to the Printing Services Series, GS -1654.
<p>Laundry and Dry Cleaning Plant Management GS-1658</p>	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in February 1965. • Renames this series. • Classify work previously covered by this series to the Laundry Specialist Series, GS -1658.
<p>Steward GS-1667</p>	<ul style="list-style-type: none"> • Renames this series. • Classify work previously covered by this series to the Food Service Operations Series, GS -1667.
<p>Equipment Specialist GS-1670</p>	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in November 1994.



GENERAL SERIES, TITLING, AND OCCUPATIONAL GUIDANCE

This section provides information on series definitions, titling instructions, and occupational guidance for nonsupervisory two-grade interval administrative positions in the Equipment, Facilities, and Services Group, GS-1600. It also provides information on titling instructions for supervisors, leaders, agency-established parenthetical titles, and organizational titles in this job family.

GENERAL TITLING PROVISIONS

Supervisors and Leaders

- Add the prefix “Supervisory” to the title of positions classified using the [General Schedule Supervisory Guide](#).
- Add the prefix “Lead” to the title of positions classified using the [General Schedule Leader Grade Evaluation Guide](#).

Parenthetical Titles

- None prescribed. Agencies may supplement the basic titles authorized in this standard with parenthetical titles if necessary for recruitment or other human resources needs.

Organizational Titles

- Use the official position titles as outlined below for human resources management, budget, and fiscal purposes. This does not preclude continued use of organizational or functional titles for internal administration, public convenience, program management, or similar purposes.



INFORMATION BY SERIES	
Equipment, Facilities, and Services, GS-1601	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Cemetery Administration, GS-1630	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Facility Operations, GS-1640	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Printing Services, GS-1654	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Laundry Specialist, GS-1658	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Food Service Operations, GS-1667	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Equipment Specialist, GS-1670	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information



EQUIPMENT, FACILITIES, AND SERVICES, GS-1601		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves:</p> <ul style="list-style-type: none"> • a combination of work characteristic of two or more series in the Equipment, Facilities, and Services Group where no one type of work is series controlling; or • other two-grade interval work classified in this group for which no other series has been established. 	
Titling	<p>There are no titles specified for this occupation. Agencies may construct titles that appropriately describe the work.</p> <p>NOTE: See Appendix M1 for managerial position titles.</p>	
Occupational Information	<p>General Occupational Information</p> <p>There is no specific occupational information for this series due to its broad coverage. See other individual series in this job family for occupational information.</p> <p>This occupation does not include equipment, facilities, and services assistance work. Work formerly classified in this occupation as assistance work is properly classified in the Equipment, Facilities, and Services Assistance Series, GS-1603 or other appropriate series. Please see the Modifications to and Cancellations of Other Existing Occupational Series and Standards and the Exclusions sections of this standard for further instructions and information on classifying assistance work.</p> <p>NOTE: Refer to Appendix M1 for managerial occupational information and grading criteria for this series. At a future date we will delete this appendix and publish separate instructions for classifying managerial work.</p> <p><u>Ü BACK</u></p>	



CEMETERY ADMINISTRATION, GS-1630		<u>Qualification Standards</u>
Definition	This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves the operation or maintenance of one or more Federal cemeteries. The work requires broad technical knowledge of the operation and maintenance requirements of cemeteries.	
Titling	The basic title for this occupation is <i>Cemetery Administration Specialist</i> . NOTE: See Appendix M2 for managerial position titles.	
Occupational Information	<p>General Occupational Information</p> <p>Cemetery administration specialists perform a variety of the following activities concerning interments, maintenance and repair, administration, and public affairs and public relations:</p> <p>Interments</p> <ul style="list-style-type: none"> • arrange, coordinate, and schedule individual or group funerals; • determine eligibility of veterans and others for burial in Federal cemeteries; • communicate with area, regional, or headquarters offices on matters of eligibility for burial, workload data, and headstone procurement; • arrange shipment or temporary storage of remains; • attend memorial services and present or mail flags to next of kin; • inspect private monuments for conformance to authorized specifications and regulations as to quality, type, inscription, and location; <p>Maintenance and Repair</p> <ul style="list-style-type: none"> • identify construction needs, plan for construction projects, and review plans and working drawings; • inspect grounds, buildings, facilities, and equipment for appearance; note deficiencies; and plan for correction; • inspect work performed by contract personnel; • determine repair work required to maintain cemetery property and buildings; <p>Administration</p> <ul style="list-style-type: none"> • establish and manage essential records and required record keeping systems; • establish and control leases and utility services; • maintain and control inventory; • develop contract terms, negotiate contracts, and perform contract oversight for cemetery maintenance and construction projects; <p>Public Affairs/Public Relations</p> <ul style="list-style-type: none"> • represent the Federal Government in matters pertaining to the cemetery; • meet with the military, Federal, State, and local government agencies, veterans’ service organizations, public service and fraternal organizations, clergy, local commercial interest groups who do business with the cemetery, local media representatives, and the public, including relatives and friends of decedents buried in the cemetery, to: <ul style="list-style-type: none"> – establish and maintain positive relationships; – gain cooperation in furthering the goals of the cemetery through participation in special services, ceremonies, activities, and civic and community events; and – present information about cemetery matters that may affect individuals or groups socially or economically. <p>NOTE: Refer to Appendix M2 for managerial grading criteria for this series. At a future date we will delete this appendix and publish separate instructions for classifying managerial work.</p> <p><u>Ü BACK</u></p>	



FACILITY OPERATIONS, GS-1640		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves operating and maintaining buildings, grounds, and other facilities such as posts, bases, shipyards, depots, power plants, navigation locks, parks, forests, and roadways. The work requires broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment. Positions in this series do not require an intensive knowledge of specific trade skills. These positions do not require knowledge of and skills in the application of theories, concepts, and principles of architecture and engineering sciences.</p>	
Titling	<p>The basic title for this occupation is <i>Facility Administration Specialist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Facility administration specialists perform a variety of the following activities:</p> <ul style="list-style-type: none"> • inspect buildings, utilities systems, equipment, and grounds for effective and economical operation and identify and recommend needed repairs; • develop operating, maintenance, and repair programs; • direct safety, fire prevention, and security programs; • interpret schematic drawings; • insure the smooth functioning of the plumbing, utility, or other types of systems; • direct and evaluate work performed by carpenters, electricians, and utility system(s) operators, or others; • inspect contractors' work for compliance with specifications or standards; and • develop new or improved procedures for maintenance and repair, cleaning work, and construction. <p><u>Ü BACK</u></p>	



PRINTING SERVICES, GS-1654		<u>Qualification Standards</u>
Definition	This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves a printing program when the work requires knowledge and skill in printing, printing processes, reprographics, and applying relevant laws, regulations, methods, and techniques.	
Titling	The basic title for this occupation is <i>Printing Specialist</i> . NOTE: See Appendix M3 for managerial position titles.	
Occupational Information	<p>General Occupational Information</p> <p>Printing specialists perform a variety of the following activities:</p> <ul style="list-style-type: none"> • determine: <ul style="list-style-type: none"> – printing specifications; – paper sizes, ink colors, layout requirements, and use of photographs; – important facts such as the number of years the product is to be used; – equipment and processes to be used; – the most economical mode of production; and – the appropriate printing facility for specific printing jobs; • estimate the cost of the printing job based on standard charges for particular processes; and • develop specifications for printing and related printing service contracts. <p>NOTE: Refer to Appendix M3 for managerial occupational information and grading criteria for this series. At a future date we will delete this appendix and publish separate instructions for classifying managerial work.</p> <p><u>ÜBACK</u></p>	



LAUNDRY SPECIALIST, GS-1658		<u>Qualification Standards</u>
Definition	This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves operating a laundry when the duties require practical knowledge of laundry equipment and processing operations.	
Titling	The basic title for this occupation is <i>Laundry Specialist</i> .	
Occupational Information	<p>General Occupational Information</p> <p>Laundry specialists perform a variety of the following activities:</p> <ul style="list-style-type: none"> • negotiate with using organizations on possible shifts of incoming laundry to more suitable days; • increase inventories of short-supply items that must be given special handling because of the tight inventory; • monitor: <ul style="list-style-type: none"> – washing formulas; – extractor and tumbler cycle times; – ironer speeds; – tensile-strength-loss tests; and – pH (acid or alkalinity) readings of sudsing, rinsing, and souring operations as they relate to the washing formula, noting the number of pieces sent back for repeat processing; • develop master schedules to ensure that the laundry lot sizes are kept compatible with equipment facilities of the various departments; • ensure adequate plant maintenance by determining kind and frequency of equipment lubrication and cleaning requirements; • purchase additional equipment, restore standby equipment to active use, or place unneeded equipment in standby status; • develop data for use in preparing budget estimates and presenting the budget to local administrative officials; • solve problems of customer relations, budgeting, or procuring supplies; and • maintain good customer relations by noting incidence of claims for lost and damaged articles, complaints regarding late deliveries, and reports of inferior work quality. <p><u>Ü BACK</u></p>	



FOOD SERVICE OPERATIONS, GS-1667		<u>Qualification Standards</u>
Definition	This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves operating food services of Federal Government institutions including storeroom, kitchen, dining room, and meat and bakery operations. The work requires a practical knowledge of menu planning and food service operations.	
Titling	The basic title for this occupation is <i>Food Service Specialist</i> .	
Occupational Information	<p>General Occupational Information</p> <p>Food service specialists perform a variety of the following activities:</p> <ul style="list-style-type: none"> • plan menus and food service arrangements; • provide forecasts of required food items; • assure proper methods of food storage, stock control, handling, preparation, and food service; • conduct inspections for safety, food storage, service, and sanitation; • perform food service evaluations; • identify new equipment items to bring into the food service system; • determine equipment replacement schedules; and • budget for equipment replacement. <p><u>Ü BACK</u></p>	



EQUIPMENT SPECIALIST, GS-1670		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval administrative positions that supervise, lead, or perform work that involves collecting, analyzing, interpreting, and developing specialized information about equipment. Work also involves providing advisory services to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment. Work may also involve developing, installing, inspecting, or revising equipment maintenance programs and techniques. The work requires applying an intensive and practical knowledge of the characteristics, properties, and uses of equipment. Knowledge is of the type gained from technical training, education, and experience in functions such as repairing, overhauling, maintaining, constructing, or inspecting equipment.</p>	
Titling	<p>The basic title for this occupation is <i>Equipment Specialist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>As an occupation, the Equipment Specialist Series, GS-1670, encompasses the broad equipment stages of preproduction, production, usage, and disposal. Within these stages, equipment specialists perform a wide variety of functions. They obtain, provide, and base recommendations on equipment information such as:</p> <ul style="list-style-type: none"> • manufacturing processes; • materials; • maintenance requirements; • associated equipment and conditions needed to operate and repair it; • equipment composition, sometimes down to the smallest part; and • how each part interrelates with the other and with adjacent parts, components, or within the larger overall system. <p>They also consider equipment uses; design and operating characteristics and limitations; operating instructions; reliable and unreliable manufacturers; operating and repair capabilities of different organizational levels; and disposal procedures.</p> <p>Preproduction</p> <p>Equipment specialists participate in basic concept and feasibility studies, and in the design, development, and testing of new or modified equipment prior to its release for production to assure that every effort is made to achieve such goals as:</p> <ul style="list-style-type: none"> • mechanical reliability; • reduction in technical skills required to maintain equipment; • use of standard parts, tools, and test equipment; • use of interchangeable parts and components; • accessibility of parts and components for adjustment and repair; • reduction in frequency of repair; • speed in fault isolation; • reduction of repair time; and • simplicity and safety of operation. <p style="text-align: center;">(continued)</p>	



EQUIPMENT SPECIALIST, GS-1670 (continued)

Occupational Information (continued)

Equipment specialists:

- determine or recommend the requirements for the appropriate spare parts, tools, and operating instructions to support equipment during tests;
- maintain liaison with agencies and contractors developing the equipment for the purpose of effecting solutions to problems;
- review layouts, engineering and production drawings, specifications and test reports; and
- compare equipment offered by contractors to specifications contained in bid invitations.

Production

As the equipment evolves toward the production stage, equipment specialists:

- chair or attend meetings with contractors, suppliers, users, and repairers to develop overall equipment support plans;
- advise on standardization of parts, tools, and components, and the extent of their interchangeability;
- compute quantitative repair parts requirements for field support, source code them, and define which are to be purchased at a later date;
- compile, maintain, and revise allowance lists, provisioning documents, or other designations of tools, parts, and components necessary for the efficient operation and repair of equipment systems and vessels;
- determine unit package quantities for efficient and effective distribution to users;
- develop or provide the technical data necessary to develop procurement descriptions;
- advise and assist in the development of production procedures and techniques where intensive knowledge of the equipment is a consideration; and
- conduct studies to establish standardized maintenance procedures, shop layouts, and repair operations.

Usage

During field usage, equipment specialists utilize their intensive knowledge of the particular equipment involved in reevaluating previously selected repair parts and tools to reduce unnecessary or unexpected duplication and variety. They:

- investigate reports of abnormal consumption of material and recommend corrective measures;
- prepare, revise, or review purchase description standards or specifications that form a part of commercial contracts for repair work or new procurement;
- review, analyze, and evaluate deficiency and failure reports;
- recommend equipment modifications;
- request and evaluate laboratory tests and trial installation of modified equipment;
- consider significance of failures in regard to safety hazards, cost of repair, loss or down-time of equipment resulting from such deficiencies as lack of available parts and distribution facilities;
- prepare changes for update, or revise technical manuals, maintenance service letters, technical bulletins, and a variety of supplementary documents such as supply catalogs;
- identify, interchange, substitute, and cannibalize parts and components;
- review equipment performance against standards and rated capacity and maintenance history;
- provide on-site maintenance assistance on newly developed or issued equipment;
- investigate unprecedented major equipment deficiencies; and
- provide assistance to suppliers, users, and repairers.

(continued)



EQUIPMENT SPECIALIST, GS-1670 (continued)

Occupational Information (continued)

Disposal

Equipment specialists participate in declaring items that are no longer economically repairable as excess to the system and recommend their disposal. Using their intensive knowledge of the equipment concerned, they are often required to develop commercial descriptions suggesting alternate commercial uses of equipment and, in some instances, recommend equipment modifications to facilitate commercial use. On high value items offered for sale, equipment specialists may be called upon to decide whether the bid offered is reasonable and acceptable, or too low.

The work performed in the preproduction, production, usage, and disposal phase within the equipment specialist occupation apply to modified as well as new equipment. Major conversion programs include many problems similar to those presented by the introduction of a new item, component, or system.

[⇐BACK](#)

IMPACT OF AUTOMATION

Automation affects the way equipment, facilities, and services work is accomplished. Specialists use computers to perform a wide variety of tasks. They initiate and track multiple projects, obtain up-to-date data, and generate reports. They input, store, and retrieve data in multiple formats. They use the Web to search for information pertaining to assignments.

Although specialists use computers to perform basis work processes, knowledge of the rules and processes in performing the work remains the paramount subject matter knowledge required. The kind of automation tools involved, and the skill required to use them, generally replace or supplement work methods and techniques previously performed through manual or machine enhanced processes. These positions may require knowledge of the applications of information technology (IT) to the assignment area and skill in the use of IT software and hardware systems, but the positions are not directly involved in developing, delivering, or supporting IT systems, applications, and services. In many cases, an employee with advanced knowledge and skill in the use of IT systems may be regarded as the IT “expert” in the immediate organization and relied upon by other employees for limited technical advice and assistance in the application of IT systems to the assignment area. Although computers are used to facilitate work within this job family, the use of automation does not change the primary purpose of the work. Proper classification of positions within this and other administrative occupations is based on the relevant knowledge and skills required to perform the primary duties of the position—in this instance, those duties related to equipment, facilities, and services.



DISTINGUISHING BETWEEN GENERAL SCHEDULE AND FEDERAL WAGE SYSTEMS WORK

This section provides guidance to determine the appropriate pay category of positions (i.e., General Schedule or Federal Wage System) based on the official record of duties and responsibilities assigned to a position or group of positions.

1. 5 U.S.C. 5102 (c)(7) exempts from coverage under the General Schedule those "employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual-labor occupations, and other employees including foremen and supervisors in positions having trade, craft, or laboring experience and knowledge as the paramount requirement."
2. The "paramount requirement" of a position refers to the essential, prerequisite knowledge, skills, and abilities needed to perform the primary duty or responsibility for which the position has been established. Whether particular types of positions are trades, crafts, or manual labor occupations within the meaning of title 5 depends primarily on the facts of duties, responsibilities, and qualification requirements; i.e., the most important, or chief, requirement for the performance of a primary duty or responsibility for which the position exists. If a position clearly requires trades, crafts, or laboring experience and knowledge as a requirement for the performance of its primary duty, and this requirement is paramount, the position is under the Federal Wage System regardless of its organizational location or the nature of the activity in which it exists.
 - a. A position is under the **Federal Wage System** if its primary duty involves the performance of physical work, which requires knowledge or experience of a trade, craft, or manual-labor nature.
 - b. A position is under the **General Schedule System**, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work.

The special capabilities or qualifications of an employee do not influence pay category determinations. You will find more detailed information in Section IV of the following OPM publication: [Introduction to the Position Classification Standards](#).



CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION

The Office of Management and Budget requires all Federal agencies that collect occupational data to use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics will use SOC codes for National Compensation Survey and other statistical reporting. The Office of Personnel Management (OPM) and agencies will develop and maintain the “crosswalk” between the Federal occupational series and the SOC codes to serve this need. These SOC codes and this requirement have no effect on the administration of any Federal human resources management systems. The information contained in this table is for information only and has no direct impact on the classification of positions covered by this job family standard. The SOC codes shown here generally apply only to nonsupervisory positions in these occupations. As changes occur to the SOC codes, OPM will update this table. More information about the SOC is available at http://stats.bls.gov/soc/soc_home.htm

Federal Occupational Series and Position Titles and Their Related Standard Occupational Classification System Codes

Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Equipment, Facilities, and Services, GS-1601	13-1199	Business Operations Specialists, All Other	(No specified titles)	13-1199	Business Operations Specialists, All Other
Cemetery Administration, GS-1630	13-1199	Business Operations Specialists, All Other	Cemetery Administration Specialist	13-1199	Business Operations Specialists, All Other
Facility Operations, GS-1640	13-1199	Business Operations Specialists, All Other	Facility Administration Specialist	13-1199	Business Operations Specialists, All Other
Printing Services, GS-1654	13-1199	Business Operations Specialists, All Other	Printing Specialist	13-1199	Business Operations Specialists, All Other
Laundry Specialist, GS-1658	51-8099	Plant and System Operators, All Other	Laundry Specialist	51-8099	Plant and System Operators, All Other
Food Service Operations, GS-1667	13-1199	Business Operations Specialists, All Other	Food Service Specialist	13-1199	Business Operations Specialists, All Other
Equipment Specialist, GS-1670	13-1199	Business Operations Specialists, All Other	Equipment Specialist	13-1199	Business Operations Specialists, All Other



EXCLUSIONS

Although some positions may include administrative work requiring equipment, facilities, and services knowledge and skills, classification to the Equipment, Facilities, and Services Group, GS-1600 may not be appropriate. To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject-matter knowledge required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position’s existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. The following table provides examples of situations where the work may involve the application of related knowledge and skills, but not to the extent that it may warrant classification to this job family.

NOTE In the table below, job family standard is abbreviated as JFS.

If....	See This Standard or Series Definition:
<p>1. Work involves supervising, directing, or leading production and maintenance work performed by a variety of trade and labor employees and applying an intensive knowledge of one or more trades.</p>	<p>Appropriate job grading standard in the Federal Wage System such as:</p> <p>Job Grading Standard for Supervisors or</p> <p>Job Grading Standard for Leader</p>
<p>2. Work involves managing cemetery administration (GS-1630), printing operations (GS-1654), or equipment, facilities, and services (GS-1601).</p>	<p>Appendix M1 (GS-1601) or</p> <p>Appendix M2 (GS-1630) or</p> <p>Appendix M3 (GS-1654)</p> <p>to this JFS</p>
<p>3. Work involves applying one-grade interval practical knowledge of methods and techniques related to one or more areas covered in the Equipment, Facilities, and Services Group, GS-1600. Such work typically includes scheduling daily maintenance calls for on-base building and housing facilities and monitoring contractor performance in service areas and simple maintenance work.</p>	<p>GS-1603, Equipment, Facilities, and Services Assistance</p>
<p>4. Work involves maintaining files, typing, performing receptionist tasks, processing data using personal computers, and completing forms and documents without responsibility for in-depth knowledge of equipment, facilities, and services processes, procedures, and functions.</p>	<p>Appropriate series within the General Administration, Clerical, and Office Services Group, GS-0300, such as:</p> <p>GS-0303, Miscellaneous Clerk and Assistant or</p> <p>GS-0318, Secretary</p>

(continued)



EXCLUSIONS (continued)

If....	See This Standard or Series Definition:
5. Work involves performing assistance duties in support of maintaining facilities and equipment, procuring administrative supplies and equipment, and managing property and space.	<u>GS-0342, Support Services Administration</u>
6. Work involves examining or studying work processes and devising methods, procedures, organizational arrangements, and related matters for the purpose of improving the effectiveness and economy of work programs or organizations.	<u>GS-343, Management Analysis</u>
7. Work involves planning, coordinating, or evaluating logistical actions required to support a specified mission, weapons system, or other designated program and the ability to integrate, understand, and analyze the integrated operations of the separate functions.	<u>GS-0346, Logistics Management</u>
8. Work primarily involves operating high-speed copiers.	<u>GS-0350, Equipment Operator</u>
9. Work primarily involves formulating and executing budgets.	<u>GS-0560, Budget Analysis</u>
10. Work primarily requires applying a practical knowledge of the methods and techniques of engineering or architecture and the construction, application, properties, operation, and limitations of engineering systems, processes, structures, machinery, devices, and materials.	<u>GS-0802, Engineering Technician</u> or other appropriate technician series within the Engineering and Architecture Group, GS-0800.
11. Work involves applying a practical knowledge of the principles and techniques of integrated work systems that require studies of engineering time standards, methods engineering, layout design of work centers, control systems, materials handling, or manpower utilization.	<u>GS-0895, Industrial Engineering Technician</u>
12. Work involves contracting for printing services, where the paramount requirement is knowledge and application of Government procurement and contracting regulations.	<u>GS-1102, Contract and Procurement</u>
13. Work involves applying a practical knowledge of the nature and operations of an industry and the materials, facilities, and methods used in producing commodities.	<u>GS-1150, Industrial Specialist</u>

(continued)



EXCLUSIONS (continued)

If....	See This Standard or Series Definition:
14. Work involves planning, estimating, scheduling, and expediting the combined use of labor, machines, and materials in specific manufacturing operations that employ mechanical or automated production systems and methods.	<u>GS-1152, Production Control</u>
15. Work involves knowledge of supply systems and/or operations.	Appropriate series within the Supply Group, GS-2000



HOW TO USE THIS STANDARD

Evaluate positions on a factor-by-factor basis using the factor level descriptions (FLDs) provided in this standard. Compare each factor in the position description to the appropriate FLDs and illustrations in the standard. If the factor information in the position description fully matches an FLD for the series in the standard, you may assign the level without reviewing the illustrations. FLDs are progressive or cumulative in nature. For example, each FLD for Factor 1 – Knowledge Required by the Position encompasses the knowledge and skills identified at the previous level. Use only designated point values. Record the results of your analysis on the Position Evaluation Summary form on the next page. Convert total points for all factors to grade levels using the grade conversion table that follows the FLDs.

This standard provides occupation-specific illustrations as a frame of reference for applying factor level concepts. Do not rely solely on the illustrations in evaluating positions, because they reflect a limited range of actual work examples. Use the illustrations to gain insights into the meaning of the grading criteria in the FLDs. Consider each illustration in its entirety and in conjunction with the FLDs in your analysis, and do not merely use a selected portion of an illustration taken out of context as evidence of a match. The level of work described in some illustrations may be higher than the threshold for a particular factor level. If the factor information in the position description you are evaluating fails to fully match a relevant illustration, but does fully match the FLD, you may still assign the level.

The FLDs in this standard cover nonsupervisory positions at grades GS-5 through GS-12. Evaluate supervisory and leader positions by applying the appropriate guide. Evaluate managerial positions using the appendices at the end of this job family standard.

You will find more complete instructions for evaluating positions in the following OPM publications: [Introduction to the Position Classification Standards](#) and [The Classifier's Handbook](#).



POSITION EVALUATION SUMMARY

Organization _____

Position # _____

Evaluation Factors Standards Used	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position			
2. Supervisory Controls			
3. Guidelines			
4. Complexity			
5. Scope and Effect			
6/7. Personal Contacts and Purpose of Contacts			
8. Physical Demands			
9. Work Environment			
S U M M A R Y	Total Points		
	Grade Conversion		

Additional Remarks:

Title, Series, and Grade Assigned:

Date: _____

Agencies may copy for local use.



FACTOR LEVEL DESCRIPTIONS

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills necessary to apply that knowledge. You should only select a factor level under this factor when the knowledge described is required and applied.

NOTE: In the tables below, factor level description is abbreviated as FLD.
Factor 1 illustrations are located in Appendix F1.

Level 1-5		750 Points
Series	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Cemetery Administration GS-1630	Food Service Operations GS-1667
	Facility Operations GS-1640	Equipment Specialist GS-1670
	Printing Services GS-1654	
FLD	Knowledge of, and skill in applying, commonly used equipment, facility, or service principles and concepts sufficient to: <ul style="list-style-type: none"> obtain on-the-job experience with equipment, facilities, or services; and develop familiarity and proficiency in performing highly structured assignments under strictly controlled situations. 	

Level 1-6		950 Points
Series	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Cemetery Administration GS-1630 <u>Illustration(s)</u>	Food Service Operations GS-1667 <u>Illustration(s)</u>
	Facility Operations GS-1640 <u>Illustration(s)</u>	Equipment Specialist GS-1670 <u>Illustration(s)</u>
	Printing Services GS-1654 <u>Illustration(s)</u>	
FLD	Knowledge of, and skill in applying, principles, concepts, and methods of equipment, facility, or service operations sufficient to: <ul style="list-style-type: none"> design and plan projects; use analytical techniques to perform assignments; and identify and resolve issues or problems. 	



Level 1-7		1250 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658 Illustration(s)
	Cemetery Administration	GS-1630	Food Service Operations GS-1667 Illustration(s)
	Facility Operations	GS-1640	Equipment Specialist GS-1670 Illustration(s)
	Printing Services	GS-1654	Illustration(s)
FLD	Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning equipment, facility, or service operations sufficient to:		
	<ul style="list-style-type: none"> • plan and conduct difficult and complex assignments; • identify and resolve new or unusual issues or problems; • use new or modified work methods, processes, or procedures to administer program services; and • use significant judgment to evaluate, select, adapt, and modify procedures and criteria. 		



FACTOR 2 – SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor or another individual over the work performed, the employee’s responsibility, and the review of completed work. The supervisor determines what information the employee needs to perform the assignments; e.g., instructions, priorities, deadlines, objectives, and boundaries. The employee’s responsibility depends on the extent to which the supervisor expects the employee to develop the sequence and timing of the various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review; e.g., close and detailed review of each phase of the assignment; detailed review of the completed assignment; spot check of finished work for accuracy; or review only for adherence to policy. The primary components of this factor are: **How Work Is Assigned, Employee Responsibility, and How Work Is Reviewed**

NOTE: In the tables below, factor level description is abbreviated as FLD.

Level 2-1		25 Points
Series	<p>Equipment, Facilities, and Services GS-1601</p> <p style="padding-left: 40px;">Cemetery Administration GS-1630</p> <p style="padding-left: 40px;">Facility Operations GS-1640</p> <p style="padding-left: 40px;">Printing Services GS-1654</p>	<p>Laundry Specialist GS-1658</p> <p>Food Service Operations GS-1667</p> <p>Equipment Specialist GS-1670</p>
FLD	<p>How Work Is Assigned – The supervisor or designated employee:</p> <ul style="list-style-type: none"> • instructs the employee on what to do, the methods to use, what to look for, and what to bring to the supervisor's or designated employee’s attention; and • provides detailed and specific instructions for developmental tasks or tasks involving the use of new formats, methods, or procedures. <p>Employee Responsibility – The employee:</p> <ul style="list-style-type: none"> • performs work as instructed; • consults with the supervisor or designated employee when clarification of instructions is necessary; and • receives guidance on problems and work methods not specifically covered by the original instructions. <p>How Work Is Reviewed – The supervisor or designated employee reviews work while in progress and upon completion to see that the employee followed directions and that the results are complete and accurate.</p>	



Level 2-2		125 Points		
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist	GS-1658
	Cemetery Administration	GS-1630	Food Service Operations	GS-1667
	Facility Operations	GS-1640	Equipment Specialist	GS-1670
	Printing Services	GS-1654		
FLD	How Work Is Assigned – The supervisor:			
	<ul style="list-style-type: none"> • instructs the employee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities; and • advises the employee on peculiarities of new assignments. 			
	Employee Responsibility – The employee:			
<ul style="list-style-type: none"> • works independently, but within the framework the supervisor established and in conformance with established practices and prescribed procedures; and • refers problems not covered by the supervisor’s instructions or guides to the supervisor for help or a decision. 				
How Work Is Reviewed – The supervisor:				
<ul style="list-style-type: none"> • reviews completed work closely to verify accuracy and conformance to required procedures and any special instructions; • reviews findings and conclusions to ensure they are supported by facts; and • typically reviews in detail the more difficult work of a type the employee has not previously done. 				



Level 2-3		275 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Food Service Operations GS-1667
	Facility Operations	GS-1640	Equipment Specialist GS-1670
	Printing Services	GS-1654	
FLD	How Work Is Assigned – The supervisor:		
	<ul style="list-style-type: none"> • outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines; and • provides guidance with clear precedents requiring successive steps in planning and execution. 		
	Employee Responsibility – The employee:		
	<ul style="list-style-type: none"> • independently plans and carries out the assignments in conformance with accepted policies and practices; • adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and • brings controversial information or findings to the supervisor’s attention for direction. 		
How Work Is Reviewed – The supervisor:			
<ul style="list-style-type: none"> • provides assistance on controversial or unusual situations that do not have clear precedents; and • reviews completed work for conformity with policy, the effectiveness of the employee’s approach to the problem, technical soundness, and adherence to deadlines. 			

Level 2-4		450 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Food Service Operations GS-1667
	Facility Operations	GS-1640	Equipment Specialist GS-1670
	Printing Services	GS-1654	
FLD	How Work Is Assigned – The supervisor:		
	<ul style="list-style-type: none"> • outlines overall objectives and available resources; and • discusses with the employee timeframes, scope of the assignment including possible stages, and possible approaches. 		
	Employee Responsibility – The employee:		
	<ul style="list-style-type: none"> • determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to take, degree of intensity, and depth of research in management advisories; • frequently interprets regulations on his/her own initiative, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise; and • keeps the supervisor informed of progress and of potentially controversial matters. 		
How Work Is Reviewed – The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements			



FACTOR 3 – GUIDELINES

This factor covers the nature of guidelines and the judgment employees need to apply them. Individual assignments may vary in the specificity, applicability, and availability of guidelines; thus, the judgment employees use similarly varies. The existence of detailed plans and other instructions may make innovation in planning and conducting work unnecessary or undesirable. However, in the absence of guidance provided by prior agency experience with the task at hand or when objectives are broadly stated, the employee may use considerable judgment in developing an approach or planning the work. Here are examples of guidelines used in administrative work in the Equipment, Facilities, and Services Group:

- Title 44, U.S. Code, Public Printing and Documents
- Joint Committee on Printing issuances
- Federal, State, and local laws, regulations, ordinances, and procedures pertaining to equipment, facilities, and services
- Administrative policies, and locally developed guidance
- Program requirements
- Agency regulations, legislation, and precedent decisions covering program operations
- Automated program procedures
- Maintenance instruction manuals
- Contractor’s quality assurance program documentation
- Local policies, handbooks, and other operating procedures

Do not confuse guidelines with the knowledge described under Factor 1– Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on applications. For example, in some of the functional areas covered by this standard, there may be several generally accepted methods of accomplishing work, perhaps set forth in an agency operating manual. However, in a particular office, the policy may be to use only one of those methods; or the policy may state specifically under what conditions the office may use each method. The primary components of this factor are: **Guidelines Used** and **Judgment Needed**.

NOTE In the tables below, factor level description is abbreviated as FLD.

Level 3-1		25 Points
Series	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Cemetery Administration GS-1630	Food Service Operations GS-1667
	Facility Operations GS-1640	Equipment Specialist GS-1670
	Printing Services GS-1654	
FLD	Guidelines Used – The employee uses specific and detailed guidelines that cover all aspects of the work.	
	Judgment Needed – The employee works in strict adherence to available guidelines, which require little or no judgment. The supervisor or designated employee must authorize any deviations from the guidelines.	



Level 3-2		125 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Food Service Operations GS-1667
	Facility Operations	GS-1640	Equipment Specialist GS-1670
	Printing Services	GS-1654	
FLD	<p>Guidelines Used – The employee uses a number of guidelines that are directly applicable to the assignment. Guidelines prescribe established procedures and techniques and provide clear precedents.</p>		
	<p>Judgment Needed – The employee uses judgment to:</p> <ul style="list-style-type: none"> • select and apply the most appropriate guidelines; • determine the appropriateness and applicability of any minor deviations within existing guidelines; and • refer to the supervisor situations to which the existing guidelines cannot be applied or that require significant deviations. 		

Level 3-3		275 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Food Service Operations GS-1667
	Facility Operations	GS-1640	Equipment Specialist GS-1670
	Printing Services	GS-1654	
FLD	<p>Guidelines Used – The employee uses a wide variety of reference materials and manuals; however, they are not always directly applicable to issues and problems or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.</p>		
	<p>Judgment Needed – The employee uses judgment to research, choose, interpret, modify, and apply available guidelines for adaptation to specific problems or issues.</p>		



Level 3-4		450 Points		
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist	GS-1658
	Cemetery Administration	GS-1630	Food Service Operations	GS-1667
	Facility Operations	GS-1640	Equipment Specialist	GS-1670
	Printing Services	GS-1654		
FLD	<p>Guidelines Used – The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems.</p>			
	<p>Judgment Needed – The employee uses judgment, initiative, and resourcefulness in deviating from established methods to:</p> <ul style="list-style-type: none"> • modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; • treat specific issues or problems; • research trends and patterns; • develop new methods and criteria; and/or • propose new policies and practices. 			



FACTOR 4 – COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The primary components of this factor are: **Nature of Assignment, What Needs To Be Done, and Difficulty and Originality Involved.**

NOTE: In the tables below, factor level description is abbreviated as FLD.
Factor 4 illustrations are located in Appendix F4.

Level 4-2		75 Points
Series	<p style="text-align: center;">Equipment, Facilities, and Services GS-1601</p> <p style="text-align: center;">Cemetery Administration GS-1630</p> <p style="text-align: center;">Facility Operations GS-1640</p> <p style="text-align: center;">Printing Services GS-1654</p>	<p style="text-align: center;">Laundry Specialist GS-1658</p> <p style="text-align: center;">Food Service Operations GS-1667</p> <p style="text-align: center;">Equipment Specialist GS-1670</p>
FLD	<p>Nature of Assignment – Work consists of related processes and methods in completing assignments. Assignments continually increase in complexity.</p> <p>What Needs To Be Done – The employee chooses the most appropriate approach to complete recurring assignments.</p> <p>Difficulty and Originality Involved – The employee follows prescribed processes and methods as assignments increase in difficulty.</p>	



Level 4-3		150 Points			
Series	Equipment, Facilities, and Services	GS-1601		Laundry Specialist	GS-1658 <u>Illustration(s)</u>
	Cemetery Administration	GS-1630	<u>Illustration(s)</u>	Food Service Operations	GS-1667 <u>Illustration(s)</u>
	Facility Operations	GS-1640	<u>Illustration(s)</u>	Equipment Specialist	GS-1670 <u>Illustration(s)</u>
	Printing Services	GS-1654	<u>Illustration(s)</u>		
FLD	<p>Nature of Assignment – Work consists of a number of different and unrelated processes and methods in completing assignments or entire projects.</p>				
	<p>What Needs To Be Done – The employee selects the appropriate process from many alternatives to:</p> <ul style="list-style-type: none"> • analyze and research problems, issues, or relationships to identify the relevant conditions and elements; and • select and apply analytical techniques such as task analysis, work simplification, or trend analysis to recommend solutions to problems affecting the efficiency, effectiveness, or productivity of facilities, equipment, or services. 				
	<p>Difficulty and Originality Involved – The employee follows well-established work methods but typically uses independent judgment to adjust the methods and resolve problems.</p>				



Level 4-4		225 Points			
Series	Equipment, Facilities, and Services	GS-1601		Laundry Specialist	GS-1658 Illustration(s)
	Cemetery Administration	GS-1630	Illustration(s)	Food Service Operations	GS-1667 Illustration(s)
	Facility Operations	GS-1640	Illustration(s)	Equipment Specialist	GS-1670 Illustration(s)
	Printing Services	GS-1654	Illustration(s)		
FLD	<p>Nature of Assignment – Work consists of many different and unrelated processes and methods that require ingenuity and skill to resolve a broad range of problems.</p>				
	<p>What Needs To Be Done – The employee selects and adapts appropriate methods from a wide range of alternatives to:</p> <ul style="list-style-type: none"> • investigate broad problems and issues; • evaluate operations and activities; • apply qualitative and quantitative analytical techniques that require modification to fit a wider range of variables; and • solve problems affecting equipment, facilities, or services. 				
	<p>Difficulty and Originality Involved – The employee applies seasoned judgment and skill to interpret considerable, incomplete, or conflicting data.</p>				



FACTOR 5 – SCOPE AND EFFECT

This factor covers the relationships between the nature of work; i.e., the purpose, breadth and depth of the assignment, and the effect of work products or services both within and outside the organization. Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture allowing consistent evaluations. Only consider the effect of properly performed work. The primary components of this factor are: **Scope of the Work** and **Effect of the Work**.

NOTE: In the tables below, factor level description is abbreviated as FLD.
Factor 5 illustrations are located in Appendix F5.

Level 5-2		75 Points
Series	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Cemetery Administration GS-1630	Food Service Operations GS-1667
	Facility Operations GS-1640	Equipment Specialist GS-1670
	Printing Services GS-1654	
FLD	Scope of the Work – Work involves: <ul style="list-style-type: none"> • applying specific rules, regulations, or procedures related to equipment, facilities, or services; and • developmental and typically involves performing clearly defined assignments. 	
	Effect of the Work – Work affects the overall accuracy, quality, and timeliness of the final product or service of the unit.	



Level 5-3		150 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658 Illustration(s)
	Cemetery Administration	GS-1630	Illustration(s) Food Service Operations GS-1667 Illustration(s)
	Facility Operations	GS-1640	Illustration(s) Equipment Specialist GS-1670 Illustration(s)
	Printing Services	GS-1654	Illustration(s)
FLD	Scope of the Work – Work involves solving problems or issues involving one or more types or categories of equipment, facilities, or services.		
	Effect of the Work – Work affects: <ul style="list-style-type: none"> • the design or operation of systems, programs, or equipment; • the timeliness and economy of operations and services; and • the capability of employees to do their work. 		

Level 5-4		225 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658 Illustration(s)
	Cemetery Administration	GS-1630	Illustration(s) Food Service Operations GS-1667 Illustration(s)
	Facility Operations	GS-1640	Illustration(s) Equipment Specialist GS-1670 Illustration(s)
	Printing Services	GS-1654	Illustration(s)
FLD	Scope of the Work – Work involves: <ul style="list-style-type: none"> • analyzing long-range needs, unusual problems, or unusual questions; and • administering entire programs and operations, or phases of large and complex programs and operations. 		
	Effect of the Work – Work affects: <ul style="list-style-type: none"> • the development or effective operation of entire programs or operations; • phases of large and complex programs and operations; • the work of other individuals in the occupation or related fields; or • the operation of other agencies. 		



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

These factors include face-to-face and remote dialogue – e.g., telephone, email, and videoconferences – with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are under Factor 2 – Supervisory Controls). The levels of these factors consider/take into account what is necessary to make the initial contact, the difficulty of communicating with those contacted, the setting in which the contact takes place, and the nature of the discourse. The setting describes how well the employee and those contacted recognize their relative roles and authorities. The nature of the discourse defines the reason for the communication and the context or environment in which the communication takes place. For example, the reason for a communication may be to exchange factual information or to negotiate. The communication may take place in an environment of significant controversy and/or with people of differing viewpoints, goals, and objectives.

Above the lowest levels, credit points under Factors 6 and 7 only for contacts that are essential for successful performance of the work and that have a demonstrable impact on the difficulty and responsibility of the work performed. Factors 6 and 7 are inter-dependent. Accordingly, use the same personal contacts for selection of both the Factor 6 and the Factor 7 levels.

Determine the appropriate level for Personal Contacts and the corresponding level for Purpose of Contacts. Obtain the point value for these factors from the intersection of the two levels as shown on the [Point Assignment Chart](#) at the end of this section.



PERSONAL CONTACTS			
Equipment, Facilities, and Services	GS-1601	Laundry Specialist	GS-1658
Cemetery Administration	GS-1630	Food Service Operations	GS-1667
Facility Operations	GS-1640	Equipment Specialist	GS-1670
Printing Services	GS-1654		
Level 1	Other employees within the immediate office or related units within the agency. Contacts at this level are a routine and recurring. Contacts are limited outside of the office or facility.		
Level 2	Employees and managers in the same agency, both inside and outside of the immediate office or related units, as well as members of the general public in a moderately structured setting. Contact with employees and managers may be from various levels within the agency such as: <ul style="list-style-type: none"> • headquarters; • regions; • districts; • field offices; or • other operating offices at the same location. 		
Level 3	Individuals or groups from outside the agency, including consultants, contractors, vendors, or representatives of professional associations, the media, or public interest groups, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis. Must recognize or learn the role and authority of each party during the course of the meeting.		



PURPOSE OF CONTACTS	
Equipment, Facilities, and Services	GS-1601
Cemetery Administration	GS-1630
Facility Operations	GS-1640
Printing Services	GS-1654
Laundry Specialist	GS-1658
Food Service Operations	GS-1667
Equipment Specialist	GS-1670
Level A	To acquire or exchange information or facts needed to complete an assignment, regardless of the nature of the information. The information may range from easily understood to highly technical.
Level B	To plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. Contacts typically involve identifying options for resolving problems.
Level C	To influence and persuade employees and managers to accept and implement findings and recommendations. May encounter resistance as a result of issues such as organizational conflict, competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

POINT ASSIGNMENT CHART				
Equipment, Facilities, and Services	GS-1601	Laundry Specialist	GS-1658	
Cemetery Administration	GS-1630	Food Service Operations	GS-1667	
Facility Operations	GS-1640	Equipment Specialist	GS-1670	
Printing Services	GS-1654			
		Purpose of Contacts		
	Level	A	B	C
Personal Contacts	1	30	60	130*
	2	45	75	145
	3	80	110	180

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*THIS COMBINATION IS UNLIKELY



FACTOR 8 – PHYSICAL DEMANDS

NOTE: Laws and regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in *section 5545(d), of title 5, United States Code, and Subpart I of part 550 of title 5, Code of Federal Regulations.*

NOTE: In the tables below, factor level description is abbreviated as FLD.

Level 8-1		5 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Food Service Operations GS-1667
	Facility Operations	GS-1640	Equipment Specialist GS-1670
	Printing Services	GS-1654	
FLD	The work is mainly sedentary, but may require some walking in offices, production areas, utility plants, food service facilities, laboratories, and work areas. Some employees may carry light items such as briefcases, notebooks, work papers, and test equipment or drive a motor vehicle. The work does not require any special physical effort or ability.		

Level 8-2		20 Points	
Series	Equipment, Facilities, and Services	GS-1601	Laundry Specialist GS-1658
	Cemetery Administration	GS-1630	Equipment Specialist GS-1670
	Facility Operations	GS-1640	
FLD	<p>The work requires some physical exertion such as:</p> <ul style="list-style-type: none"> • long periods of standing; • recurring bending, crouching, stooping, stretching, or reaching; or • lifting of moderately heavy equipment or other items such as electrical components, small hydraulic pumps, chemical solutions, and chemical samples. 		



FACTOR 9 – WORK ENVIRONMENT

NOTE: Laws and regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in *section 5545(d), of title 5, United States Code, and Subpart I of part 550 of title 5, Code of Federal Regulations.*

NOTE: In the tables below, factor level description is abbreviated as FLD.

Level 9-1		5 Points
FLD	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Cemetery Administration GS-1630	Food Service Operations GS-1667
	Facility Operations GS-1640	Equipment Specialist GS-1670
	Printing Services GS-1654	
	<p>The work area is usually an office setting that is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. Some employees may occasionally be exposed to uncomfortable conditions in facilities such as production facilities and utility plants.</p>	

Level 9-2		20 Points
FLD	Equipment, Facilities, and Services GS-1601	Laundry Specialist GS-1658
	Facility Operations GS-1640	Equipment Specialist GS-1670
	Printing Services GS-1654	
	<p>The work involves regular and recurring exposure to moderate risks and discomforts associated with production areas, such as:</p> <ul style="list-style-type: none"> • exposure to strong odors or fumes from fuels or chemicals used in work processes; or • working near operating machinery, moving vehicles, or electrical hazards. <p>The work situation requires the employees to continually stay alert and to take special safety precautions, including wearing special protective items of clothing.</p>	



GRADE CONVERSION TABLE

Convert total points on all evaluation factors to General Schedule grades using the following table. The shaded areas reflect grade levels commonly attained in this job family.

Point Range	GS Grade
190-250	1
255-450	2
455-650	3
655-850	4
855-1100	5
1105-1350	6
1355-1600	7
1605-1850	8
1855-2100	9
2105-2350	10
2355-2750	11
2755-3150	12
3155-3600	13
3605-4050	14
4055-up	15



APPENDICES

APPENDIX F1 – FACTOR 1 ILLUSTRATIONS

Level 1-6: Cemetery Administration Specialist, GS-1630

Knowledge of, and skill in applying, the full range of principles, concepts, and methods of cemetery operations sufficient to:

- determine eligibility for interment in a Federal cemetery;
- determine interment site, considering environmental factors (difficult soil conditions or terrain features), depth of grave, type of remains to be interred, family size, and the existence of a prior gravesite;
- identify needed repairs to cemetery buildings and monuments;
- review completed repair work;
- determine committed but unused burial sites with projected need versus actual availability of sites;
- review and evaluate statistical and narrative information to determine use of services and benefits by the veterans; and
- develop and maintain contact with State and local veterans' groups, civic groups, and military personnel to disseminate information about benefits and services and discuss issues or problems concerning services.

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Level 1-6: Facility Administration Specialist, GS-1640

Knowledge of, and skill in applying, the full range of principles, concepts, and methods of facility administration sufficient to:

- inspect facilities to evaluate use patterns and identify maintenance requirements;
- evaluate operation and maintenance capability in terms of staffing and materials;
- plan and develop maintenance programs to meet requirements;
- coordinate with and assist engineers to ensure adequate maintenance of buildings and grounds, with minimum disruption;
- work with engineers in the development of an adequate snow removal and general cleanliness program; and
- develop and justify budgetary requirements for landscaping and interior decorating programs.

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Knowledge of, and skill in applying, the full range of principles, concepts, and methods of facility operations and material requirements sufficient to:

- conduct surveys;
- coordinate utilization of buildings, utilities, and storage operations;
- coordinate location of furniture, equipment, materials, chemical solvents, and flammable materials;
- prepare building layouts to accommodate mission needs of the lab, including specifications for specialized equipment;
- provide assistance to building contractors; and
- conduct site inspections and evaluations to validate modification requests and to determine the means and methods to fulfill the requests.

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(continued)



Level 1-6: Facility Administration Specialist, GS-1640 (continued)

Knowledge of, and skill in applying, the full range of principles, concepts, and methods of facility administration sufficient to:

- review and study manufacturer's equipment maintenance, repair, and other descriptive literature covering materials and equipment to ensure they meet plans and specifications;
- ensure quality and timeliness of work performed by contractors;
- perform diagnostic inspection of facility structures, related electrical and mechanical systems, and equipment; and
- prepare inspection summaries and narrative assessments of facility conditions.

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Level 1-6: Printing Specialist, GS-1654

Knowledge of, and skill in applying, the full range of principles, concepts, and methods of printing and publishing processes, equipment, and facility production capabilities, related costs, and end uses of printed products sufficient to:

- assist customers in writing printing specifications to be included in contracts;
- establish the appropriate quality levels to be included in contracts;
- consider the end use of the products, condition of materials furnished to the printer, paper stocks, inks to be used, and costs associated with the different quality levels; and
- monitor production to ensure compliance with contract requirements and quality of end product.

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Knowledge of, and skill in applying, the full range of principles, concepts, and methods of printing sufficient to:

- determine print specifications and initiate print orders on a variety of materials including brochures, newsletters, booklets, personal presentation items, magazines, and insert cards;
- provide technical advice on the best methods and approaches to the design and layout of proposed publishing and printing products;
- organize desk-side conferences with customers to suggest ways to avoid the printing and publishing of costly and ineffective products;
- solve problems related to accuracy of color and imposition; and
- order printing through the Defense Printing Service or the Government Printing Office (GPO).

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Level 1-6: Food Service Specialist, GS-1667

Knowledge of, and skill in applying, the full range of principles, concepts, and methods of food service sufficient to:

- plan menus, considering factors such as customer preference and seasonal foods;
- develop and ensure new recipes are added to the automated recipe and menu pricing system;
- arrange for the use of excess subsistence stocks based upon acceptability;
- insure that food substitutions are within the basic daily allowance;
- provide a 90-day forecast of food item requirements;
- conduct inspections for safety, food storage, and sanitation;
- assure maximum conservation of food and elimination of waste through the maintenance of proper methods of food storage, stock control, handling, preparation, and serving; and
- insure food service quality standards through the use of corporate standards, self-assessments, marketing surveys, customer surveys, and feedback.

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Level 1-6: Equipment Specialist, GS-1670

Knowledge of, and skill in applying, the full range of equipment standards, policies, regulations, and methods sufficient to:

- plan and conduct reviews of maintenance problems involving assigned equipment;
- study information received on maintenance problems through engineering change proposals, material deficiency packages, material deficiency reports, failure reports, correspondence, and suggestions;
- obtain additional facts bearing on the problem by researching appropriate documents;
- determine past equipment performance and previous corrective action;
- determine if the problem is serious enough to warrant corrective action; and
- evaluate recommended solutions for economic feasibility and technical effectiveness.

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Level 1-7: Cemetery Administration Specialist, GS-1630

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning cemetery operations sufficient to:

- plan new or unusual procedures or processes to increase protection of the cemetery and grounds due to increased security requirements;
- establish and maintain positive relationships with officials of local and state governments, veterans' service organizations, public service and fraternal organizations, commanders of local military installations, clergy, and local commercial interest groups (funeral directors, etc.) who do business with the cemetery;
- gain cooperation in furthering the goals of the cemetery through participation in special services, ceremonies, and activities; and
- attend meetings with State and local veterans' and civic groups to explain the need for new security procedures and to elicit support and compliance with these new procedures.

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Level 1-7: Facility Administration Specialist, GS-1640

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning facility administration sufficient to:

- evaluate, adapt or modify procedures and practices concerning property facilities, utility systems, buildings, equipment, plans, and grounds;
- determine deficiencies and prepare packages for unusual or new construction and repair;
- prepare initial project scopes, descriptions, and justifications for necessary facility modifications when infrastructure capabilities cannot support valid mission requirements; and
- prepare work packages that include drawings of the existing areas involved, changes required, and detailed descriptions of the work and equipment involved.

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Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning the operation of navigation locks and fish passage equipment sufficient to:

- locate and solve potential or unusual problems in powerhouse navigation locks and fish passing facilities;
- coordinate with other organizations to change plans, methods, and procedures to prevent problems;
- study equipment and work procedures to achieve goals of greater economy and efficiency; and
- make arrangements, if needed, for new construction.

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Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning facility administration and the technical aspects of various problems sufficient to:

- determine appropriate facility maintenance procedures based on the structural soundness of buildings or building materials;
- balance cost factors between preventive maintenance and major maintenance; and
- consider operational and installation costs versus improved service to building occupants.

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Level 1-7: Printing Specialist, GS-1654

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning diverse printing and publishing principles, processes, related costs, contracting procedures, and end uses of printed products sufficient to:

- analyze customer requirements, purpose, use of publications, timeframes, priorities, and costs to determine whether the product will effectively and economically achieve the customer's objective;
- analyze prices from a range of contract sources to control costs; and
- monitor contracts to ensure they are consistent with changing requirements and are applicable with new and improved production methods.

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Level 1-7: Laundry Specialist, GS-1658

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning industrial laundry and the rules and regulations governing proper level of acceptability sufficient to:

- prepare budget inputs, determine costs for laundry service, and establish prices for all items of unusual laundry requirements;
- work with committees to determine whether equipment should be purchased;
- develop, maintain, and update a five-year capital equipment replacement/modernization program;
- determine valid workload changes and recurring requirements brought about by changes in operations and procedures;
- modify procedures to increase efficiency of the operations; and
- solve unusual problems concerning laundry operations.

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Level 1-7: Food Service Specialist, GS-1667

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning food and food service sufficient to:

- establish procedures to cross-check individual price changes to prevent monetary loss in the food service system;
- devise meals to accommodate diverse cultural and religious food requirements;
- prepare food service plans for contingencies, disaster preparedness, mobility deployment, and other special food requirements;
- determine equipment replacement schedule; and
- budget for normal and unanticipated equipment replacement.

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Level 1-7: Equipment Specialist, GS-1670

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning equipment sufficient to:

- develop and recommend changes;
- enhance maintenance effectiveness and efficiency;
- review applicable reports concerning isolated and repetitive maintenance and troubleshooting procedures, new equipment, and equipment specifications;
- recommend or establish changes to maintenance procedures;
- ensure that modifications or new equipment will satisfactorily interface with existing equipment; and
- perform emergency maintenance on equipment to solve technically difficult problems.

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(continued)



Level 1-7: Equipment Specialist, GS-1670 (continued)

Knowledge of, and skill in applying, a comprehensive range of principles, concepts, and practices concerning ordnance and related equipment sufficient to:

- develop maintenance concepts for ammunition, elevation mechanisms, motors, range finding equipment, field guns, deck guns, torpedoes, machine guns, mortars, all small arms and parts, mine dispensing equipment, nuclear weapons, associated test and handling equipment, or miscellaneous ordnance and accessories;
- forecast usage rates;
- establish initial repair and replacement cost factors;
- determine requirements for technical data;
- interpret and evaluate maintenance requirements and operational capabilities of equipment;
- control proposed maintenance and engineering changes and present them to appropriate review boards;
- evaluate appropriateness of combining individual corrective action with other pending actions;
- make necessary changes to total subsystem maintenance policies and procedures; and
- monitor and coordinate resolution of all maintenance and engineering problems as well as all modifications within assigned area.

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APPENDIX F4 – FACTOR 4 ILLUSTRATIONS

Level 4-3: Cemetery Administration Specialist, GS-1630

Nature of Assignment – Work consists of analyzing maintenance and horticultural processes or procedures.

What Needs To Be Done – The employee selects the appropriate process from many alternatives to:

- plan and schedule treatment of plant diseases and insect infestations; and
- schedule grounds maintenance and landscaping projects.

Difficulty and Originality Involved – Exercises judgment in determining:

- the appropriate treatment for plant diseases and insect infestations; and
- schedules for maintenance and landscaping, taking into consideration the weather conditions.

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Level 4-3: Facility Administration Specialist, GS-1640

Nature of Assignment – Work consists of analyzing processes or procedures concerning facility maintenance, repairs, or equipment replacement needs.

What Needs To Be Done – The employee selects the appropriate process from many alternatives to:

- evaluate facility systems, age of equipment, and equipment maintenance requirements; and
- develop recommendations for maintenance needs, repair, and/or equipment replacement.

Difficulty and Originality Involved – Exercises judgment in determining appropriate actions to plan, schedule, coordinate, and monitor facility and equipment maintenance, repair, and replacement needs.

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Level 4-3: Printing Specialist, GS-1654

Nature of Assignment – Work consists of providing advice to customer concerning multiple printing procedures and specifications for different types of products.

What Needs To Be Done – The employee:

- discusses the development of products and provides illustrative material layouts to writers and editors to determine specifications; and
- recommends printing techniques and materials that can be substituted for expensive layouts.

Difficulty and Originality Involved – Exercises judgment in selecting appropriate printing techniques that will provide attractive and economical products.

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Level 4-3: Laundry Specialist, GS-1658

Nature of Assignment – Work consists of coordinating multiple functions in a laundry facility and identifying unrelated situations that need correction.

What Needs To Be Done – The employee selects the appropriate process from many alternatives to:

- coordinate requisitioning, receiving, inspecting, and turn-in of laundry items;
- prepare reports concerning the quantity, quality, timeliness, loss, customer satisfaction, equipment failure, or related laundry activities;
- identify and report problems that interrupt the flow of work in the laundry plant; and
- recommend corrective action based on cost and feasibility.

Difficulty and Originality Involved – Uses initiative and resourcefulness in proposing solutions to laundry operations.

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Level 4-3: Food Service Specialist, GS-1667

Nature of Assignment – Work consists of monitoring and evaluating current practices dealing with food storage and sanitation in the food service areas.

What Needs To Be Done – The employee selects the appropriate process from many alternatives to:

- coordinate functions involved in requisitioning, receiving, and inspecting food service and equipment;
- analyze procedures of food storage;
- inspect food service areas;
- assesses efficiency of the food service process; and
- recommend alternative methods of storage and/or sanitation based on physical and environmental conditions.

Difficulty and Originality Involved – Exercises judgment in determining what corrective actions need to be performed based on an analysis of the situation and compliance with regulations and directives.

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Level 4-3: Equipment Specialist, GS-1670

Nature of Assignment – Work consists of analyzing issues relating to equipment specialization.

What Needs To Be Done – The employee selects the appropriate process from many alternatives to:

- research documents to identify, describe, and issue equipment or items;
- collect and evaluate information related to malfunctions; and
- recommend modifications to equipment as a substitute for unavailable items.

Difficulty and Originality Involved – Exercises judgment in determining the nature and extent of corrective actions from many alternatives based on analysis of the item, phase, and/or the category of equipment/systems.

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Level 4-4: Cemetery Administration Specialist, GS-1630

Nature of Assignment – Work consists of modifying procedures for interments and taking remedial action to solve cemetery maintenance problems due to significant environmental conditions.

What Needs To Be Done – The employee:

- assesses variations in ground or weather conditions to solve unusual problems with interments and maintenance processes; and
- determines and schedules remedial action for unusual plant, pest, or animal life problems.

Difficulty and Originality Involved – Exercises judgment and originality to resolve complications associated with interments and maintenance issues due to significant environmental problems such as:

- hilly or sloping terrain;
- predominately hard clay or sandy soil; and
- weather conditions that vary with the seasons, causing occasional snow, rain, or drought-related problems.

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Level 4-4: Facility Administration Specialist, GS-1640

Nature of Assignment – Work consists of assuring that facility maintenance is effective and determining the appropriate schedule for the modernization of systems.

What Needs To Be Done – The employee selects appropriate methods from many alternatives to:

- conduct on-going research and surveillance of building and grounds;
- develop new or modified processes and procedures to maintain and repair systems in the facility including:
 - elevator,
 - fire alarm,
 - sprinkler systems,
 - primary and secondary electrical distribution systems,
 - refrigeration, and
 - acoustical barriers;
- solve problems affecting facility systems; and
- research and recommend adoption of modern systems.

Difficulty and Originality Involved – Exercises judgment and originality to develop and schedule complicated maintenance and repair processes for older facilities that have incorporated new technology.

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(continued)



Level 4-4: Facility Administration Specialist, GS-1640 (continued)

Nature of Assignment – Work consists of evaluating and solving unusual problems in navigation locks and fish passing facility.

What Needs To Be Done – The employee:

- selects the appropriate repair/modification process based on an analysis of processes at facilities with similar operations;
- amends plans and methods; and
- institutes new processes.

Difficulty and Originality Involved – Exercises judgment and originality in responding to problems due to unusual changes in water flow or damage to the facility from outside sources.

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Level 4-4: Printing Specialist, GS-1654

Nature of Assignment – Work consists of developing variations in approaches concerning printing layouts and specifications for the organization.

What Needs To Be Done – The employee analyzes the overall printing and related requirements of organizations served and determines the appropriate process for their printing needs from many alternatives. The employee resolves problems using methods such as four-color processing, optical scanning, micropublishing, and electronic publishing.

Difficulty and Originality Involved – Exercises judgment in developing new or unusual specifications to solve layout or other problems with printing requests or customer requirements.

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Level 4-4: Laundry Specialist, GS-1658

Nature of Assignment – Work consists of identifying and preparing plans for new or revised laundry operations.

What Needs To Be Done – The employee determines the appropriate process from many alternatives to:

- study variations in laundry operations;
- develop plans for changes to laundry regulations and policies; and
- prepare comprehensive management reports reflecting new procedures for laundry operations.

Difficulty and Originality Involved – Exercises judgment and originality in developing new or revised techniques, methods, and processes involving unusual and broad variations in work procedures for existing or for new laundry operations.

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Level 4-4: Food Service Specialist, GS-1667

Nature of Assignment – Work consists of developing variations in food service operations to accommodate various cultural restrictions, holidays, or special events.

What Needs To Be Done – The employee plans menus considering various restrictions and cultural factors based on costs of foods and sound nutritional practices.

Difficulty and Originality Involved – Exercises judgment and originality in adjusting food service operations to accommodate specialized programs and diet restrictions within the constraints of culturally acquired attitudes, habits, cost fluctuations, and nutritional requirements.

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Level 4-4: Equipment Specialist, GS-1670

Nature of Assignment – Work consists of providing technical support during various usage stages for assigned categories of equipment.

What Needs To Be Done – The employee considers conflicting data and unusual circumstances in determining the appropriate procedures and methods to:

- investigate material deficiency reports;
- evaluate specifications;
- examine mockups and prototypes; and
- develop maintenance policies and procedures.

Difficulty and Originality Involved – Exercises judgment and originality in making decisions based on the interpretation of various data sources regarding material deficiencies or new equipment.

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APPENDIX F5 – FACTOR 5 ILLUSTRATIONS

Level 5-3: Cemetery Administration Specialist, GS-1630

Scope of the Work – Work involves planning, scheduling, coordinating, and/or monitoring day-to-day operations at a cemetery, including memorial and mortuary affairs in conformance with established criteria.

Effect of the Work – Work affects the quality of the services provided to family members of the deceased.

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Level 5-3: Facility Administration Specialist, GS-1640

Scope of the Work – Work involves ensuring that facility and associated utility systems are acquired, operated, maintained, altered, and cleaned in a manner that provides the most suitable, productive, and safe environment for normal operations in conformance with established criteria.

Effect of the Work – Work affects the operation of utility systems and cleanliness of the facility, as well as the maintenance, repair, and upgrade of systems such as air-conditioning and heating.

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Scope of the Work – Work involves assessing program effectiveness and solving problems concerning equipment at a powerhouse navigation lock and fish passing plant in conformance with established criteria.

Effect of the Work – Work affects the effective operation of the navigation lock and fish passing plant.

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Level 5-3: Printing Specialist, GS-1654

Scope of the Work – Work involves determining printing specifications of printing products and related reprographic services for the agency in conformance with established practices and procedures.

Effect of the Work – Work affects the timely receipt of requested printed material and the cost-effective use of customers' funds.

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Level 5-3: Laundry Specialist, GS-1658

Scope of the Work – Work involves ensuring that the requisitioning, inspecting, storing, and issuing of laundry to customers is in compliance with various established regulatory procedures, including safety procedures.

Effect of the Work – Work affects the timeliness, accuracy, and reliability of services provided by the laundry plant.

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Level 5-3: Food Service Specialist, GS-1667

Scope of the Work – Work involves:

- adjusting menus to coincide with available products and resources;
- evaluating production practices and techniques;
- making appropriate adjustments in food services; and
- solving problems in conformance with established criteria.

Effect of the Work – Work affects the efficiency and quality of the food services.

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Level 5-3: Equipment Specialist, GS-1670

Scope of the Work – Work involves analyzing equipment performance or maintenance problems, identifying causes of equipment failures, and developing and recommending solutions in conformance with established criteria.

Effect of the Work – Work affects the operation of equipment, systems, and/or programs associated with assigned equipment.

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Level 5-4: Cemetery Administration Specialist, GS-1630

Scope of the Work – Work involves:

- providing a wide variety of cemetery services for individuals and service groups;
- procuring a variety of products, services, and construction projects, including unusual one-time projects of moderate scope;
- working with State and local officials and veterans service organizations to set up and arrange for special ceremonies that meet the needs of all parties; and
- maintaining several small cemeteries such as soldier lots and/or monuments.

Effect of the Work – Work affects a wide-range of activities and customer concerns.

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Level 5-4: Printing Specialist, GS-1654

Scope of the Work – Work involves formulating, assessing, or investigating unusual requests for printing products or activities associated with printing such as consolidation, standardization, automation, and similar printing considerations.

Effect of the Work – Work affects a wide-range of customers who rely on an efficient printing program.

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Level 5-4: Laundry Specialist, GS-1658

Scope of the Work – Work involves providing advice, interpretations, and recommendations on unusual laundry issues, requirements, or establishing new procedures involving changing customer requirements.

Effect of the Work – Advice, interpretations, and recommendations affect the operations of the laundry facility and timely service to customers.

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Level 5-4: Food Service Specialist, GS-1667

Scope of the Work – Work involves:

- providing food and food service for several dining facilities, other types of food establishments, and special functions involving food service within the agency; and
- establishing criteria for services in complicated circumstances such as in Federal penitentiaries.

Effect of the Work – The effectiveness of the food service program impacts employees and other individuals in a very large organization. In a Federal penitentiary the work also influences the morale and productivity of the inmates and impacts the orderly running of the institution.

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Level 5-4: Equipment Specialist, GS-1670

Scope of the Work – Work involves:

- establishing criteria, formulating projects, assessing program effectiveness, or investigating and analyzing a variety of unusual equipment conditions or problems; and
- participating on technical panels and committees that develop general plans and procedures for the introduction of a new weapon system.

Effect of the Work – Work products and services affect the work of individuals in related occupations and the development and accomplishment of major aspects of a weapon systems program.

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APPENDIX M1 – MANAGERIAL WORK IN THE EQUIPMENT, FACILITIES, AND SERVICES SERIES, GS-1601

We made minor editorial changes to convert the former criteria into plain language. The managerial duties and the grading criteria from the former standard remain the same.

EQUIPMENT, FACILITIES, AND SERVICES, GS-1601		<u>Qualification Standards</u>
Definition of Managerial Work	<p>Managerial Responsibilities in the Equipment, Facilities, and Services Group</p> <p>Managerial work involving equipment, facilities, and services includes the following responsibilities and functions:</p> <ul style="list-style-type: none"> • direct the work of production or maintenance organizations; • assume accountability for the success of specific line or staff programs, functions, or activities; and • monitor the progress of the organization toward its goals and periodically evaluate and make appropriate adjustments. <p>In addition, equipment, facilities, and services managerial work involves performing one or more of these responsibilities and duties:</p> <ul style="list-style-type: none"> • determine goals and develop plans for a production or maintenance organization independently of or jointly with higher management; • contribute significantly to the determination of resource needs and allocation of resources, and be accountable for their effective use; • make or recommend organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions; • consider a broad spectrum of factors when making decisions (or recommendations to higher-level management) including such matters as public relations, labor-management relations, and the effect on other organizations; • coordinate program efforts with other internal activities or with the activities of other agencies; • assess the impact of the organization's programs on other parts of the agency including those in other production or maintenance organizations in other government entities, and in the private sector; • set policy for the organization in such areas as determining program emphases and operating guidelines; • understand and communicate agency policies and priorities throughout the organization managed; • deal with general personnel management policy matters affecting the entire organization, with personnel actions affecting key employees, or other staffing actions having significant impacts; or • delegate authority to subordinate supervisors and hold them responsible for the performance of their units. 	
Titling	<p>There are no specific titles or fixed specialties. However, when constructing titles, show the type of organization managed by the incumbent and end the title with the term <i>Manager</i>; e.g., <i>Public Works Manager</i>.</p>	



HOW TO USE THIS APPENDIX TO EVALUATE MANAGERIAL POSITIONS

1. Study the position very carefully to ensure that it is appropriate for coverage by this appendix.
2. Determine whether or not the position fully meets or exceeds the criteria of factor level 3-3b in the [General Schedule Supervisory Guide](#) by applying the Threshold Criteria below.
 - If the position *does not* meet the Threshold Criteria, then the Grading Criteria for Managerial Work in this appendix do not apply. Evaluate the position as a supervisor or a specialist using other criteria in the General Schedule Supervisory Guide, this job family standard, or other appropriate standards.
 - If the position *does* meet the Threshold Criteria, use the Grading Criteria for Managerial Work in this appendix to classify the position.
3. Apply the four factors of the Grading Criteria for Managerial Work described in this appendix to determine the tentative grade.
4. Determine whether the position meets further conditions that might affect the final grade of the position by applying the Comprehensive Evaluation Criteria in this appendix. If appropriate, adjust the grade of position.

Step 2 - Apply the Threshold Criteria

Threshold Criteria from the [General Schedule Supervisory Guide](#)

Factor 3-3b– Exercise all or nearly all of the delegated supervisory authorities and responsibilities described at Factor Level 3-2c (see below) of this factor and, in addition, at least eight of the following:

1. using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
3. assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
4. direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
5. making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
6. evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
7. making or approving selections for subordinate nonsupervisory positions;
8. recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
9. hearing and resolving group grievances or serious employee complaints;
10. reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
11. making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
12. determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
13. approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
14. recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; and/or
15. finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

(continued)

Step 2 - Apply the Threshold Criteria



Step 2 - Apply the Threshold Criteria (continued)	<p>Factor 3-2c – Carry out at least three of the first four, and a total of six or more of the following ten authorities and responsibilities:</p> <ol style="list-style-type: none">1. plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;2. assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;3. evaluate work performance of subordinates;4. give advice, counsel, or instruction to employees on both work and administrative matters;5. interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;6. hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;7. effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;8. identify developmental and training needs of employees, providing or arranging for needed development and training;9. find ways to improve production or increase the quality of the work directed; and/or10. develop performance standards.
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Step 3 – Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade

These Grading Criteria for Managerial Work use four factors.

Factor 1 – Planning and Coordination Responsibilities

Most positions will include work described at all levels of this factor. Select the level that best characterizes the position. Do not credit point levels between the two levels of this or any other of the factors in setting the tentative grade.

Level B (40 points)

Typically, projects assigned to the organization include several operations and require careful planning and coordination. At the working level, many of these projects require substantial interaction between work groups in various trades or organizational units, with no trade or organization able to complete the project alone. The workload and workforce requirements often change significantly from year to year. The organization may have many individual projects going on at once with new projects approved throughout the year; however, unexpected changes in the type and quantity of staff required during the year are unusual. The manager must constantly train and retrain employees, but there is typically infrequent need for the sudden development of one-of-a-kind courses to accommodate new procedures, new equipment, or changes in the makeup of the workload.

Much of the organization's work is subject to frequently changing work situations in which several of the following conditions are met:

- the approximate date of these changes cannot be accurately predicted;
- the changing work situations require frequent and substantial rescheduling or reassignment of work, or both;
- the manager makes, or participates in making, many decisions concerning the shifting of resources to meet sudden changes;
- the changes require almost constant attention to work progress and to adjustments in plans and schedules; and/or
- the work situations demand managerial qualities such as:
 - exceptional adaptability;
 - special skills in planning;
 - ability to act quickly; and
 - ability to withstand considerable and continuing pressure.

Operations normally falling under Level B include:

- vehicle repair when this includes a large amount and variety of equipment;
- operation and maintenance of utilities when those functions require the meeting of rapidly changing and relatively unpredictable demands for service and frequent need for unscheduled maintenance due to worn or constantly overtaxed facilities;
- building maintenance and repair when this includes frequent modification of space to meet needs for changing space requirements, or frequent unscheduled maintenance due to facilities that are worn or overtaxed;
- assembly line operations that require unusual safety or quality controls, or that require frequent modification to accommodate product changes or the scheduling of several different products;
- complex assignments associated with major modification or repair of aircraft, ships, and submarines when the work is normally performed at the beginning or end of the modification or repair with little other involvement throughout the process; and
- complex assignments associated with major modification or repair of aircraft requiring no significant involvement throughout the manufacture and repair process.

(continued)

Step 3 - Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade – Factor 1



Step 3 - Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade – Factor 1 (continued)

Level A (60 points)

The organization's work requires constant and highly complex coordination between work groups either within or outside the organization. Work assigned to the organization includes a substantial number of complex, one-of-a-kind or few-of-a-kind projects, each of which includes several operations and therefore requires considerable planning and coordination. At the working level, these projects require substantial interaction among work groups in various trades or organizational units, with no one trade or organizational unit able to complete the project alone. The need to bring many resources together in a specific sequence and at a specific time complicates planning and coordination. The workload is subject to frequent, substantial, and unexpected changes within a few months. For example, major equipment changes or modifications for several ships may be added unexpectedly to previously planned work.

The mission of the organization requires frequent retraining of workers and adjustment to work processes because of the application of new techniques; the installation, repair, or modification of new equipment; significant changes in the makeup of the organization's workload; or requirements for frequent recertification of workers for various operations.

Over half of the organization's work is subject to frequently changing work situations in which all of the following conditions are met:

- the approximate date of these changes cannot be accurately predicted;
- the changes substantially affect resources needed, and those resources are difficult to estimate;
- the changing work situations require frequent and substantial reprogramming, rescheduling, or reassignment of work, or all of these actions;
- the manager makes, or participates in making, many decisions concerning the shifting of resources to meet sudden changes;
- the changes require almost constant attention to work progress and to adjustments in plans and schedules; and
- the work situations are such that they demand of the manager qualities such as exceptional adaptability, special skills in planning, ability to act quickly, and ability to withstand considerable and continuing pressure.

Examples of operations normally falling under Level A are:

- major modification and repair of ships, submarines, and aircraft requiring significant involvement on the part of the manager throughout the modification and repair process; and
- fabrication of complex, one-of-a-kind devices such as those developed for research and development purposes when this requires significant consultation between workers and those responsible for designing or using the devices.

(continued)



Step 3 – Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade – Factor 2

Factor 2 – Product Complexity

This factor reflects the general level of technical complexity inherent in the work of the manager.

To select the level of this factor consider the:

- complexity of the service or end product;
- nature and diversity of production problems; and
- technological state-of-the-art.

Many positions will contain some feature of several levels. Select the level that best characterizes the position.

Level B (40 points)

The organization produces services or end products, which are complicated by the size and complexity of the facilities required to provide the service or product, or the size and complexity of the product, or the variety and critical sequence of operations required to produce the product or service. The methods of producing the end products are relatively standard, but the specifications are often complicated by the size of the project. Problems do not normally involve the technical acceptability of the work, but the timely and thorough completion of the work is often critical for safety reasons. Production problems are standard, and direct precedent is usually available for their solution. There is limited need for developing new methods and procedures for work accomplishment.

Level A (60 points)

The organization produces services or end products that are highly complex and that must meet extremely high standards of quality. New production problems are continually arising for which there is no precedent. Devising new production procedures requires great effort. Inspections of the final product are very rigorous, often requiring sophisticated testing methods and equipment.

(continued)



Step 3 – Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade – Factor 3

Factor 3 – Complexity and Rigidity of Requirements

This factor identifies organizational complexity based on the type of problems they present to the manager. It recognizes that when tight deadlines, restricted approaches to completing work, and specified paperwork controls are imposed on a manager, they tend to make his work more difficult, not less difficult.

Generally these restrictions are really another form of specification to be met in producing a final product. The manager is left with a new set of problems such as:

- how to schedule extra employee-hours required;
- how to train employees in the required procedures in time to meet the deadline;
- how to ensure that required inspections are made; and
- how and when to consult with unions concerning changes in working conditions, and so on through a maze of management problems.

The increased restrictions generally leave the manager with responsibilities and problems while limiting the number of solutions.

Level B (40 points)

The organization's customers establish requirements concerning the final product and the deadlines to be met, but the manager is relatively free to determine the approaches and management controls to be used in completing the work. Scheduling is accomplished by agreements between the customer and the producer. Determination of priorities requires coordination with outside production organizations.

Level A (60 points)

The organization's customers have the authority to establish very rigid requirements concerning how and when the work will be done. Although the manager plays an important role in estimating the time and resources required to complete work and has considerable freedom to reshuffle resources to perform that work, he or she is normally unable to change completion dates on his or her own authority. Circumstances beyond the manager's control largely determine the priorities.

Scheduling is extremely difficult because of stringent timing limitations and the need to coordinate the organization's work with other organizations committed to the same production requirement.

(continued)



Step 3 – Determine the Tentative Grade

Step 3 – Apply the Grading Criteria for Managerial Work To Determine the Tentative Grade – Factor 4

Factor 4 – Scope of Operations

This factor measures the extent to which the size of the manager's organization contributes additional grade weight to the position. The factor recognizes that (other things being equal) the larger the organization, the more difficult and responsible the managerial position becomes. (In the case of this appendix, the "other things" are held equal by the coverage of the appendix that limits coverage to positions having considerable management responsibilities, and by Factors 1, 2, and 3.) The size of the organization is therefore one factor, of several, in the evaluation of managerial positions. When applied with proper judgment, it is a good indicator of the scope of operation and the management problems resulting from the scope of operations. The relationship between the scope of operations and the grade of a position is not mechanical or rigid.

The table shown below provides a criterion for the determination of Factor 4 points based on the size of the workforce that the manager directs. The table has three levels, each of which shows broad employment ranges separated by large gaps. The gaps leave areas for judgment in assessing the size of the workforce. Accordingly, you should not move a position from one level to another due to a few employees either joining or leaving the workforce. Use the table to select an employment level that identifies the approximate number of employees in the manager's workforce. Never base the level on a temporary increase in the size of the workforce. Use the midpoint of the workforce during the past year.

Size of Workforce	Level	Points
100-500	C	20
800-1200	B	60
1500 and above	A	100

NOTE: In the Comprehensive Evaluation Criteria that follow this section, frequent and substantial fluctuations in the workforce may themselves be a strengthening element in setting the grade.

Determine the tentative grade level as follows:

1. Add the points that result from applying Factors 1, 2, 3, and 4.
2. Use the following table to arrive at the tentative grade of the position.

Total Points	Grade
140-200	13
220-260	14
280	15



Step 4 - Apply Comprehensive Evaluation Criteria To Determine Final Grade

This section describes conditions that determine whether application of the Comprehensive Evaluation Criteria is appropriate. If application is appropriate, the section provides guidance for you to apply the criteria to adjust the tentative grade upward or downward, based on how the conditions strengthen or weaken the position, and arrive at a final grade. Any such adjustment should not exceed one grade.

Apply the Comprehensive Evaluation Criteria to a position only if it satisfies at least one of the following conditions:

- the workforce size applicable to the position falls between the ranges for levels in Factor 4, Scope of Operations;
- the position is on the borderline between levels for all of the first three factors; or
- item 2 below applies.

When application of the Comprehensive Evaluation Criteria is appropriate, you should consider as a minimum the items listed below in your evaluation. Evaluate the position as a whole covering all factors affecting the work. You may include in your evaluation items we do not specifically address below. Here are the items to consider:

1. Many managers receive support from staff-level planning, scheduling, or engineering units reporting to higher echelons. This is not a weakening factor if the manager takes an active part in the development and modification of the plans and schedules provided by those staff groups.
2. Normally evaluate the position at least one grade above the highest General Schedule grade applied to two or more subordinate positions. Do not use Deputy positions and positions supervised only for administrative purposes to support the grade of another position under this provision.
3. Consider the relationship of the grade of the position to the grades of other properly classified positions with comparable, higher, or lower management responsibilities in the same organization.
4. Consider strengthening elements such as unusual planning or coordination responsibilities not adequately considered under Factor 1. Many things such as the number of trades supervised and the dispersion of the work force can be used as clues to the level of planning and coordinating responsibilities of the manager, although none can be converted automatically into any particular level of this factor. For example:
 - Other things being equal, a manager directing the work of fifteen distinct trade operations represented by four separate labor organizations will have more complex planning and coordination responsibilities than a manager with a similar number of employees in only one trade represented by a single union. But, a manager supervising only one trade can have high level planning and coordinating responsibilities if the workers under his direction work on projects requiring coordination with workers from other organizations and other trades.
 - Physical dispersion of the work force can add to a manager's planning and coordination problems, but again, no degree of dispersion can be placed automatically at any particular level of Factor 1. Twenty workers stationed 100 miles down the road working on a single project require very little guidance or review. The work site does not add as much to the manager's problems as twenty workers in teams of two reporting to ten different work sites and requiring frequent guidance and review. In trying to evaluate the impact of dispersion of the work force on the managers planning and coordinating responsibilities, consider:

(continued)

Step 4 - Apply Comprehensive Evaluation Criteria To Determine Final Grade



Step 4 - Apply Comprehensive Evaluation Criteria To Determine Final Grade (continued)

- the number of employees working at scattered work locations;
 - the independence of their operations (i.e., do they work on their own most of the time, or does the manager have to spend significant amounts of time guiding and checking the work?);
 - the number of different locations involved;
 - regardless of the number of locations involved, whether all of the workers report to the same place each morning; and
 - the difficulty of communicating with the different work sites (keep in mind that this difficulty in communicating matters very little if almost no communication is required or is required only at regular intervals).
5. Consider weakening elements such as extensive review and highly centralized controls over the position.
 6. Review positions that require comprehensive knowledge of a specific trade to ensure that managerial–not technical (i.e., trades)–knowledge is the paramount requirement.
 7. One strengthening situation warranting careful consideration is that of managers in shipyards having nuclear capability. This is not to say that the actual technical work is necessarily more difficult. Technically, painting a bulkhead on a nuclear submarine is little different from the same task on a conventional submarine. This is also not a credit given for hazardous work. But, because of the possible hazards involved, and because of the public's concern over these possible hazards, nuclear work is subject to very stringent controls and safeguards that greatly complicate a manager's work. For example : employees are limited in the numbers of hours they can be exposed to nuclear work. Employees performing nuclear work must attend orientation to nuclear work in general and specific training for each type of operation. Each job requires additional documentation, and reporting requirements multiply. Errors and safety violations require detailed investigations and counter measures. The manager is given strict guidelines, but they place added demands on his or her managerial skills rather than reduce his or her need for them. The impact of nuclear work is not the same for every manager associated with it. Although typically the greater the amount of nuclear work in proportion to the total workload of the manager, the greater the impact, no precise formula can be given for crediting this work situation toward a grade. However, increase one grade level for borderline positions with substantial involvement in nuclear work.
 8. This appendix assumes the active involvement of the manager in an industrial fund operation. Working capital funds using business-type accrual accounting systems and cost-based budgets finance such operations. There is an especially heavy emphasis on cost analysis and control. Consider the lack of an industrial fund operation a weakening factor in the classification of positions covered by this appendix.
 9. Do not consider the degree to which the work is essential when setting the grade of the position. All of the positions covered by the appendix perform work that is essential to someone. Some of the most essential assignments can be relatively simple to carry out.
 10. Consider responsibility for leading or coordinating the work of steering committees responsible for agency programs carried out by several shipyards, facilities, centers, or other organizations across the country.



APPENDIX M2 – MANAGERIAL WORK IN THE CEMETERY ADMINISTRATION SERIES, GS-1630

We made minor editorial changes to convert the former criteria into plain language. The managerial duties and the grading criteria from the former standard remain the same.

CEMETERY ADMINISTRATION, GS-1630		<u>Qualification Standards</u>
Definition of Managerial Work	<p>Cemetery managerial work involves the following responsibilities and functions:</p> <ul style="list-style-type: none"> • direct cemetery operations; • assume accountability for the success of specific programs and activities; • determine cemetery program goals and develop or recommend plans for the cemetery, including plans for organizational changes; • monitor the progress of the cemetery toward established goals and periodically evaluate and make appropriate adjustments; • set policy for the cemetery and establish operational guidelines; • administer general human resources management programs and policies, including those appropriate to labor-management relations; • delegate authority to subordinate supervisors and hold them responsible for the performance of their work units; • plan and estimate cemetery budgetary requirements, and execute and control established spending plans for each fiscal year; • enforce laws and regulations pertaining to conduct and decorum within the cemetery; and • when the cemetery is located on foreign soil, represent the U.S. Government with host nation representatives with issues ranging from veterans affairs to the socioeconomic impact of cemetery operations. 	
Titling	<p><i>Cemetery Administrator</i> is the title for positions that involve directly administering and managing the operations of a cemetery or cemeteries.</p> <p><i>Cemetery Administration Officer</i> is the title for positions that involve planning and directing cemetery programs and operations at the area, regional, or central office level, and providing administrative and policy guidance to operating cemetery administrators.</p>	



HOW TO USE THIS APPENDIX TO EVALUATE MANAGERIAL POSITIONS

1. Study the position very carefully to ensure that it is appropriate for coverage by this appendix.
2. Determine whether or not the position fully meets or exceeds the criteria of factor level 3-3b in the [General Schedule Supervisory Guide](#). (See Threshold Criteria below.)
 - If the position *does not* meet the Threshold Criteria, then this appendix does not apply. Evaluate the position as a supervisor or a specialist using other criteria in the General Schedule Supervisory Guide, this job family standard, or other appropriate standards.
 - If the position *does* meet the Threshold Criteria, proceed to Step 3.
3. Evaluate the position against the five managerial elements described in the benchmark to determine whether the position fully meets or exceeds the GS-13 grade level.
4. Evaluate work that significantly exceeds the benchmark by extrapolating its managerial elements based on sound position classification judgment.

Step 2 – Apply the Threshold Criteria:

Threshold Criteria from the [General Schedule Supervisory Guide](#)

Factor 3-3b– Exercise all or nearly all of the delegated supervisory authorities and responsibilities described at Factor Level 3-2c (see below) of this factor and, in addition, at least eight of the following:

1. using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
3. assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
4. direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
5. making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
6. evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
7. making or approving selections for subordinate nonsupervisory positions;
8. recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
9. hearing and resolving group grievances or serious employee complaints;
10. reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
11. making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
12. determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
13. approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
14. recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; and/or
15. finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

(continued)

Step 2 – Apply the Threshold Criteria



Step 2 – Apply the Threshold Criteria (continued)

Factor 3-2c – Carry out at least three of the first four, and a total of six or more of the following ten authorities and responsibilities:

1. plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
2. assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
3. evaluate work performance of subordinates;
4. give advice, counsel, or instruction to employees on both work and administrative matters;
5. interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
6. hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
7. effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
8. identify developmental and training needs of employees, providing or arranging for needed development and training;
9. find ways to improve production or increase the quality of the work directed; and/or
10. develop performance standards.



Step 3 – Evaluate Position Against Benchmark’s Managerial Elements

Cemetery Administrator, GS-1630-13 or Cemetery Administration Officer, GS-1630-13

This benchmark illustrates five managerial elements for a typical Cemetery Administration Officer or Cemetery Administrator at the GS-13 grade level. The five elements are: Financial Management, Contracts, Supervision Exercised, Supervision Received, and Guidelines.

Financial Management. Financial management is complex and complicated due to these factors :

- the volume and diversity of transactions;
- the size of the budget;
- the management of major contracts;
- instability and sudden changes in funding require extensive revisions of the budget;
- the number and diversity of expenditures and utilized subaccounts require creative development, modification, and execution of budget plans; and
- long-range planning assures adequate funds for major replacements or purchases.

Contracts. Contracts are complex (e.g., large cost-plus-fixed-fee service contracts) involving extensive work statements and special terms and conditions and present significant monitoring difficulties. The contracts involve renovations or construction projects that require significant numbers of contract personnel working on cemetery grounds. With respect to these contracts, the administrator or officer has these duties and responsibilities:

- sets requirements for contracted work and enters into agreements on own authority within confines of procurement procedures;
- lets contracts through appropriate procedures/channels; and
- resolves problems of noncompliance or default through extensive coordination with area and central office staff.

Supervision Exercised. The manager exercises the following responsibilities and/or tasks:

- establishes goals for the cemetery;
- realigns staff to accomplish work in the most efficient and effective manner;
- performs long-range planning for all resources; and
- oversees additional cemeteries (which may include small lots), some of which require intensive care.

Supervision Received. The manager operates independently with authority to handle the full range of managerial responsibilities without prior higher-level approval. Work is broadly defined in terms of function with the manager responsible for planning and carrying out all aspects of the cemetery's management. Work results are normally accepted without change, and any review concerns overall program accomplishment.

Guidelines. Guides have limited applicability to many aspects of the operation or are broadly stated and of sketchy nature, requiring the administrator to use judgment and initiative to interpret, modify, or develop procedures for the cemetery. The manager often initiates changes, tests new procedures, and then suggests policy applications systemwide.

Step 3 – Evaluate Position Against Benchmark’s Managerial Elements



APPENDIX M3 – MANAGERIAL WORK IN THE PRINTING SERVICES SERIES, GS-1654

We made minor editorial changes to convert the former criteria into plain language. The managerial duties and the grading criteria from the former standard remain the same.

	PRINTING SERVICES, GS-1654	<u>Qualification Standards</u>
Definition of Managerial Work	<p>There are two types of printing officer positions. They are:</p> <ul style="list-style-type: none"> • Type A – Responsible for management of a printing production plant. • Type B – Responsible for management of a program. <p>Type A – The level of Type A printing officer positions is based on the complexities of managing the printing production plant and providing printing services and, where appropriate, the complexities of the printing procurement. These complexities are:</p> <ul style="list-style-type: none"> – level of work performed by General Schedule subordinates; – size of the printing production plant in terms of Federal Wage System staff; – variety and complexity of equipment; – variety of printing services provided; – problems resulting from geographical dispersion of users and contractor printing sources; and – other factors such as unusual responsibilities and authorities. <p>In evaluating a position it is important to determine that the overall characteristics of the position meet the overall characteristics of the grade level as described in this appendix.</p> <p><i>Special Classification Recognition</i></p> <p>When all of the other requirements of the grade level concerned have been met, and it is found that a position has additional responsibilities, the Type A printing officer position may be classified one grade higher if it has at least one of the following two responsibilities and authorities:</p> <ol style="list-style-type: none"> 1. The printing plant regularly services a wide variety of independent installations (e.g., 10-15), inside and outside the department. Each plant has different functions, difficult scheduling problems, personal contact problems, and a significant need for educating activity personnel in printing techniques and formats, relative costs, controlling policies and regulations, and the procedural and specification requirements for requesting printing services. 2. The printing officers have authority to make final determinations, overruling subject-matter organizations, if necessary, on the type of printing to be used, on matters of form as related to printing techniques, on priorities and scheduling, and on outside contracting versus printing in their own plant. These decisions must go beyond the areas in which regulations are controlling and must involve the use of discretion, judgment and technical knowledge. <p style="text-align: center;">(continued)</p>	



Definition of Managerial Work (continued)	<p>Type B – The level of Type B printing officer positions is based on the complexity of the printing program that is reflected in terms of the following:</p> <ul style="list-style-type: none"> – degree of responsibility for establishing printing policy and procedures; – the extent to which management officials consult the printing officer, and the extent of consideration of printing requirements in the organization’s planning of functional programs; – scope of negotiations with the Joint Committee on Printing (JCP) to obtain approval of equipment for printing plants, obtain acceptance of new equipment and processes, justify printing as legally authorized, support and justify printing reports, obtain approval of changes to printing regulations, and meet such other requirements JCP may establish; – extent of responsibility of the printing officer as a member of interdepartmental or joint Government committees established to consider printing problems of mutual interest; – scope of a printing program that may serve organizational entities on a local basis, throughout the United States, or both in and outside the United States; – scope of responsibility for printing plants in subordinate organizational segments; – variety and complexity of printing services procured and sources from which obtained; – degree of complexity of contracts made with commercial printing firms; and – extent and level of other unusual responsibilities and authorities.
Titling	<p><i>Printing Officer</i> is the title for managers of printing production plants or printing programs.</p>



HOW TO USE THIS APPENDIX TO EVALUATE MANAGERIAL POSITIONS

1. Study the position very carefully to ensure that it is appropriate for coverage by this appendix.
2. Determine whether or not the position fully meets or exceeds the criteria of factor level 3-3b in the [General Schedule Supervisory Guide](#). (See Threshold Criteria below.)
 - If the position *does not* meet the Threshold Criteria, then this appendix does not apply. Evaluate the position as a supervisor or a specialist using other criteria in the General Schedule Supervisory Guide, this job family standard, or other appropriate standards.
 - If the position *does* meet the Threshold Criteria, proceed to Step 3.
3. Determine whether the Printing Officer is Type A or Type B. (See Definition of Managerial Work above.)
4. Compare the position to the benchmarks to determine grade level. For Type A, apply the grading criteria for the GS-13 level. For Type B, apply the grading criteria for the GS-13, GS-14, and GS-15 grade levels, as appropriate.

Step 2 – Apply the Threshold Criteria

Threshold Criteria from the [General Schedule Supervisory Guide](#)

Factor 3-3b– Exercise all or nearly all of the delegated supervisory authorities and responsibilities described at Factor Level 3-2c (see below) of this factor and, in addition, at least eight of the following:

1. using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
2. exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
3. assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
4. direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
5. making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
6. evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
7. making or approving selections for subordinate nonsupervisory positions;
8. recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
9. hearing and resolving group grievances or serious employee complaints;
10. reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
11. making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
12. determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
13. approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
14. recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; and/or
15. finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Step 2 – Apply the Threshold Criteria

(continued)



Step 2 – Apply the Threshold Criteria (continued)

Factor 3-2c – Carry out at least three of the first four, and a total of six or more of the following ten authorities and responsibilities:

1. plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
2. assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
3. evaluate work performance of subordinates;
4. give advice, counsel, or instruction to employees on both work and administrative matters;
5. interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
6. hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
7. effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
8. identify developmental and training needs of employees, providing or arranging for needed development and training;
9. find ways to improve production or increase the quality of the work directed; and/or
10. develop performance standards.



Step 4 – Compare Position to Benchmark**Printing Officer GS-13 – Type A****Nature and Variety of Work**

The Type A printing officers at this level are typically responsible for management of a very large printing production plant who may, in addition, be responsible for procurement of printing from other sources. The organizational segment served may have subject-matter organizations in several states requiring special procedures to provide effective service. The printing officers must keep up to date on the printing requirements of the subject-matter organizations in order to provide the fastest and most economical services to them.

The need for continued education of users because of personnel turnover in the subject-matter organizations and because of geographical dispersion of users and contractor printing sources complicates the printing officer's contacts with editors/writers. Production scheduling and control of quality of printing are difficult because of this dispersion. The variety of printing processes for which costs must be separately allocated and the varying methods of obtaining reimbursement from customers with diverse accounting systems complicate billings. These and similar complications typically result in the need for a number of General Schedule subordinates in grades GS-9, 11, and 12. Rules and requirements limit operation of the printing service in terms of (1) equipment availability, and therefore what printed product can be produced, and (2) what work will be obtained from commercial sources.

Supervision and Guidance Received

All aspects of the program are bound by the laws relating to printing and by the regulations of the Joint Committee on Printing (JCP). In some matters the printing officers are bound by definitive controls, as, for example, those for obtaining new equipment specifically identified as requiring JCP approval to purchase. However, printing officers must also achieve the maximum flexibility possible within these regulations.

In addition to the regulations of the JCP and statutory requirements, Office of Management and Budget directives and rules and regulations of the General Accounting Office also bind the work of a printing organization.

(continued)

Step 4 – Compare Position to Benchmark



Printing Officer GS-13 – Type B

Type B printing officers are technically and administratively responsible for a printing program for a department or agency having a large printing requirement of a complexity as described below.

The printing officers formulate and issues printing policies, procedures, and controls affecting not only subject-matter organizations but also a few printing plants and/or duplicating facilities of the department.

The printing officers provide technical advice for these printing plants and/or duplicating facilities. The printing officers also recommend to the JCP approval of establishment of new printing plants and/or duplicating facilities or the consolidation and elimination of current facilities. They conduct studies to determine adequate personnel staffing patterns for the field plants, and the kind and quantity of equipment needed. They review and make the final technical department determination as to whether requests by subordinate offices or subject-matter organizations for equipment (printing and/or duplicating) will be approved for submission to the JCP for final decision.

They are responsible for the review and approval of contracts for procurement of field printing, insuring that proper and economical use of commercial printing facilities has been made. They participate in policy decisions affecting the workload of the printing organization, advising management of regulatory and other requirements to be planned for in carrying out new projects.

In their participation, they serve as an authoritative source of advice on legal, regulatory, and procedural matters.

In their capacity as the controller of the printing department, the printing officer deals with high level members of the department in explaining the requirements for and appropriateness of the printing controls.

(continued)

Step 4 – Compare Position to Benchmark (continued)



Printing Officer GS-14 – Type B

Type B printing officers at this level are technically and administratively responsible for a very large and complex printing program for a department or agency, typically with printing facilities established in area offices throughout the United States.

NOTE: The printing program of some departments or agencies may be so organized that there is no position at the department level providing policy direction and control for lower echelons, and positions similar to the above may operate at an echelon lower than the department or agency, i.e., bureau level.

Printing procurement is accomplished on a nationwide basis requiring a general knowledge of the capabilities of major commercial printing firms throughout the United States. The printing officers assist the JCP on special printing projects.

Characteristically, the Type B printing officers are responsible for formulating and issuing printing policies and standards within the guidance and controls established by the JCP for management of printing production plants, for procurement of printing material and printing services, and for operation of an effective inspection and control program.

The printing officers are responsible for assuring the department's compliance with the legal and JCP's requirements relating to printing. They represent their department to the JCP in obtaining approval for new projects, in negotiating exceptions and changes in regulations, and in obtaining approval of requests for equipment and new printing.

The size of the printing procurement program is such that it is a recognizable part of the production load of the Government Printing Office and frequently requires special production arrangements in order to meet department deadlines for programs requiring the printed matter. There is a continuing full-time study of new equipment and processes, not only to meet the needs of the printing plants, but also to anticipate and be prepared to meet the department's forecasted functions.

The printing officers deal with high-level members of their departments, and heads of bureaus in explaining the requirements and appropriateness of their printing program. When new department programs, involving large expenses for printing, are under study, the printing officers participate in the planning and provide to management officials the technical printing advice necessary for their guidance and planning.

Administrative, policy, and management controls are exercised by the representative of the head of the department who is responsible for administration, or for support or service functions. The scope, limitations and objectives of the program are subject to approval, usually by the same person. Supervisory control over the work is exercised through consultation, evaluation of the effectiveness of the printing program, and surveys and review of reports by the JCP and by other management support activities within the department.

(continued)

Step 4 – Compare Position to Benchmark (continued)



Step 4 – Compare Position to Benchmark (continued)

Printing Officer GS-15 – Type B

Type B printing officers at this level are technically and administratively responsible for a comprehensive printing program for one of the largest departments, with printing facilities established in area offices of the department both within and outside the United States. As recognized experts on printing, they advise high-level management officials both within their department and in other departments and agencies on printing matters. The JCP requests their advice on new developments in the printing field and may utilize their staff for special studies. The printing officers represent their department on interdepartmental printing groups and serve on joint government committees to establish policies and procedures for the exchange of printed matter between governments.

Typically, the amount of the allotment for printing may be in the tens of millions of dollars. The size of the printing procurement program is such that it has a significant impact on the production load of the Government Printing Office. In addition, a large volume of printing is obtained from commercial sources under authority of GPO granted waivers and as field printing. Controls over the position are similar to those described at the GS-14 level.

