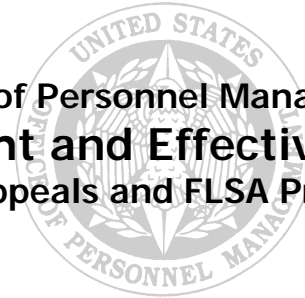


U.S. Office of Personnel Management  
Office of Merit Systems Oversight and Effectiveness  
Classification Appeals and FLSA Programs



Atlanta Oversight Division  
75 Spring Street, SW., Room 972  
Atlanta, GA 30303

**Classification Appeal Decision**  
**Under Section 5112 of Title 5, United States Code**

**Appellant:** [Appellant]  
**Agency classification:** Supervisory Supply Technician  
GS-2005-7  
**Organization:** Department of the Navy  
**OPM decision:** Supervisory Supply Technician  
GS-2005-7  
**OPM decision number:** C-2005-07-02

/s/

\_\_\_\_\_  
Kathy Day  
Classification Appeals Officer

7/18/00

\_\_\_\_\_  
Date

As provided in section 511.612 of title 5, Code of Federal Regulations, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. The agency is responsible for reviewing its classification decisions for identical, similar, or related positions to ensure consistency with this decision. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in the Introduction to the Position Classification Standards, appendix 4, section G (address provided in appendix 4, section H).

**Decision sent to:**

[Appellant]

[Appellant's servicing Human  
Resources Office]  
Department of the Navy

Ms. Sharon Stewart  
Acting Director, Civilian Personnel  
Programs Division  
Office of the Deputy Assistant Secretary  
of Navy, Civilian Personnel  
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Ms. Janice W. Cooper  
Chief, Classification Branch  
Field Advisory Services Division  
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## **Introduction**

On March 30, 2000, the Atlanta Oversight Division, Office of Personnel Management (OPM), accepted an appeal for the position of Supervisory Supply Technician, GS-2005-7, [appellant's organizational location], Department of the Navy. The appellant is requesting that her position be classified as a Supply Specialist at the GS-10 level.

The appeal has been accepted and processed under section 5112(b) of title 5, United States Code (U.S.C.). This is the final administrative decision on the classification of the position subject to discretionary review only under the limited conditions and time outlined in part 511, subpart F, of title 5, Code of Federal Regulations.

## **General issues**

The appellant first expressed concern over the accuracy of her position description in early 1996. A desk audit was conducted in April 1997, and more recently on February 2, 2000. On both occasions, the agency determined that the position is properly classified as Supervisory Supply Technician, GS-2005-7. The appellant disagrees with this classification on the basis that the desk audits did not properly consider the full extent of her duties and responsibilities associated with the Hazardous Reutilization and Inventory Management Program.

The appellant compares the duties of her position to other positions in similar organizations that are classified at a higher grade. By law, we must classify positions solely by comparing their current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112). Since comparison to standards is the exclusive method for classifying positions, we cannot compare the appellant's position to others as a basis for deciding her appeal.

In reaching our classification decision, we have carefully reviewed all information furnished by the appellant and the agency, including information obtained from telephone interviews with the appellant and her supervisor.

## **Position information**

The appellant is assigned to Position Description number [#]. This is a one-of-a-kind, non-standard position description. The appellant's supervisor and the agency have certified to the accuracy of the position description. However, the appellant does not believe the position description fully describes all of her duties and responsibilities.

OPM considers a position description adequate for classification purposes when it is considered so by one knowledgeable of the occupational field involved and of the application of pertinent classification standards, principles, and policies, and supplemented by otherwise accurate, available, and current information on the organization, functions, programs, and procedures concerned. We find the current position description adequate. For purposes of this appeal, our decision will be based on the official position description of record supplemented by the information provided by the appellant and her agency.

The appellant performs duties associated with supervising the Hazardous Reutilization and Inventory Management Program. This work supports all commands and activities at [organizational location], including Hazardous Material Issue Centers and Pre Expended Bin Material Issue Centers. She is responsible for the range of functions associated with issue center operations. This includes ordering and maintaining inventory; checking and verifying incoming material for conformance to specifications, quantities, and regulatory requirements for hazardous material; ensuring proper handling and storage of materials, and properly re-containerizing hazardous material; issuing materials to using work centers; and properly handling and disposing of excess hazardous material per governing directives.

The appellant works under the supervision of the Ready Stores Branch Head. She independently carries out day-to-day assignments without direct, continual supervision and is expected to apply knowledge and experience to solve problems on her own initiative. Any questions concerning non-routine, exceptional situations, or matters beyond the knowledge base of the incumbent are referred to the immediate supervisor for resolution.

### **Standard determination**

Supply Clerical and Technician Series, GS-2005, May 1992.  
General Schedule Supervisory Guide (GSSG), April 1993.

### **Series determination**

The agency classified the position in the Supply Clerical and Technician Series, GS-2005. The appellant contends that her position is more appropriately classified as a Supply Specialist.

The Supply Clerical and Technician Series, GS-2005, includes positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.

The GS-2005 standard identifies several areas which should be reviewed to assist in arriving at a determination to place a position in the Supply Clerical and Technician Series, GS-2005, or in a series covering supply specialist functions, e.g., GS-2010, Inventory Management. The areas identified are (a) the duties and responsibilities of the position, including the supervision received; (b) the knowledge and abilities required to perform the work; and (c) the recruitment sources, career ladder, and needs of management.

Examples are given to illustrate the ways in which the duties of supply technicians and those of supply specialists differ:

1. Supply technicians generally follow established methods and procedures which have been developed by supply specialists and management personnel.

Supply specialists are responsible for planning and developing the supply system, programs, or services, and for developing, adapting, or interpreting operating methods or procedures.

2. Supply technicians perform assignments (1) requiring less extensive knowledge of programs, operations, or organizations serviced; and (2) requiring a limited knowledge of item characteristics or technical uses of items of supply or equipment.

Supply specialists perform assignments requiring a deeper knowledge and understanding of programs and the needs and operations of organizations serviced. They (1) must apply a knowledge of present or proposed programs, program changes, work operations, work sequences and schedules; and (2) must have a greater knowledge of the technical characteristics or properties of supply items to plan and forecast inventory needs under changing technological or program requirements.

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

The appeal record shows that the appellant performs her assignments following established supply, environmental and safety regulations, policies, and procedures. The record also shows that the appellant possesses an understanding of intent and procedural aspects of the organization's supply program as it relates to its operations. However, this does not equate to the in-depth knowledge required of supply specialists in order to plan and forecast inventory needs under changing technological or programmatic requirements. The appellant is not responsible for planning and developing the supply system, nor does she apply the level of judgment based on the possession of analytical ability and a theoretical or conceptual understanding of supply principles and techniques described for supply specialists. Consequently, we find that the appellant's position does not require the extensive knowledge base and does not perform duties which would require the exercise of the level of judgment and analytical ability found in supply specialist positions. Instead, the appellant's work requires a knowledge of supply operations and program requirements, and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures to ensure the effective operation of ongoing supply activities. Such work is covered by the Supply Clerical and Technician Series, GS-2005.

The appellant's position is properly classified in the Supply Technician Series, GS-2005.

### **Title determination**

*Supply Technician* is the title authorized for all GS-5 level positions and above. Positions that meet the criteria of the appropriate guide for supervisory positions should have "*Supervisory*" prefixed to the basic title.

## **Grade determination**

Since the appellant's supervisory work accounts for 25 percent of her time and her non-supervisory work accounts for 75 percent of her time, the work must be evaluated separately using the appropriate classification criteria for each. The overall grade of the position is the higher level of either the supervisory or non-supervisory work. The GS-2005 standard is used to evaluate the Supply Technician work personally performed by the appellant, and the GSSG is used to evaluate her supervisory duties and responsibilities.

## **GENERAL SCHEDULE SUPERVISORY GUIDE**

The GSSG is used to determine the grade of General Schedule (GS or GM) supervisory positions in grades GS-5 through GS-15. The GSSG employs a factor-point evaluation method that assesses six factors common to all supervisory positions. To grade a position, each factor is evaluated by comparing the position to the factor-level descriptions for that factor and crediting the points designated for the highest factor-level which is fully met, in accordance with the instructions specific to the factor being evaluated. The total points accumulated under all factors are then converted to a grade by using the point-to-grade conversion table in the Guide. The position is evaluated as follows:

### *Factor 1, Program Scope and Effect:*

This factor assesses the general complexity, breadth, and impact of the program areas and work directed, including the organizational and geographic coverage. It also assesses the impact of the work both within and outside the immediate organization. To credit a particular factor-level, the criteria for both scope and effect must be met.

#### a. Scope

This element addresses the general complexity and breadth of: (1) the program (or program segment) directed; and (2) the work directed, the products produced, or the services delivered. The geographic and organizational coverage of the program (or program segment) within the agency structure is addressed under this element.

At Level 1-2, the program segment or work directed is administrative, technical, complex clerical, or comparable in nature, has limited geographic coverage, and supports most of the activities comprising a typical agency field office, an area office, a small to medium military installation, or comparable activities within agency program segments.

Level 1-2 is met. The appellant directs work that is technical in nature, and primarily supports the mission of the [facilities and base], and several smaller detachments.

At Level 1-3, the position directs a program segment that performs technical, administrative, protective, investigative, or professional work covering a major metropolitan area, a state, or a small region of several states; or, when most of an area's taxpayers or businesses are covered, comparable to a small city. Providing complex administrative or technical or professional services directly affecting a large or complex multi-mission military installation also falls at this level.

Level 1-3 is not met. The appellant does not direct work that meets the scope and magnitude illustrated at this level. For example, the first condition required to meet this level deals with the complexity of the work performed by the subordinate staff. The Hazardous Material Handlers, WG-6501-6, perform the highest level of non-supervisory work directed by the appellant. The WG-6 position does not perform complex assignments such as analyzing difficult issues, identifying alternative courses of action, modifying standard procedures, or solving problems requiring significant departures from previous approaches. The work performed by the WG-6s is subject to close review and approval by the appellant. The second condition requires that the work have wide geographic and organizational coverage and serve a large population. The work directed by the appellant does not serve an area comparable in size to a major metropolitan area, a state, a small region of states, or a small city, and she does not provide services directly affecting a large or complex multi-mission military installation. The GSSG describes a multi-mission military installation as a large military installation or group of activities with a total serviced or supported employee-equivalent population exceeding 4000 personnel and with a variety of serviced technical functions, including four or more of the following: a garrison; a medical center or large hospital and medical laboratory complex; multimillion dollar (annual) construction, civil works, or environmental clean up projects; a test and evaluation center or research laboratory of moderate size; an equipment or product development center; a service school; a major command higher than that in which the servicing position is located or a comparable tenant activity of moderate size; a supply or maintenance depot; or equivalent activities. The appellant's position meets neither of the of the conditions described.

This element is credited at Level 1-2.

b. Effect

This element addresses the impact of the work, the products, and/or the programs described under "Scope" on the mission and programs of the customer(s), the activity, other activities in or outside of the Federal Government, the agency, other agencies, the general public, or other entities.

At Level 1-2, the services or products support and significantly affect installation level, area office level, or field office operations and objectives, or comparable program segments; or provide services to a moderate, local or limited population of clients or users comparable to a major portion of a small city or rural county.

Level 1-2 is met. The services provided (ensuring that serviced commands are provided with necessary hazardous materials without maintaining excessive inventory levels) affect the mission of the [facilities and base], and several smaller detachments.

At Level 1-3, the activities, functions, or services accomplished directly and significantly impact a wide range of agency activities, the work of other agencies, the operations of outside interests, e.g., a segment of a regulated industry, or the general public. At the field activity level, i.e., large, complex multi-mission organizations or very large serviced populations, the work directly involves or substantially impacts the provision of essential support services to numerous, varied, and complex technical, professional, or administrative functions.

Level 1-3 is not met. The appellant's work does not impact a wide range of agency functions, other agencies, or the operations of outside interests or the general public.

This element is credited at Level 1-2.

Since both elements are evaluated at Level 1-2, the overall evaluation of this factor is Level 1-2 for 350 points.

*Factor 2, Organizational Setting:*

This factor considers the organizational situation of the supervisory position in relation to higher levels of management.

At Level 2-1, the position is accountable to a position that is two or more levels below the first Senior Executive Service, flag or general officer, or equivalent or higher level position in the direct supervisory chain.

Level 2-1 is met. The organizational chart shows that the appellant is accountable to a position that is five levels below the Captain, the commanding officer of the command.

This factor is credited at Level 2-1 for 100 points.

*Factor 3, Supervisory and Managerial Authority Exercised:*

This factor covers the delegated supervisory and managerial authorities that are exercised on a recurring basis. To be credited with a level under this factor, a position must carry out the authorities and responsibilities to the extent described for the specific level. Levels under this factor apply equally to the direction of specialized program management organizations, line functions, staff functions, and operating and support activities.

Level 3-2 describes three situations, any one of which is sufficient to credit this level. Since the appellant does not supervise production-oriented work or contractor employees, the first two situations are not applicable. The third situation covers positions that carry out at least 3 of the first 4, and a total of 6 or more of the following 10 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 and 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 (10) develop performance standards.

Level 3-2c is met. According to the supervisor, the appellant's position is delegated all of the supervisory authorities listed. The appellant plans work schedules, provides technical leadership, assigns work or tasks, identifies developmental and training needs of her subordinates, instructs employees on difficult work operations, reviews work while in progress or upon completion, and provides administrative supervision and management over section operations.

Level 3-3 describes two situations, either of which meets the level. In the first situation, the position exercises delegated managerial authority to set a series of annual, multi-year, or similar long-range work plans and schedules for in-service or contracted work; assure implementation by subordinate organizational units of program goals and objectives; determine which goals and objectives need additional emphasis; determine the best solution to budget shortages; and plan for long-range staffing needs. Positions in this situation are closely involved with high level program officials or comparable agency staff personnel in developing overall goals and objectives for assigned functions or programs. The second situation covers second-level supervisory positions that perform the full range of supervisory functions described at Level 3-2, and at least 8 of the 15 conditions described at Level 3-3, including such matters as using subordinates to direct or lead work. This includes exercising significant advisory or coordinating responsibilities, assuring equity of performance standards and ratings among subordinate units, directing a program segment with significant resources, making decisions on matters elevated by subordinate supervisors, exercising personnel authority over subordinate supervisors and employees, approving serious disciplinary actions, making non-routine decisions, and approving the expenditure of funds.

Level 3-3 is not met. The appellant does not have program responsibility for setting goals and objectives, resolving budget issues, or planning long-range staffing needs nor is she involved with high level program officials in developing goals and objectives for agency contracting functions. Therefore, the first situation is not met. The appellant does not supervise other supervisors, therefore, the second situation is not met either, and Level 3-3 cannot be credited.

This factor is credited at Level 3-2c for 450 points.

*Factor 4, Personal Contacts:*

This is a two-part factor which assesses the nature and the purpose of personal contacts related to supervisory and managerial responsibilities. The same contacts that serve as the basis for the level credited under Subfactor 4A must be used to determine the correct level under Subfactor 4B.

Subfactor 4A, Nature of Contacts

This subfactor covers the organizational relationships, authority or influence level, setting, and difficulty of preparation associated with making personal contacts involved in supervisory and managerial work. To be credited, the level of contacts must contribute to the successful performance of the work, be a recurring requirement, have a demonstrable impact on the difficulty and responsibility of the position, and require direct contact.

At Level 4A-2, frequent contacts are with members of the business community or the general public; higher ranking managers, supervisors, and staff of other units throughout the activity or at levels below bureau or major military command level; representatives of local public interest groups; case workers in Congressional district offices; technical or operating personnel in state and local government; reporters for local or other limited media outlets; or comparable contacts. These contacts may be informal, occur in conferences and meetings, or take place through telephone, televised, radio, or similar contact, and sometimes require non-routine or special preparation.

Level 4A-2 is met. As supervisor of the Hazardous Reutilization and Inventory Management program, the appellant has contact with a variety of operating officials, vendors, and representatives of other government agencies at the Federal, state, and local level.

At Level 4A-3, recurring contacts are with high ranking military or civilian managers at bureau and major organizational levels within the agency, with agency administrative personnel, or with comparable personnel in other agencies; key staff of public interest groups with significant political influence or media coverage; journalists representing influential city or county news media; Congressional committee and subcommittee staff assistants; contracting officials and high level technical staff of large industrial firms; or local officers of regional or national trade associations, public action groups or professional organizations, or with state and local government managers. These contacts take place in meetings and conferences, and often require extensive preparation.

Level 4A-3 is not met. The appellant does not have contacts with persons as described at this level.

This factor is credited at Level 4A-2 for 50 points.

### Subfactor 4B, Purpose of Contacts

This subfactor covers the purpose of the personal contacts credited in Subfactor 4A, including the advisory, representational, negotiating, and commitment-making responsibilities related to supervision and management.

At Level 4B-1, the purpose of contacts is to discuss work efforts for providing or receiving services; to exchange factual information about work operations and personnel management matters; and to provide training, advice, and guidance to subordinates.

Level 4B-1 is met. The appellant provides advice to employees on work efforts, resolves problems, and informs employees of operational changes and procedures. Her contacts with federal, state, or local agencies are related to her supply function, e.g., obtaining information regarding new items, their use and characteristics, and storage and disposal procedures.

At Level 4B-2, the purpose of contacts is to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, contractors or others.

Level 4B-2 is not met. The purpose of the appellant's contacts is not to provide information to outside parties or resolve differences among others outside of the organization. There is no evidence in the appeal record that she encounters significant organizational conflicts outside of her subordinate organization.

This factor is evaluated at Level 4B-1 for 30 points.

### *Factor 5, Difficulty of Typical Work Directed:*

This factor measures the difficulty and complexity of the basic work most typical of the organization(s) directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors, team leaders, or others.

The appellant supervises a subordinate staff which includes one Supply Technician, GS-2005-5, and eight Hazardous Material Handlers, WG-6501-6, involved in stocking, storing, recontainerizing, and issuing a variety of low cost, high turnover, and hazardous material in support of the Trident Refit Facility and a few tenant organizations. The highest grade level of nonsupervisory work which best characterizes the basic work performed and represents 25 percent or more of the workload is WG-6, which is equivalent to GS-4 level work.

According to the chart in the GSSG, the highest level of base work supervised by the appellant, GS-4 or equivalent, equates to Level 5-2.

Level 5-2 is credited for 205 points.

*Factor 6, Other Conditions:*

This factor measures the extent to which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities. To evaluate Factor 6, two steps are used. First, the highest level that a position substantially meets is initially credited. Then, if the level selected is either 6-1, 6-2, or 6-3, the Special Situations listed after the factor level definitions are considered. If a position meets three or more of the situations, then a single level is added to the level selected in Step 1. If the level selected under Step 1 is either 6-4, 6-5, or 6-6, the Special Situations may not be considered in determining whether a higher factor level is creditable.

At Level 6-1, the work supervised involves clerical, technician, or other work comparable in difficulty to the GS-6 level, or lower. This could vary from basic supervision over a stable workforce performing work operations that are routine, to a level of supervision which requires coordination within the unit to ensure that timeliness, form, procedure, accuracy, quality and quantity standards are met in individual cases.

Level 6-1 is met. The appellant provides assistance and direction to employees as needed in the areas of training, resolving problems, approving leave, and evaluating performance. She sets priorities and ensures that the work performed by the employees is in compliance with directives and guidelines.

At Level 6-2, two situations are described. The first situation states that the work supervised or overseen involves technician and/or support work comparable in difficulty to GS-7 or GS-8, or work at the GS-4, 5 or 6 level, where the supervisor has full and final technical authority over the work which requires coordination and integration of work efforts either within the unit or with other units in order to produce a completed work product or service. (Full and final technical authority means that the supervisor is responsible for all technical determinations arising from the work, without technical advice or assistance on even the more difficult and unusual problems, and without further review except from an administrative or program evaluation standpoint. Credit for this should be limited to situations involving an extraordinary degree of finality in technical decision making.) The required coordination at this level ensures consistency of product, service, interpretation, or advice and conformance with the output of other units, with formal standards or agency policy. Supervisors typically coordinate with supervisors of other units to deal with requirements and problems affecting others outside the organization. For the second situation the position directs subordinate supervisors of work comparable to GS-6 or lower, where coordinating the work of the subordinate units requires a continuing effort to assure quality and service standards and is limited to matters of timeliness, form, procedure, accuracy, and quantity.

Level 6-2 is not met. The appellant is primarily responsible for ensuring that requested material is authorized for purchase and that the commands are on the authorized user list. If this is not the case, responsibility for final determination lies with the Environmental Engineer. The appellant

is not responsible for coordinating work of subordinate units nor does she direct subordinate supervisors.

Level 6-1 is credited for 310 points.

*SPECIAL SITUATIONS:*

1. *Variety of Work* (Not Credited)

This situation is credited when more than one kind of work, each kind representing a requirement for a distinctly different additional body of knowledge on the part of the supervisor, is present in the work of the unit. A “kind of work” requires substantially full qualification in distinctly separate areas, or full knowledge and understanding of rules, regulations, procedures, and subject matter of a distinctly separate area of work.

The subordinate staff performs work classifiable in the WG-6501, Hazardous Material Handler, and the GS-2005, Supply Technician, series. However, all of the subordinate work performed is primarily related to hazardous material supply and storage functions and does not require distinctly different bodies of knowledge.

2. *Shift Operations* (Not Credited)

This situation is credited when the position supervises an operation carried out on at least two fully staffed shifts.

The appellant does not supervise two fully staffed shifts. Although there is a Supply Duty Officer available from 6:00 a.m. to midnight, 5 days per week, this does not meet the intent of a fully staffed shift.

3. *Fluctuating Work Force or Constantly Changing Deadlines* (Not Credited)

Fluctuating work force is credited when the workforce supervised by the position has large fluctuations in size and when they impose on the supervisor a substantially greater responsibility for training, adjusting assignments, or maintaining a smooth flow of work while absorbing and releasing employees.

The appellant’s organization is stable and does not experience significant workforce fluctuations.

4. *Physical Dispersion* (Not Credited)

This situation is credited when a substantial portion of the workload for which the supervisor is responsible is regularly carried out at one or more locations which are physically removed from the main unit (as in different buildings, or widely dispersed locations in a large warehouse or factory), under conditions that make day-to-day supervision difficult to administer.

According to her supervisor, the majority of the work supervised by the appellant is located in one building. There are two other distribution centers located approximately one mile away where an employee issues material to the various shops. The two distribution centers do not represent a substantial portion of the workload nor do they make the appellant's supervisory responsibilities significantly more difficult.

#### 5. *Special Staffing Situations* (Not Credited)

Credit for this situation is given when (1) a substantial portion of the workforce is regularly involved in special employment programs; or in a similar situation which requires involvement with employee representatives to resolve difficult or complex human resources management issues and problems; (2) requirements for counseling and motivational activities are regular and recurring; and (3) job assignments, work tasks, working conditions, and/or training must be tailored to fit the special circumstances.

There is no evidence that the appellant is involved in special employment programs that require adjustments to work assignments, tasks, work environment, or require regular and recurring special counseling or motivational activities.

#### 6. *Impact of Specialized Programs* (Not Credited)

This situation is credited when supervisors are responsible for a significant technical or administrative workload in grades above the level of work credited in Factor 5, provided the grades of this work are not based upon independence of action, freedom from supervision, or personal impact on the job.

The appellant is not responsible for other positions above the grade level credited in Factor 5.

#### 7. *Changing Technology* (Not Credited)

This situation is credited when work processes and procedures vary constantly because of the impact of changing technology, creating a requirement for extensive training and guidance of the subordinate staff.

There is no evidence in the appeal record indicating a requirement for extensive training and guidance due to changing technology. The appellant included information in the appeal record pertaining to the implementation of a new software package as an example of changing technology. However, based on the information provided, the software is much simpler to use and transaction and training times are projected to be minimal.

#### 8. *Special Hazard and Safety Conditions* (Credited)

This situation is credited when there is a need to make provisions for significant unsafe or hazardous conditions occurring during performance of the work of the organization.

The appellant is required to ensure compliance with environmental safety and Occupational Safety and Health Administration procedures and regulations, e.g., wearing protective equipment, procedures for storing and disposing of hazardous materials. She is responsible for seeing that her subordinate workforce has the correct and functioning protective gear and equipment and that they are following the appropriate guidelines and regulations for its use. She must also ensure that hazardous materials are properly stored and handled, and that Environmental Protection Agency guidelines are followed for disposal of such material.

Only one Special Situation is credited; therefore, no additional level is added.

<b>SUMMARY</b>		
<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>
1. Program Scope and Effect	1-2	350
2. Organizational Setting	2-1	100
3. Supervisory and Managerial Authority Exercised	3-2c	450
4. Personal Contacts		
A. Nature of Contacts	4A-2	50
B. Purpose of Contacts	4B-1	30
5. Difficulty of Typical Work Directed	5-2	205
6. Other Conditions	6-1	310
	<b>TOTAL</b>	<b>1495</b>

A total of 1495 points equates to GS-7, 1355 to 1600 points, according to the point-to-grade conversion chart in the GSSG.

## **SUPPLY TECHNICIAN DUTIES**

The GS-2005 standard is written in the Factor Evaluation System (FES) format. Under the FES, positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors common to nonsupervisory General Schedule positions.

A point value is assigned to each factor based on a comparison of the position's duties with the factor-level descriptions in the standard. The factor point values mark the lower end of the ranges for the indicated factor levels. For a position factor to warrant a given point value, it must be fully equivalent to the overall intent of the selected factor-level description. If the position fails in any significant aspect to meet a particular factor-level description in the standard, the point value for the next lower factor level must be assigned, unless the deficiency is balanced by an equally important aspect which meets a higher level. The total points assigned are converted to a grade by use of the grade conversion table in the standard.

The agency evaluated the nonsupervisory duties at the GS-6 level, and we concur with the agency determination. Since these duties do not impact the grade of the position, a summary of our evaluation using the GS-2005 standard follows:

<b>SUMMARY</b>		
<b>FACTOR</b>	<b>LEVEL</b>	<b>POINTS</b>
1. Knowledge Required by the Position	1-4	550
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-3	150
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	6-2a	45
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	<b>TOTAL</b>	1230

A total of 1230 points falls within the range for GS-6, 1105 to 1350 points, according to the Grade Conversion Table in the GS-2005 standard.

### **Summary**

The appellant's supervisory duties equate to GS-7 and her supply technician duties equate to GS-6.

### **Decision**

This position is properly classified as *Supervisory Supply Technician*, GS-2005-7.