Position "A"
LIBRARY TECHNICIAN (OFFICE AUTOMATION)
GS-1411-XX

Background

The position is located in the Interlibrary Loan Unit of a large Special Library. Incumbent serves as a library technician performing a variety of duties in support of the Unit.

Duties and Responsibilities

A variety of work is performed which requires knowledge of library organization and interlibrary loan activities in the Library. Time devoted to individual tasks varies with workload requirements.

Specifically, the incumbent performs the following duties:

1. Processes incoming books and photocopies of articles received in the Interlibrary Loan Unit for clientele. This includes retrieving appropriate records from pending files, notifying patrons of the availability of books in the Unit or mailing the photocopies, recalling overdue items, and returning books to lending institutions.

2. Determines availability of requested documents in the Library as well as other libraries throughout the world. This involves using the Library's online catalog, and online databases supplied by Online Computer Library Center, Inc., and others.

3. Performs final bibliographic searches for items not found in the Library by other Unit staff before declaring the items missing and initiating the interlibrary loan process.

4. Generates interlibrary loan requests for documents via such entities as the OCLC-Interlibrary Loan Subsystem, with assistance of senior Unit staff as necessary.

5. Processes interlibrary loan requests received at the Library from other institutions. The requests are received by mail or the OCLC-Interlibrary Loan Subsystem. This assignment requires using the Library's only catalog to determine availability of materials, checking for copyright compliance, and charging and discharging materials loaned. Updates online records to reflect the current status of loans.
6. Assists with data entry to maintain statistics and to keep records of completed interlibrary loan transactions.

7. Receives telephone calls and visitors and, based on knowledge of office activities, furnishes requested information or refers caller to supervisor or appropriate staff member.

8. Explains interlibrary loan policies and procedures to agency staff when appropriate.

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

- Knowledge of a wide variety of standard rules, procedures, and operations required to perform the full range of clerical procedural tasks in the Library, including searches of the Library’s extensive online catalog, and numerous other databases.

- Skill as a qualified typist, and ability to use word processing equipment and programs.

- Ability to work with a computer terminal to search for requested materials.

- General knowledge of the library collections and classification systems used by the Library.

- Ability to interact effectively with patrons and with other library staff, using tact and courtesy to accomplish assigned work.

- Knowledge of filing and specialized terminology sufficient to accomplish the work.

Factor 2, Supervisory Controls

The Head, Interlibrary Loan Unit, makes assignments in terms of objectives, priorities, and deadlines; and assists the incumbent with difficult problems which involve Library policy or which do not have clear precedents. The incumbent plans and carries out the successive steps of the work to final results, handling problems by following established methods and techniques and using standard procedures to produce desired results. Work methods are not reviewed in detail. Completed assignments are subject to review for appropriateness, technical soundness, and conformity with Library policy for interlibrary loan activities.
Factor 3, Guidelines

Guidelines include written policies and established practices developed for the unit by the agency and/or the Library Branch, the American Library Association, and other association rules and procedures for Interlibrary Loans, U.S. statutes such as those pertaining to the Privacy Act, Copyright Law, and the Freedom of Information Act. Numerous standard tools and specific guidelines are available for most work. The incumbent uses judgment in locating and selecting the most appropriate guides for specific requests, and in recognizing and referring to higher graded workers or the supervisor, work requiring significant deviation from standard procedures.

Factor 4, Complexity

The work consists of a varying sequence of detailed, routine, and non-routine library technician operations of limited scope and difficulty. The incumbent performs a variety of related steps following prescribed or standardized instructions in the Interlibrary Loan Unit. The decisions regarding what needs to be done require the incumbent to use judgment in applying a substantial number of pertinent rules, regulations, and instructions.

Factor 5, Scope and Effect

The purpose of the work is to provide documents and materials to patrons by using a range of standard library and information services tools and techniques. The provision of appropriate library materials supports the needs of the library patrons and affects the accuracy and completeness of their work.

Factor 6, Personal Contacts

Personal contacts are with professional and administrative employees, as well as library personnel in other libraries. Contacts are established on a routine basis but may require the incumbent to determine what is needed and whether the person is entitled to the material requested.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain and provide bibliographic information and materials to Library clientele.
Factor 8, Physical Demands

Work is sedentary when filing, typing, or processing materials. However, the work requires frequent extensive physical exertion in the need for the incumbent to walk, stretch, bend, stoop, or reach for materials, as well as to push book trucks or similar equipment in locating requested materials.

Factor 9, Work Environment

The work is normally performed in a library or office setting.
POSITION EVALUATION REPORT

STANDARDS APPLIED:

This position description has been evaluated using the OPM classification standards for the Library Technician Series, GS-1411, August 1993.

POSITION TITLE, SERIES, AND GRADE:

Library Technician (Office Automation), GS-1411-05

BACKGROUND:

This is a Library Technician position in the Interlibrary Loan Unit of a large Special Library, established to perform the full range of clerical procedural work in the Unit.

SERIES AND TITLE DETERMINATION:

The work of the position includes clerical, para-professional, technical, and library assistance work in the Interlibrary Loan Unit. The work includes duties which, if performed satisfactorily, will result in promotion in a career ladder in technical library work in the Interlibrary Loan Unit, which at more advanced levels, requires a practical knowledge of ILL functions and services as practiced at the Special Library, and the ability to apply standard library tools, methods, and procedures to the work. The foregoing clearly indicates that the basic appropriate title and series is Library Technician, GS-1411. Since the duties require skill in work processing and use of other office automation equipment, the parenthetical designation "office automation" is added.

GRADE DETERMINATION:

Factor 1 - Knowledge Required - Level 1-3 - 350 Points

The position under consideration requires knowledge of rules, procedures, and operations of the full range of clerical support work in the Interlibrary Loan Unit and ability to work with a computer terminal to search a limited number of databases for materials requested by patrons. These knowledges and skills are typical of factor level 1-3.
Factor 2 - Supervisory Controls - Level 2-3 - 275 Points

The supervisor provides general direction on objectives, deadlines, and priorities and may assist with matters which do not have clear precedents. The incumbent plans and carries out successive steps of the work. Completed work is evaluated for appropriateness and conformity with overall requirements. This is typical of factor level 2-3.

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

Guidelines at this level include numerous standard rules, procedures, and instructions. The incumbent must use judgment to select the most appropriate procedure and correctly apply the most appropriate guideline for the specific task as well as recognize when to refer matters to the supervisor or higher graded worker for resolution of appropriateness of procedural details. This is typical of level 3-2.

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

Work consists of varying sequences of detailed library technician operations of limited difficulty. Related steps of the work are performed following standard ILL instructions. Decisions to decide what needs to be done require the employee to use judgment in selecting and applying the most applicable rule, regulation, or instruction. Level 4-2 is met.

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

The purpose of the work is to provide documents and materials to patrons using various search techniques. The materials provide support for the needs of patrons and assist in the accuracy and completeness of their work. This clearly equates to factor level 5-2.

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

Contacts are with various professional, technical, and administrative patrons, on a routine basis, in a library setting. This equates to level 6-2.

Factor 7 - Purpose of Contacts - Level 7-a - 20 Points

The purpose of the contacts is to obtain and provide information to co-workers and Library patrons.
Factor 8 - Physical Demands - Level 8-2 - 20 Points

The work often requires extensive physical exertion in the need for the incumbent to walk, bend, stoop, and reach for materials, push book carts, and other similar physical activities.

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

The work is normally performed in a library/office setting.

TOTAL POINTS . . . . . . . . . . . . . 970

CONCLUSION:

Application of the above cited document, coupled with the qualifications requirement for office automation equipment proficiency, result in a classification of Library Technician (Office Automation), GS-1411-05.
Position "B"
LIBRARY TECHNICIAN (OFFICE AUTOMATION)
GS-1411-XX

Background

The position is located in the Interlibrary Loan Unit of a large, Special Library. Incumbent serves as a library technician performing a variety of duties in support of the Unit.

Duties and Responsibilities

A variety of work is performed which requires basic knowledge of library organization and interlibrary loan activities, as well as typing and clerical skills. Time devoted to individual tasks varies with workload requirements.

Specifically, the incumbent performs the following duties:

1. Performs preliminary processing of incoming loan and photocopy requests and sorts requests to facilitate locating documents in the Library. Locates requested items and delivers them to designated areas for copying or loan.

2. Searches the Library’s online catalog to determine reasons for not filling requests from the collection. Makes appropriate notations of search results on the back of each request form.

3. Corrects incomplete or inaccurate bibliographic citations by checking author indexes of indicated volumes or years.

4. Assists with data entry to maintain records of completed interlibrary loan transactions.

5. Photocopies requested articles as necessary.

6. Performs bibliographic searching and document photocopying. Publications searched include periodicals, congresses, proceedings, and monographic series written in over 25 different languages.

7. Receives telephone calls and visitors and, based on knowledge of office activities, furnishes requested information or refers call to supervisor or appropriate staff member.

8. Provides daily statistics of various activities.
Factor 1, Knowledge Required by the Position

- Knowledge of a wide variety of standard rules, procedures, and operations required to perform the full range of clerical procedural tasks in the Library, including searches of an in-house catalog and other databases.

- Skill as a qualified typist, and ability to use word processing equipment and programs.

- Ability to work with a computer terminal to search for requested materials.

- General knowledge of the library collections and classification systems used by the Library.

- Ability to interact effectively with patrons and with other library staff, using tact and courtesy to accomplish assigned work.

- Knowledge of filing and specialized terminology sufficient to accomplish the work.

Factor 2, Supervisory Controls

The Head, Interlibrary Loan Unit, provides continuing or individual assignments by indicating what is to be done, the priorities, and the deadlines. Detailed instructions are provided where assignments are unique and/or require changes in established instructions. The incumbent independently performs work within established operating instructions, procedures, and precedents. Unusual requests are referred to supervisor or more experienced worker for resolution. Completed work is reviewed for accuracy, adequacy of search procedures, conformity with ILL practices, and other pertinent Library standard operating procedures.

Factor 3, Guidelines

Guidelines include written policies and established practices developed for the unit by the agency and/or the Library, the American Library Association, and other association rules and procedures for Interlibrary Loans, U.S. statutes such as those pertaining to the Privacy Act, Copyright Law, and the Freedom of Information Act. Numerous standard tools and specific guidelines are available for most work. The incumbent uses judgment in locating and selecting the most appropriate guides for specific requests and in recognizing and referring to higher graded worker or the supervisor work requiring significant deviation from standard procedures.
Factor 4, Complexity

The work consists of a varying sequence of detailed, routine, and non-routine library technician operations of limited scope and difficulty. The incumbent performs a variety of related steps following prescribed or standardized instructions in the Interlibrary Loan Unit. The decisions regarding what needs to be done require the incumbent to use judgment in applying a substantial number of pertinent rules, regulations, and instructions.

Factor 5, Scope and Effect

The purpose of the work is to provide documents and materials to patrons by using a range of standard LIS tools and techniques. The provision of appropriate library materials supports the needs of the library patrons and affects the accuracy and completeness of their work.

Factor 6, Personal Contacts

Personal contacts are with professional and administrative employees, as well as library personnel in other libraries. Contacts are established on a routine basis but may require the incumbent to determine what is needed and whether the person is entitled to the material requested.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain and provide bibliographic information and materials to Library clientele.

Factor 8, Physical Demands

Work is sedentary when filing, typing, or processing materials. However, the work requires frequent extensive physical exertion in the need for the incumbent to walk, stretch, bend, stoop, or reach for materials, as well as to push book trucks or similar equipment in locating requested materials.

Factor 9, Work Environment

The work is normally performed in a library or office setting.
POSITION EVALUATION REPORT

STANDARDS APPLIED:

This position description has been evaluated using the OPM classification standard for the Library Technician Series, GS-1411, August 1993.

POSITION TITLE, SERIES, AND GRADE:

Library Technician (Office Automation), GS-1411-04

BACKGROUND:

This is a Library Technician position in the Interlibrary Loan Unit of a large Special Library, established to perform a variety of moderately difficult library processing work in the Unit.

SERIES AND TITLE DETERMINATION:

The work of the position includes clerical, para-professional, technical, and library assistance work in the Interlibrary Loan Unit. The work includes duties which, if performed satisfactorily, will result in promotion in a career ladder in technical library work in the Interlibrary Loan Unit, which, at more advanced levels, requires a practical knowledge of ILL functions and services as practiced at the Special Library and the ability to apply standard library tools, methods, and procedures to the work. The foregoing clearly indicates that the basic appropriate title and series is Library Technician, GS-1411. Since the duties require skill in word processing and use of other office automation equipment, the parenthetical designation "office automation" is added.

GRADE DETERMINATION:

Factor 1 - Knowledge Required - Level 1-3 - 350 Points

The position under consideration requires knowledge of rules, procedures, and operations of the full range of clerical support work in the Interlibrary Loan Unit and ability to work with a computer terminal to search a limited number of databases for materials requested by patrons. These knowledges and skills are typical of factor level 1-3.
Factor 2 - Supervisory Controls - Level 2-2 - 125 Points

The Head, ILL, provides continuing or individual assignments indicating what is to be done, deadlines, and priorities. The technician independently performs recurring work, referring unusual matters to supervisor or higher graded worker. Completed work is subject to a thorough review for conformity with established work procedures. This level of supervisory control is clearly at 2-2 in the FES format.

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

Guidelines at this level include numerous standard rules, procedures, and instructions. The incumbent must use judgment to select the most appropriate procedure and correctly apply the most appropriate guideline for the specific task as well as recognize when to refer matters to the supervisor or higher graded worker for resolution of appropriateness of procedural details. This is typical of level 3-2.

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

Work consists of varying sequences of detailed library technician operations of limited difficulty. Related steps of the work are performed following standard ILL instructions. Decisions to decide what needs to be done requires the employee to use judgment in selecting and applying the most applicable rule, regulation, or instruction. Level 4-2 is met.

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

The purpose of the work is to provide documents and materials to patrons using various search techniques. The materials provide support for the needs of patrons and assist in the accuracy and completeness of their work. This clearly equates to factor level 5-2.

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

Contacts are with various professional, technical, and administrative patrons, on a routine basis, in a library setting. This equates to level 6-2.

Factor 7 - Purpose of Contacts - Level 7-a - 20 Points

The purpose of the contacts is to obtain and provide information to co-workers and Library patrons.
Factor 8 - Physical Demands - Level 8-2 - 20 Points

The work often requires extensive physical exertion in the need for the incumbent to walk, bend, stoop, and reach for materials, push book carts, and other similar physical activities.

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

The work is normally performed in a library/office setting.

TOTAL POINTS . . . . . . . . 820

CONCLUSION:

Application of the above cited document, coupled with the qualifications requirement for office automation equipment proficiency, results in a classification of Library Technician (Office Automation), GS-1411-04.
Position "C"

LIBRARY TECHNICIAN (OFFICE AUTOMATION)
GS-1411-XX

Background

The position is located in the Interlibrary Loan Unit of a large Special Library. Incumbent serves as a library technician performing a variety of duties in support of the Unit.

Duties and Responsibilities

A variety of work is performed which requires knowledge of library organization and interlibrary loan activities in the Library. Time devoted to individual tasks varies with workload requirements.

Specifically, the incumbent performs the following duties.

1. Determines availability of requested documents in the Library, and other libraries throughout the world. This involves using the Library's online catalog, and online databases supplied by the Online Computer Library Center, Inc., and others.

2. Obtains documents from other libraries by independently generating interlibrary loan requests from appropriate sources using the OCLC-Interlibrary Loan Subsystem, Information on Demand, Chemical Abstracts Document Delivery Service, etc.

3. Performs final bibliographic searches for obscure items not found by other staff members. Publications searched include periodicals, congresses, proceedings, and monographic series written in over 80 different foreign languages.

4. Processes Online Computer Library Center, Inc., (OCLC) interlibrary loan requests received at the Library from other institutions. This assignment requires using the Library's online catalog to determine availability of materials, checking for copyright compliance, and charging and discharging materials loaned. Updates online records to reflect the current status of loans.

5. Performs final bibliographic searches for items not found in the Library by other Unit staff before declaring the items missing and initiating the interlibrary loan process.

6. Enters daily statistics for the Interlibrary Loan Unit into dBase files, and generates monthly statistical reports.
7. Explains interlibrary loan policies and procedures to agency staff when appropriate.

8. Provides patrons with status reports. Consults with patrons to clarify questionable data on request forms.

9. Provides daily statistics of various activities.

Factor 1, Knowledge Required by the Position

- Knowledge of the extensive body of rules and procedures to perform interlibrary loan assignments of considerable variety and complexity due to the nature of the material requested and its possible location, or the incomplete or inaccurate nature of the request.

- Ability to work with a computer terminal to search effectively and efficiently in a variety of databases.

- Skill as a qualified typist and ability to use a variety of word processing equipment and programs.

- Ability to work with a computer terminal to search for materials.

- Detailed knowledge of the library collections and classification systems used by the Library.

- Ability to interact effectively with patrons and with other library staff, using tact and courtesy to accomplish assigned work.

- Knowledge of filing and specialized terminology sufficient to accomplish the work.

Factor 2, Supervisory Controls

The Head, Interlibrary Loan Unit, makes assignments in terms of objectives, priorities, and deadlines; and assists the incumbent with difficult problems which involve Library policy or which do not have clear precedents. The incumbent plans and carries out the successive steps of the work to final results, handling problems by following established methods and techniques and using standard procedures to produce desired results. Work methods are not reviewed in detail. Completed assignments are subject to review for appropriateness, technical soundness, and conformity with Library policy for interlibrary loan activities.

Factor 3, Guidelines

Guidelines include written policies and established practices developed for the unit by the agency and/or the Library Branch, the American Library Association, and other association rules and procedures for Interlibrary Loans, U.S. statutes such as those pertaining to the Privacy Act, Copyright Law, and the Freedom of
Information Act. Numerous standard tools and specific guidelines are available for most work. The incumbent uses judgment in locating and selecting the most appropriate guides for specific requests and in recognizing and referring to higher graded workers or the supervisor work requiring significant deviation from standard procedures.

Factor 4, Complexity

The work consists of a varying sequence of detailed, routine, and non-routine library technician operations of limited scope and difficulty. The incumbent performs a variety of related steps following prescribed or standardized instructions in the Interlibrary Loan Unit. The decisions regarding what needs to be done require the incumbent to use judgment in applying a substantial number of pertinent rules, regulations, and instructions.

Factor 5, Scope and Effect

The purpose of the work is to provide documents and materials to patrons by using a range of standard library and information services tools and techniques. The provision of appropriate library materials supports the needs of the library patrons and affects the accuracy and completeness of their work.

Factor 6, Personal Contacts

Personal contacts are with professional and administrative employees, as well as library personnel in other libraries. Contacts are established on a routine basis, but may require the incumbent to determine what is needed and whether the person is entitled to the material requested.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain and provide bibliographic information and materials to Library clientele.

Factor 8, Physical Demands

Work is sedentary when filing, typing, or processing materials. However, the work requires frequent extensive physical exertion in the need for the incumbent to walk, stretch, bend, stoop, or reach for materials, as well as to push book trucks or similar equipment in locating requested materials.

Factor 9, Work Environment

The work is normally performed in a library or office setting.

-135-
POSITION EVALUATION REPORT

STANDARDS APPLIED:

This position description has been evaluated using the OPM classification standard for the Library Technician Series, GS-1411, August 1993.

POSITION, TITLE, SERIES, AND GRADE:

Library Technician (Office Automation), GS-1411-06

BACKGROUND:

This is a Library Technical position established in the Interlibrary Loan Unit of a large Special Library. The primary purpose of the position is to perform technical, substantive duties in support of the Library's Interlibrary Loan Unit.

SERIES AND TITLE DETERMINATION:

The work of the position includes clerical, para-professional, technical, and library assistance work in the Interlibrary Loan Unit. The foregoing clearly indicates that the basic appropriate title and series is Library Technician, GS-1411. Since the duties require skill in word processing and use of other office automation equipment, the parenthetical designation "office automation" is added.

GRADE DETERMINATION:

Factor 1 - Knowledge Required - Level 1-4 - 550 Points

The position under consideration requires knowledge of the extensive body of rules, procedures, and operations to perform ILL assignments of considerable variety and complexity; ability to use a computer terminal on a regular, recurring basis to search for a variety of technical, scientific, and other materials in numerous databases; detailed knowledge of Library special collections and classification systems; and other similar KSAOs. This exceeds factor level 1-3 and clearly meets factor level 1-4.

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

The supervisor provides general direction on objectives, deadlines, and priorities, and may assist with matters which do not have clear precedents. The incumbent plans and carries out successive steps of the work. Completed work is evaluated for appropriateness and conformity with overall requirements. This is typical of factor level 2-3.
Factor 3 - Guidelines - Level 3-2 - 125 Points

Guidelines at this level include numerous standard rules, procedures, and instructions. The incumbent must use judgment to select the most appropriate procedure and correctly apply the most appropriate guideline for the specific task as well as recognize when to refer matters to the supervisor or higher graded worker for resolution of appropriateness of procedural details. This is typical of level 3-2.

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

Work consists of varying sequences of detailed library technician operations of limited difficulty. Related steps of the work are performed following standard ILL instructions. Decisions to decide what needs to be done requires the employee to use judgment in selecting and applying the most applicable rule, regulation, or instruction. Level 4-2 is met.

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

The purpose of the work is to provide documents and materials to patrons using various search techniques. The materials provide support for the needs of patrons and assist in the accuracy and completeness of their work. This clearly equates to factor level 5-2.

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

Contacts are with various professional, technical, and administrative patrons, on a routine basis, in a library setting. This equates to level 6-2.

Factor 7 - Purpose of Contacts - Level 7-a - 20 Points

The purpose of the contacts is to obtain and provide information to co-workers and Library patrons.

Factor 8 - Physical Demands - Level 8-2 - 20 Points

The work often requires extensive physical exertion in the need for the incumbent to walk, bend, stoop, and reach for materials, push book carts, and other similar physical activities.

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

The work is normally performed in a library/office setting.

TOTAL POINTS ............ 1170

CONCLUSION:

Application of the above cited document, coupled with the qualifications requirement for office automation equipment proficiency, results in a classification of Library Technician (Office Automation), GS-1411-06.
POSITION DESCRIPTIONS

FACTOR EVALUATION SYSTEM (FES)

RAY CROSBY
U.S. OFFICE OF PERSONNEL MANAGEMENT
THE POSITION *versus* THE EMPLOYEE

- POSITION CLASSIFICATION ALLOCATES POSITIONS, NOT EMPLOYEES, TO THE APPROPRIATE:
  - PAY PLAN
  - OCCUPATIONAL SERIES
  - TITLE
  - GRADE LEVEL

FEDERAL PAY PLAN

- THE SALARY RATES ATTACHED TO THE GRADES AS PRESCRIBED BY TITLE 5.
- THE PLAN BY WHICH POSITIONS PREVIOUSLY ARRANGED UNDER THE CLASSIFICATION PLAN, ARE EVALUATED IN TERMS OF PAY SCALES.
- THE PROVISIONS OF THE LAW AND REGULATIONS CONTROLLING SALARY USE.
POSITION CLASSIFICATION

THE GROUPING OF POSITIONS IN CLASSES
IN CONFORMANCE WITH STANDARDS ISSUED
BY THE OFFICE OF PERSONNEL MANAGEMENT.

FEDERAL POSITION CLASSIFICATION PLAN

• A COMPREHENSIVE, ORDERLY SYSTEM FOR PLACING
  POSITIONS INTO THEIR PROPER:

  • SCHEDULE,
  • OCCUPATIONAL GROUP,
  • SERIES,
  • AND GRADE.

• TAKES INTO ACCOUNT DIFFERENCES IN:

  • KIND OF WORK OR DUTIES,
  • LEVEL OF DIFFICULTY AND RESPONSIBILITY,
  • AND QUALIFICATION REQUIREMENTS.
LEGAL BASIS FOR POSITION CLASSIFICATION IN THE FEDERAL GOVERNMENT

- CLASSIFICATION ACT OF 1923
- CLASSIFICATION ACT OF 1949, AS AMENDED - CODIFIED INTO CHAPTER 51 OF TITLE 5.

CLASSIFICATION ACT OF 1923 CONTAINED THREE BASIC PRINCIPLES:

- CLASSIFICATION SHALL BE BASED ON REQUIRED:
  - DUTIES
  - RESPONSIBILITIES
  - QUALIFICATIONS

- EQUAL PAY FOR SUBSTANTIALLY EQUAL WORK

- DIFFERENCES IN PAY SHALL BE IN PROPORTION TO DIFFERENCES IN:
  - DIFFICULTY
  - RESPONSIBILITY
  - QUALIFICATIONS REQUIRED TO PERFORM WORK

PREPARING POSITION DESCRIPTIONS IN THE FACTOR EVALUATION SYSTEM (FES) FORMAT

MAJOR DUTIES

FACTORS 1 & 2 OF 9 FACTORS

A. FACTOR 1 - KNOWLEDGES & SKILLS REQUIRED BY THE POSITION

- KIND OR NATURE OF KNOWLEDGES & SKILLS NEEDED;
- HOW THESE KNOWLEDGES & SKILLS ARE USED IN DOING THE WORK;
- DESCRIPTION OF THE WORK SITUATION (FOR SECRETARIAL POSITIONS ONLY).

B. FACTOR 2 - SUPERVISORY CONTROLS

- WHO PROVIDES THE SUPERVISION;
- HOW THE WORK IS ASSIGNED;
- THE EMPLOYEE'S RESPONSIBILITY FOR CARRYING OUT THE WORK;
- HOW THE WORK IS REVIEWED.
PREPARING POSITION DESCRIPTIONS IN FACTOR EVALUATION SYSTEM (FES) FORMAT

MAJOR DUTIES
FACTORS 3 & 4 OF 9 FACTORS

C. FACTOR 3 - GUIDELINES

• NATURE OF GUIDELINES FOR PERFORMING THE WORK;
• JUDGMENT NEEDED TO APPLY GUIDELINES, OR
NEEDED TO DEVELOP NEW GUIDES.

D. FACTOR 4 - COMPLEXITY

• NATURE OF THE ASSIGNMENT;
• DIFFICULTY IN IDENTIFYING WHAT NEEDS TO BE DONE;
• DIFFICULTY & ORIGINALITY INVOLVED IN PERFORMING THE WORK.

PREPARING POSITION DESCRIPTIONS IN FACTOR EVALUATION SYSTEM (FES) FORMAT

MAJOR DUTIES
(FACTORS 5 & 6 OF 9 FACTORS)

E. FACTOR 5 - SCOPE AND EFFECT

• PURPOSE OF THE WORK;
• IMPACT OF THE WORK PRODUCT OR
IMPACT OF THE SERVICE

F. FACTOR 6 - PERSONAL CONTACTS

• PEOPLE AND CONDITIONS UNDER WHICH CONTACTS
ARE MADE (THESE DO NOT INCLUDE CONTACTS
WITH THE SUPERVISOR).
PREPARING POSITION DESCRIPTIONS IN FACTOR EVALUATION SYSTEM (FES) FORMAT

MAJOR DUTIES
(FACTORS 7 - 9 OF 9 FACTORS)

G. FACTOR 7 - PURPOSE OF CONTACTS
   • REASONS FOR CONTACTS IN FACTOR 6;
   • SKILLS NEEDED TO ACCOMPLISH WORK
     THROUGH PERSON-TO-PERSON ACTIVITIES.

H. FACTOR 8 - PHYSICAL DEMANDS
   • NATURE, FREQUENCY, AND INTENSITY OF PHYSICAL
     ACTIVITY, AND ANY SPECIAL PHYSICAL ABILITIES NEEDED.

I. FACTOR 9 - WORK ENVIRONMENT
   • RISKS AND DISCOMFORTS IMPOSED BY PHYSICAL
     SURROUNDINGS AND THE SAFETY PRECAUTIONS NECESSARY
     TO AVOID ACCIDENTS OR DISCOMFORT.

CLASSIFICATION ACT OF 1949

• ESTABLISHED "GENERAL SCHEDULE" (GS)
• ESTABLISHED GS-16, GS-17, GS-18
• DELEGATED AUTHORITY TO CLASSIFY POSITIONS
  TO AGENCIES (EXCEPT GS-16, GS-17, GS-18)
• PRESCRIBED BROAD STANDARDS FOR MEASURING JOBS
• OPM TO POST-AUDIT AGENCY CLASSIFICATION ACTIONS –
  DIRECT CORRECTIVE ACTION
• OPM TO DECIDE EMPLOYEE APPEALS
• REQUIRED OPM TO PUBLISH STANDARDS