

# Federal Wage System Job Grading Standard for Intermediate Jobs

## Table of Contents

<b>WORK COVERED .....</b>	<b>2</b>
<b>TITLES .....</b>	<b>2</b>
<b>GENERAL .....</b>	<b>2</b>
<b>GRADING .....</b>	<b>3</b>

## WORK COVERED

This standard will be used to grade jobs which involve training or development of skills and knowledge of the trade. The employees perform duties and tasks requiring more skills than the helper level up to and including, under close direction, duties and tasks performed by the journey workers of a trade. These duties are performed to increase knowledge of the trade and develop skills for advancing to the journey grade.

Jobs graded by this standard have similar types of duties even though the work is in different trade occupations. Therefore, this standard does away with the need for separate definitions for these types of jobs within each trade job grading standard.

Jobs which do not involve training or development of skills and knowledge differ from those covered by this standard. They will be graded by the specific job grading standard for the occupation in which the employees work.

Jobs where the employees are in a formal apprentice program are not covered by this standard. Lower level jobs in occupations which are basically semi-skilled (e.g., machine operator) are also not graded by this standard.

## TITLES

Jobs covered by this standard are to be titled the same as the journey worker of the trade.

## GENERAL

The intermediate grade is the **average value** of the work performed between the helper and journey worker levels. The employee in this type of job works in situations which provide training to develop skills and knowledge of the occupation. The duties performed at any one time might include those above the simpler and more routine duties of the helper level jobs, less difficult than the journey worker level, but up to and including, under close direction, journey worker level duties.

Jobs involve learning such trade practices and skills as:

- the proper usage of tools and equipment of the trade;
- the order of assembling parts and what tools and equipment are needed;
- how to read blueprints, sketches, and technical manuals to understand the functions of the parts or systems, to plan and lay out work, and to aid in finding faulty parts or systems;
- repair techniques to be used including methods used in getting the right fits or tolerances;
- how to make adjustments and calibrations; and
- how to rebuild and make parts.

Usually, the journey worker directs the worker and provides instructions on new assignments. As the employee's skill and knowledge increases, he receives less direction until he is able to do the journey worker job. Advancement to the journey worker grade, however, depends on the assignment and performance of higher level duties on a regular basis.

## GRADING

The following table is used to grade intermediate jobs:

<b>Intermediate Job Grading Table</b>	
When the journey grade is:	The intermediate grade is:
12	9
11	8
10	8
9	7

Where the journey grade of an occupation is grade 8 or lower, the intermediate or less than journey worker job will be graded by the specific job grading standard for that occupation. Progression to grade 13 or higher is normally from lower level journey worker jobs rather than directly from an intermediate level. Therefore, no provision is made in the table for intermediate grades for these types of jobs.