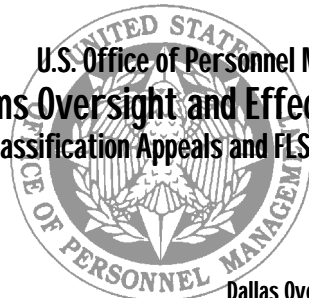


U.S. Office of Personnel Management
Office of Merit Systems Oversight and Effectiveness
Classification Appeals and FLSA Programs



Dallas Oversight Division
1100 Commerce Street, Room 4C22
Dallas, TX 75242

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

Appellant: [the Appellant]

Agency classification: Budget Technician
GS-561-7

Organization: 34th Operations Group
34th Training Wing
United States Air Force Academy
USAF Academy, CO

OPM decision: Budget Technician
GS-561-7

OPM decision number: C- 0561-07-01

/s/

Bonnie J. Brandon
Classification Appeals Officer

4/15/98

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:

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Introduction

On December 9, 1997, the Dallas Oversight Division of the U.S. Office of Personnel Management (OPM) received a classification appeal from [the appellant]. This position is assigned to the 34th Operations Group, 34th Training Wing, United States Air Force Academy, Colorado. The agency classified the position as Budget Technician, GS-561-7. The appellant believes the position should be classified as Budget Analyst, GS-560-9. We have accepted and decided her appeal under section 5112 of title 5, United States Code (U.S.C.).

General issues

In 1992, the appellant's position was reclassified from Educational Technician, GS-1702-5, to GS-1702-7 due to additional duties and responsibilities. In 1995, the appellant's organization was restructured. As a result, the appellant's duties changed from primary responsibility for oversight of Airmanship course registration and scheduling to an increased responsibility for resource concerns including cost and budget administration within the 34th Operations Group. After a desk audit was performed by the agency in June 1996, the position was reclassified as Budget Assistant, GS-561-7, rather than Budget Analyst, GS-560-9, as requested by management. On February 27, 1997, the appellant filed a grievance through the union because she disagreed with the classification of her position and the accuracy of her position description. The grievance settlement agreement directed that the personnel office accept the wording of the position description as submitted by the appellant and management and assign the appropriate classification to the revised position description. Consequently, a second desk audit conducted in April 1997 resulted in classification of the position as Budget Assistant, GS-561-7. The position title was later changed from Budget Assistant to Budget Technician in accordance with titling practices in the newly-issued GS-500 Job Family Standard for Clerical and Technical Accounting and Budget Work; the grade was unchanged. The appellant disagreed with these findings and, therefore, exercised her right to file an appeal with OPM in lieu of seeking further union arbitration. To help support her belief that the appealed position should be classified as Budget Analyst, GS-560-9, the appellant also submitted a vacancy announcement from Peterson Air Force Base, Colorado, for Budget Analyst, GS-560-9, indicating that this position is equivalent to her position. By law, we must classify positions solely by comparing the current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112) rather than other positions. Since comparison to standards is the exclusive method for classifying positions, we cannot compare the appellant's current duties to other positions as a basis for deciding her appeal.

Position information

The mission of the 34th Operations Group is to provide management and oversight of U.S. Air Force (USAF) Academy Airmanship Programs involving 4,200 cadets. The Group is vital to the flying airmanship training of cadets graduating to positions throughout Air Force.

The appealed position provides budget administration for the 34th Operations Group. There are three squadrons in the 34th Operations Group: Parachute Squadron, 94th Flying (soaring) Squadron, and 34th Operations Support Squadron. The appealed position is the focal point for the squadron cost

center managers on budget administration which includes planning, monitoring, presentation, and execution of all funds allocated through the 34th Wing to 34th Operations Group.

The appealed position requires knowledge of the unique characteristics of the organization and the organization's budget processes. As Resource Advisor for the Group, the appellant is responsible for various duties associated with the formulation and execution of the Group's operating budget. The appealed position is characterized by the following duties and responsibilities:

- Performs budget formulation inputs involving preparation of multimillion dollar annual funding needs of the Group. Submits data for Program Objective Memorandum (POM) submission forecasting requirements to the Wing.
- Analyzes and reviews data in order to make sound projections of financial program and funding requirements.
- Performs budget execution work involving monitoring obligations incurred. Reviews requests for allotment of funds for distribution to Group cost center managers.
- Considers overages and shortages in obligation of funds and recommends reprogramming actions.
- Identifies cost trends to brief Group Commander quarterly and makes recommendations on status of funds and most feasible transfer of funds.
- Provides financial advice on budget-related matters such as types of funding available and effects of budgetary changes.
- Monitors government contractor expenditures. Interprets and analyzes source documents, program need objectives, and regulations to accurately recommend funding priorities.
- Uses available computer-generated products and software programs as an effective tool to produce Resource Advisor reports, plans, and schedules.

Series, title, and standard determination

The determination of the correct series for the appealed position is largely dependent on whether the work performed is one- or two-grade interval in nature. The appellant's duties were considered in relation to both the one-grade interval Budget Clerical and Technician Series, GS-561, and the two-grade interval Budget Analysis Series, GS-560.

Generally, the distinction between technician and analyst positions is the actual work assignments. Budget analysts are required to have knowledge and skill in the application of the laws, regulations, policies, precedents, methods, and techniques of budgeting. They are required to exercise a high order of judgmental and analytical skills in the absence of clearly applicable guidelines or precedent

cases. Budget analysts apply their knowledge and skill in performing such duties as advising line managers on requirements for the preparation, documentation, and submission of budget requests; analyzing the relative cost and benefits of alternative program plans; preparing allotments and suballotments of funds for distribution to program managers; checking the propriety of obligations and expenditures and providing guidance concerning the legal and regulatory aspects of the acquisition and use of funds for program and administrative purposes. In contrast, technicians carry out tasks, methods, and procedures based on applicable laws, regulations, precedents, and techniques that are covered by established precedents or guidelines. Depending on the level of difficulty, the work may often require a high degree of technical skill, care, and precision. Some of the technical work may appear similar to that performed by employees in two-grade interval work in the same general occupational field. For example, GS-7 budget analysts perform work similar to GS-7 budget technicians but the analysts' work is performed in a developmental capacity for eventual progression to more difficult assignments. Although technicians may perform some activities that are functionally similar to those performed by budget analysts, these activities are performed in an environment that permits limited opportunity for using, on a regular and recurring basis, the types of extensive and varied budgetary knowledge and skills normally associated with two-grade interval work.

The appellant's work is generally associated with recording, processing, and keeping track of budgetary transactions, credit, transfer, allotment, withdrawal, obligation, or outlay of funds. This work requires knowledge of standard budgetary methods, practices, procedures, instructions, and policies of the command and the installation. Although the appellant uses judgment, the work does not require a high order of analytical ability on a recurring basis as described in the GS-560 standard. Further, the appealed position is not a development or trainee position. Therefore, the appealed position is best covered by the GS-561 series which includes positions where the principal duties are to perform clerical and technical work in support of budget analysis and administration when such work requires primarily knowledge of the procedures which facilitate budgeting as conducted in the Federal service. The basic title for positions above grade GS-5 in the GS-561 series is Budget Technician. The appellant's position is titled "Budget Technician" and is graded by means of the GS-500 Job Family Standard for Clerical and Technical Accounting and Budget Work.

Grade determination

The GS-500 standard, which includes the GS-561 series, uses classification criteria developed in the Factor Evaluation System (FES) format that contains nine grade-influencing factors. It contains illustrations as an integrated part of the factor level descriptions in Factor 1. Under FES, in order for a duty or responsibility to warrant a given point value, it must be fully equivalent to the overall intent of the selected factor level. If the responsibility fails in any significant aspect to meet a particular factor level, the lower point value is assigned. In the Factor Evaluation System, when a position exceeds the highest level for an individual factor in the applicable standard, the Primary Standard, supplemented by a related FES standard, may be used to point rate that particular factor. The following is a factor-by-factor analysis of the appellant's work.

Factor 1, Knowledge required by the position

This factor measures the nature and extent of information or facts which the employee must understand to do acceptable work and the nature and extent of the skills needed to apply those knowledges.

Level 1-4 includes work that requires an in-depth or broad knowledge of a body of accounting, budget, or other financial management regulations, practices, procedures, and policies related to the specific financial management functions. This includes knowledge of various interrelated steps, conditions and procedures required to assemble, review, and maintain complex accounting, budget, or other fiscal transactions (e.g, reconciling accounts in accounting systems involving subdivision of accounts, frequent and varied adjustments to accounts, or extensive balancing and reconciling of detailed summary accounts; or resolving problems in balancing accounts, adjusting discrepancies, developing control records, verifying the accuracy of budgetary data, adjusting dollar amounts of accounts by line item and object class, and preparing reports on the status of funds). Knowledge is required of various accounting, budget, or other financial regulations, laws, and requirements such as pay and leave rules and administrative rules associated with recording and tracking budgetary transactions, tax laws, entitlement rules, documentation requirements, schedules, deductions, etc., to ensure compliance and recommend action. Knowledge is required of a variety of accounting and budget functional areas and their relationships to other functions and knowledge of automated accounting and budget systems. This level also requires knowledge of extensive and diverse accounting, budget, or other financial regulations sufficient to resolve nonstandard transactions and complaints and provide advice as needed.

The appellant's position parallels Level 1-4. The appellant exercises extensive knowledge of the organization and a comprehensive knowledge of the principles of financial account management, cost trend analysis, and planning that she applies to daily operations. The appellant utilizes her knowledge to process requests for allotments to cover different appropriation and line item accounts. Programs and funds are allocated on an annual basis, but they fluctuate throughout the budget year. This requires adjustments and change in estimates by the appellant. Monitoring and execution of these accounts requires that the appellant use a knowledge of operational distinctions between various types of accounts. These accounts require application of different methods and procedures to transfer funds between accounts and object classes (e.g., supplies, fuel, equipment, Operations and Maintenance and contracted services). The appellant manages some accounts where the funds can be used for expenses other than that for which they were originally appropriated. The appellant utilizes knowledge of government travel instructions to accomplish temporary duty order processing and reconciliation for the Group and subordinate squadrons. There are some split year accounts that require different techniques and greater manipulation than those that cover a single fiscal year. The appellant works with the squadron to obtain total funds requirements, monies spent, and remaining funds in order to realign and/or reprioritize appropriations. The appellant may apply her knowledge of the organizational mission to justify the need for additional funds and/or use of an alternative overhead type account that requires more stringent justification for use. The appellant identifies and extracts budgetary information from many different source documents such as accounting records,

contract agreements, and historical data. She uses this information to compile, consolidate, organize, and summarize information about the different accounts or appropriations for inclusion in annual budget estimates and a variety of one-time recurring reports that are submitted to the Wing level for approval.

The position does not meet Level 1-5 which requires all of the knowledges at Level 1-4, plus a broad, in-depth practical knowledge of accounting or other financial management technical methods, techniques, precedent cases, and procedures to resolve especially difficult or sensitive problems. Employees at this level use a knowledge of accounting methods, procedures, and techniques to conduct difficult and responsible analysis and determinations with a complete accounting system to validate transactions and to perform research to resolve inconsistencies. This level also requires a knowledge of the interrelationships of various accounting system applications and computer file systems and content to resolve problems of processed transactions (e.g., knowledge of computer master file systems, document processing, and the effect of transactions on existing records to modify normal automated processes in existing accounts while protecting historical data). The modifications may be characterized by complicated adjustments such as carry back and carry forward and restricted interest cases and/or knowledge of related financial regulations and rulings covering diverse types of transactions to typically function as a technical authority for the resolution of an extensive range of issues or problems. An illustration of this level would be an employee who works with systems development personnel to locate and resolve accounting transaction problems in the accounting system or one who evaluates and verifies the range of accounting transactions to determine the adequacy of the system and/or assist in the development of new accounting and management systems. Other employees at Level 1-5 trace transactions entered in accounts and prepare worksheets to reflect the source of discrepancies and the corrective actions required to bring accounts into agreement and to recommend actions to prevent recurrence of similar discrepancies. This level of knowledge and skill requirement clearly exceeds that expected of the appealed position. The appellant uses database systems to obtain historical data for special reports and POM submissions to the Wing. Other systems may be used in order to retrieve sufficient data for inclusion in briefings to squadrons or the Group and Logistics commander. The appellant uses her knowledge and understanding of program element codes and accounting codes to retrieve sufficient information. The appellant's use of accounting systems and techniques facilitates her own work processes and reporting requirements as Resource Advisor for the 34th Operations Group. She makes initial checks for accuracy of data content on a variety of Group generated documents before they are forwarded to the Wing. The appellant's position does not require the knowledge envisioned at Level 1-5, e.g., evaluating and troubleshooting the parameters of accounting transactions, compiling extensive worksheets to study causes, or conducting analysis for new system developments. The appellant is not required to deal with especially difficult and sensitive problems. Further, the in-depth analysis that is described by the standard at this level is not required by the appellant's position. Basic trend analysis derived from historical data or predicted, scheduled expenditures are sufficient to accomplish the appellant's resource tasks.

Level 1-4 is credited (550 points).

Factor 2, Supervisory controls

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the extent of review of completed work.

At Level 2-3, the highest level described in this standard, the supervisor or other designated employee assigns work with standing instructions on objectives, priorities, and deadlines and provides guidance for unusually involved situations. The employee works with independence in performance of the most difficult procedural and technical tasks or actions and problems and deviations in accordance with guidelines, policies, previous training, and practices. The work is reviewed at this level for overall technical soundness and conformance to agency policies or legal or system requirements rather than the methods used to complete the assignments.

Comparable to Level 2-3, the appellant's supervisor is available to provide guidance and direction in terms of program requirements, expectations, goals, and deadlines. The appellant independently plans and carries out the most difficult procedural and technical processing of budgetary transactions in accordance with available guidelines and precedents. The supervisor may provide guidance on such issues as unfunded requirements and variances that have final Wing level approval. Review of the appellant's work is in the form of a weekly meeting to discuss funding status, controversial issues, and recommendations.

Reference is made to the Primary Standard for Level 2-4. At this level, the supervisor, in consultation with the employee, develops deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out assignments, resolving most conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives.

The appealed position fails to meet Level 2-4 for supervisory controls. Although the appellant independently performs her assignments, the results are gauged by preset funding targets and policy interpretations that have been set at higher levels in the agency (e.g., Wing and Base Financial Management). The appellant's work is reviewed more closely than the general review received at Level 2-4.

Level 2-3 is credited (275 points).

Factor 3, Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them.

Level 3-3 guidelines described by the standard are the same as those described at Level 3-2 but due to the complexity of the assignments, they lack specificity, frequently change, or are not completely applicable to the work requirements, circumstances, or problems. As a result, the employee may have to rely on experienced judgment, rather than guides, to fill in gaps, identify sources of information,

and make working assumptions about what transpired. The employee analyzes the results of applying guidelines and recommends changes. These changes may include suggestions for specific changes to the guidelines, development of control mechanisms, additional training for employees, or specific guidance related to handling of documents and information.

In performance of her Resource Advisor responsibilities, the appellant uses guidelines that include definitions of account codes and program element codes and procedures for obtaining, transferring, and distributing funds. Guidance consists of Department of Defense, Air Force Academy, and 34th Training Wing instructions, manuals, and operating instructions. A base-wide source book simplifies many processes, e.g., it provides instructions on most forms used. Other regulations used by the appellant include supply and equipment custodian duty regulations. Most of the guidelines are fairly easy to interpret; however, the appellant is required to use judgment to fit special circumstances not covered by guidelines or precedents. The appellant is required to apply a thorough understanding of procedures for the formulation and/or execution of budgets when interpreting and applying guides. Although guidelines used by the appellant may have gaps in specificity, for the most part they are applicable to the work she performs. The appellant's position matches Level 3-3 of the standard.

The appellant's position does not meet Level 3-4 of the Primary Standard. At this level, administrative policies and precedents are stated only in general terms, and guidance is scarce and of limited use. Initiative and resourcefulness are used in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or propose new policies. Due to the uniqueness of the air staff, the appellant may make recommendations to the Wing level on tracking funds that may be adapted for use elsewhere within the Training Wing but such recommendations are not of a policy-setting nature. Further, the appellant does not research trends to develop new methods or propose new policies.

Level 3-3 is assigned (275 points).

Factor 4, Complexity

This factor covers the nature, number, variety, and intricacy of tasks, processes, or methods involved in the work performed, the difficulty involved in what needs to be done, and the originality involved in performing the work.

At Level 4-3, the work involves performing various accounting, budget, or financial management support related duties or assignments that use different and unrelated processes, procedures, or methods. The use of different procedures may result because transactions are not completely standardized; deadlines are continually changing; functions assigned are relatively broad and varied; or transactions are interrelated with other systems and require extensive coordination with other personnel. The employee at this level determines what needs to be done based on the nature of the problem or issue to be solved. The employee considers different sources of information (oral and written) and reviews regulations and manuals. Previous actions are considered by the employee at this level, to understand how they differ from or compare to current issues or problems before

deciding on an approach. Actions, recommendations, or financial determinations are based on a case-by-case review of the pertinent regulations, documents, or issues involved in each assignment or situation. For example, employees use different established procedures to review and reconcile various financial documents and records; resolve a variety of problems through coordination with vendors, employees, or taxpayers; and review and reconcile various types of transactions involving multiple funds or a number of different control accounts, or numerous modifications to contracts.

The appellant's position fully meets Level 4-3 in that the appellant works with appropriations that are subject to different rules, regulations, and procedures. The uniqueness of the air staff contributes to the diversity in the type of accounts or contracts monitored by the appellant. Accounts include supplies, equipment, operations and maintenance, and fuel contracts. The appellant uses life-cycle replacement schedules for equipment determined by flying hours, jumps, or other appropriate interval measurements. Scheduled replacements and associated costs are taken into account by the appellant when developing short- and long-range funding requirements and when tracking accounts throughout the budget execution cycle. The appellant extracts and arranges budgetary data from a wide variety of forms and records based on the purpose of the final product. She uses automated budgetary systems and computer generated products to gather and consolidate information from historical data. These sources are used to prepare reports and provide input for the budget through submission of POM forecasting requirements. She provides funding levels and other budget information to the Wing Budget Office for review and prioritization. The appellant determines net funds available, current needs, and projected needs before making a recommendation for prioritizing needs, transferring funds, or requesting a variance. She considers the variables in account requirements when funds come directly to the Group without Wing intervention, when split-year accounts are involved, or when looking for alternative funding sources. In these situations, transactions may not be standardized and different methods may be used or alternative procedures developed.

Level 4-4 is distinguished from Level 4-3 by (1) more variety and complexity of examinations, transactions, or systems involved; (2) the nature and variety of problems encountered and resolved; and (3) the nature of independent decisions made by the employee. Typically, the work at Level 4-4 is characterized by an employee who analyzes and tests a variety of established techniques and methods for use by others. The work involves application of many different and unrelated processes and methods relating to examination or analysis of complex and unusual transactions requiring substantial research and a thorough understanding of a wide variety of transactions and accounts. Decisions regarding what needs to be done include assessing unusual circumstances or conditions; interpreting considerable data to identify problems; and dealing with incomplete, unreliable, or conflicting data. The work requires making decisions, devising solutions, and taking actions based on program knowledge.

The appellant's work does not meet the full intent of Level 4-4. Although the appellant's budget formulation and administration duties require consideration of variables and relationships in accounts and accounting transactions, the work does not entail unreliable or conflicting data and broad program considerations as envisioned at Level 4-4. The appellant frequently tracks line item expenditures and conducts cost analysis; however, the substantial research, analysis, and review of

conflicting data are performed at the Wing level. While the appellant makes independent decisions and uses judgment, her activities are guided by timeframes, budget reports, plans, and schedules that have been predefined and established. The appellant may develop alternative methods that are used elsewhere, but these occurrences are more isolated and less complex than those described at Level 4-4. Further, the interpretation, testing, and analysis expected at Level 4-4 exceed the appealed position.

Level 4-3 is credited (150 points).

Factor 5, Scope and effect

This factor covers the relationship between the nature of the work in terms of the purpose and the effect of work products or services both within and outside the organization.

At Level 5-3, the purpose of the work is to apply conventional practices to treat a variety of problems in accounting, budget, or financial management transactions. For example, issues might be the result of a need for more information about a specific transaction or more efficient processing procedures or more rapid expedition of cases. The employee treats these or similar problems in accordance with established procedures. The work affects the quality, quantity, and accuracy of the organization's records, program operations, and service to clients. For example, the work affects the overall general ledger, its basic design and the adequacy of the overall operation of the accounting system and various operating programs, the amount and timely availability of money allocated for services; economic well-being of serviced employees; or compliance with legal and regulatory requirements.

The appellant's position meets Level 5-3. The appellant is responsible for the overall review, coordination, and consolidation of budgetary activities for the 34th Operations Group. The purpose of the appellant's work is to use standardized procedures and practices to organize and maintain an extensive system of budgetary information relating to accounts, appropriations, funding requirements, and reporting requirements. If left unresolved, procedural problems encountered by the appellant could adversely reflect on the Group and affect submissions to the Wing and higher levels. Further, the appellant's work could affect the accuracy of agency records and the timely distribution of allotments of funds to the squadrons or submission of budget estimates covering annual operating expenses for the Wing. The appellant's position is comparable to the examples provided in the standard for Level 5-3.

Level 5-4 of the Primary Standard is not met. The appellant's work does not involve establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions expected at this level. Rather, the appellant operates within parameters (e.g., timetables, goals) passed down from Base Financial Management and the Wing that affect the budget, programs, and interests of the 34th Training Wing. The appellant's work products do not affect a wide range of agency activities, major activities or industrial concerns, or the operations of other agencies as described at Level 5-4.

Level 5-3 is credited (150 points).

Factor 6, Personal contacts, and Factor 7, Purpose of contacts

These factors cover the relationship between the nature of the work and the effect of the work products or services both within and outside the organization.

Personal contacts include face-to-face and telephone contacts with persons not in the supervisory chain. These contacts are based on what is required to make initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place. Level 2 describes contacts that are with employees within the same agency but outside the immediate organization, such as contacts in other functional areas. At this level, contacts may be with other agency employees who are providing requested information and/or with members of the general public in a moderately structured setting. For example, contacts may be with individuals who are attempting to expedite transactions. Contacts at Level 3 are with members of the general public such as attorneys, contractors, public action groups, or congressional staff members. These contacts must be established each time to determine the nature and extent of information that can be released.

The appellant's primary contacts include commanders, Wing and Academy personnel, cadets, officers, and visitors. Due to the appellant's involvement in fuel and air strip maintenance contracts, she also deals with personnel at the Depot level and private contractors. These contacts are similar to those described at Level 2. The appellant's contacts do not fully meet Level 3 where contacts are with individuals from outside the agency who represent the budget and program interests of other Federal agencies, contractors, or congressional staff members.

The purpose of contacts may range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives. The appealed position matches Level b where contacts are made to plan and coordinate actions to correct or prevent errors, delays, or other complications occurring during the transaction cycle. At this level, the purpose may be to obtain customers' cooperation in submitting paperwork or other information, to request correction of documentation or data entry errors, or to assist others in locating information. Similarly, the appellant's contacts are for the purpose of coordinating the timely submission of information needed to compile budget submission and programming documents and to provide advice and assistance on budgetary data to others within her Group and to the commander. The purpose of the appellant's contacts does not exceed Level b. That is, the appellant is not required to use persuasion to obtain information or take corrective action in situations described at Level c where individuals are skeptical, uncooperative, or threatening.

Level 2b is credited (75 Points).

Factor 8, Physical demands

This factor covers the requirements and physical demands placed on the employee by the work assignment. The appellant's work is primarily sedentary and requires no special physical ability. This

matches Level 8-1 where work is sedentary and no special physical effort or ability is required to perform the work. Therefore, Level 8-1 is credited (5 points).

Factor 9, Work environment

This factor covers the requirements of physical demands placed on the employee by the work assignment. The appellant performs work in an office environment with no unusual risks or discomfort. This is equivalent to Level 9-1 where the work environment includes common risks and discomforts normally found in offices, conference rooms, and similar settings in public buildings. Consequently, Level 9-1 is credited (5 points).

Summary

In sum, we have evaluated the appellant's position as follows:

Factor	Level	Points
1. Knowledge required by the position	1-4	550
2. Supervisory controls	2-3	275
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and effect	5-3	150
6. and 7. Personal contacts and Purpose of contacts	2b	75
8. Physical demands	8-1	5
9. Work environment	9-1	5
Total points		1485

The appellant's position warrants 1,485. Therefore, in accordance with the grade conversion table in the standard, the appealed position is properly graded at the GS-7 level.

Decision

The appellant's position is properly classified as Budget Technician, GS-561-7.