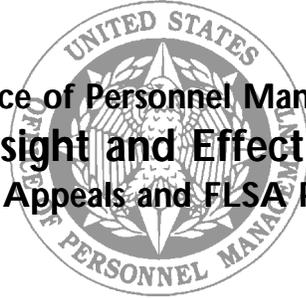


U.S. Office of Personnel Management  
Office of Merit Systems Oversight and Effectiveness  
Classification Appeals and FLSA Programs



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

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

**Appellant:** [appellant]

**Agency classification:** Writer-Editor  
GS-1082-12

**Organization:** [activity]  
Department of the Army  
[geographic location]

**OPM decision:** Writer-Editor  
GS-1082-11

**OPM decision number:** C-1082-11-02

/s/Bonnie J. Brandon  
Bonnie J. Brandon  
Classification Appeals Officer

12/16/99  
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).

Since this decision lowers the grade of the appealed position, it is to be effective no later than the beginning of the sixth pay period after the date of this decision, as permitted by 5 CFR 511.702. The servicing personnel office must submit a compliance report containing the corrected position description and a Standard Form 50 showing the personnel action taken. The report must be submitted within 30 days from the effective date of the personnel action.

The personnel office must also determine if the appellant is entitled to grade or pay retention, or both, under 5 U.S.C. 5362 and 5363 and 5 CFR 536. If the appellant is entitled to grade retention, the two-year retention period begins on the date this decision is implemented.

### **Decision sent to:**

[appellant's name and address]

Chief, Position Management and Classification  
Branch

[servicing personnel office]

Office of the Assistant Secretary  
Manpower and Reserve Affairs

Deputy Assistant Secretary  
Civilian Personnel Policy/Civilian Personnel  
Director for Army  
U.S. Department of the Army  
Room 23681, Pentagon  
Washington, DC 20310-0300

U.S. Department of the Army  
ATTN: SAMR-CPP-MP  
Hoffman Building II  
200 Stovall Street, Suite 5N35  
Alexandria, VA 22332-0340

Director  
U.S. Army Civilian Personnel Evaluation Agency  
U.S. Department of the Army  
Crystal Mall 4, Suite 918  
1941 Jefferson Davis Highway  
Arlington, VA 22202-4508

Chief, Classification Branch  
Field Advisory Services Division  
Defense Civilian Personnel Management Service  
1400 Key Boulevard, Suite B-200  
Arlington, VA 22209-5144

## Introduction

On August 16, 1999, the Dallas Oversight Division of the U.S. Office of Personnel Management (OPM) accepted a classification appeal from [the appellant]. [The appellant's] position as Writer-Editor, GS-1082-12, is assigned to the [activity], Department of the Army, located at [geographic location]. The appellant believes [the] position's classification should be Writer-Editor, GS-1082-13. We have accepted and decided [the] appeal under section 5112 of title 5, United States Code.

In reaching our classification decision, we have carefully reviewed all the information furnished by the appellant and [the appellant's] agency, including [the appellant's] official position description [number]. To obtain additional information, we interviewed the appellant by telephone on September 23, 1999, and talked with [the] supervisor by telephone on September 24, 1999. On November 1, 1999, we conducted on-site interviews with the appellant and [the] supervisor. Since the appellant's second-level supervisor has been at the installation for only a short while, we interviewed the recently-retired [activity] Director by telephone on November 3, 1999.

## Position information

The [activity's] mission is to serve as the focal point for marketing and enhancing the image of the [large organization]. The [appellant's activity] promotes the [large organization] to prospective officers, contributes to their esprit de corps, and encourages their retention. Several periodicals are used to market and enhance [the large organization's] image. The [publication] is one of these periodicals.

The primary purpose of the appellant's position is to write, edit, and publish [a specific publication]. This Internet publication is targeted for [the large organization's] viewers and is considered an authoritative source of information about what is happening in the [large organization], Department of the Army, and Department of Defense mission, policies, programs, and activities. The [publication] is a repository of news and information occurring in Defense, Army, [the large organization], and the private sector and includes a wide variety of articles designed to satisfy the information needs of [the large organization's] personnel. Although the appellant ghostwrites articles for both the [large organizations'] Commander and Sergeant Major and writes and edits other [activity] materials, about 90 percent of [the appellant's] time is spent editing and writing articles for the [specific publication]. Most of the articles in the [publication] are written by others and are edited by the appellant.

The appellant also writes or edits a variety of other materials, such as speeches for the [activity] Commander, [large organization] briefings and slides on sundry [large organization] subjects, historical brochures, and other materials. The appellant also writes, edits, and designs other [large organization] marketing and recruiting brochures.

### Series, title, and guide determination

The appellant's position is appropriately included in the GS-1082 Writing and Editing Series. This series includes positions that involve writing and editing materials such as reports, regulations, articles, newsletters, magazines, news releases, training materials, brochures, interpretive handbooks, pamphlets, guidebooks, scholarly works, reference works, speeches, or scripts. The work requires the acquisition of information on a variety of subjects in the completion of assignments. The work also requires the development, analysis, and selection of appropriate information and presentation of that information in a form and at a level suitable for the intended audience.

The GS-1082 series excludes positions which require the application of a substantial knowledge of a particular subject-matter field, such as natural science, social science, engineering, law, or other related fields. These positions are classified in the Technical Writing and Editing Series, GS-1083. Although the appellant is highly knowledgeable in the field of air defense artillery, [the] is not expected to be a specialist in this field and would not be classified as a technical writer-editor. The appellant relies significantly on subject-matter specialists for technical background knowledge.

Writers and editors research, analyze, distill, and present information either in a variety of fields or, with a broad and nonspecialized approach, in a single field. The materials they present generally report and explain factual information and often interpret it in such a way to clarify the information without sacrificing completeness and accuracy. Writers and editors gather information for assignments typically by studying related literature and by interviewing subject-matter experts. The writers and/or editors then analyze, select, and organize the information to present, adapting the style and format of the material to the medium or publication where it will appear.

*Writer* is the title for positions that primarily involve writing. *Editor* is the title for positions that primarily involve editing. *Writer-Editor* is the title for positions that involve both writing and editing when neither function predominates. We concur with the agency's title and series for this position: *Writer-Editor*, GS-1082. The appellant has not disagreed with the agency's selection of either title or series for his position.

In accordance with the grade-derivation instructions included in the standard for the GS-1082 Writer-Editor Series, this kind of work is best graded by application of the Writing and Editing Grade-Evaluation Guide. Therefore, the appellant's position is graded by reference to the grade-level criteria in the Writing and Editing Grade-Evaluation Guide.

### Grade determination

The Writing and Editing Grade-Evaluation Guide uses the Factor Evaluation System method which places positions in grades by comparing their duties, responsibilities, and qualification requirements with 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 guide. The factor point values mark the lower end of the ranges for the indicated factor levels. For a position 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 guide, 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 guide. The following is our evaluation of the position in terms of the established criteria.

*Factor 1, Knowledge required by the position*

This factor measures the extent of information or facts which the employee must understand to do acceptable work and the nature and extent of skill necessary to apply this knowledge.

At level 1-7, the work requires knowledge of a broad range of sources of pertinent information and the skill to analyze and present the information gathered. The work at this level requires knowledge of related information previously released by the organization and knowledge of publishing concepts, practices, standards, and technologies for the media used. This knowledge is used to interpret and explain a variety of subjects and to write or edit materials tailored to specific media and audiences. Writers and editors at level 1-7 use knowledge of materials previously released or in process to avoid contradictions and unnecessary repetition. Some assignments may involve writing or editing for electronic media. Writers and editors may coordinate the work of designers and technicians in developing effective, accessible formats, illustrations, and tabular material to augment the written message. Writers and editors present the information clearly and at a level appropriate for the intended audience in order to promote thorough understanding.

Illustrations of work performed at level 1-7 follow.

- A writer develops proposed and final regulations concerning the treatment or importation of animals. Formulating detailed regulations (for example, regulations on the manufacture of products using substances from animals) often requires developing extensive information on the process. Research using diverse sources is necessary to collect information used as the groundwork for developing legally and technically sound regulations. These regulations must be drafted in clear, simple, and brief language.
- An editor manages a periodical bulletin on mental health and takes responsibility for all aspects of the periodical's preparation. In balancing the selection of articles, consideration must be given to promoting communication and overcoming mutual skepticism among experts in the various disciplines involved in the study and treatment of mental illness. Managing the bulletin involves planning future topics and designing individual issues as well as reviewing and selecting individual articles. It also involves monitoring printing and editorial contracts.

- A writer composes speeches for officials, press releases for the organization, and responses to Congressional inquiries on complex issues related to the enforcement of legislation protecting endangered species. Research and analysis of the pertinent laws, regulations, policies, and programs are necessary to develop complete and accurate statements. The employee consolidates regional submissions into a unified annual report of enforcement activities. The work requires a delicate balance between maintaining scientific accuracy and simultaneously adjusting the level of writing to the understanding of the general audience.

The appellant's position requires an in-depth knowledge of a wide variety of sources of information in order to effectively write, edit, and design the [publication] and prepare other materials designed to provide information about [the large organization], the Department of the Army, and the Department of Defense. The appellant writes or edits those articles which [the appellant] believes best meet the interest and needs of the [publication] readers. [The appellant] plans future topics or features and writes or edits manuscripts and news releases which deal with a broad range of subjects and contain a wide variety of unclassified information. Knowledge required by the appellant's position fully meets level 1-7.

Work at level 1-8 differs from level 1-7 in terms of knowledge and writing expertise and the degree of research required. At level 1-8, the work requires a high degree of expertise in writing and editing and complete command of sources and research methods in order to develop authoritative information on the programs, policies, functions, and research of the agency; the relationships among agency programs; and related issues and practices in the private sector. It also requires knowledge of regulations and policies affecting Government publications; of publishing concepts, practices, and standards; and of recent advances in publishing technology sufficient to enable the writer or editor to serve as a technical authority in those areas.

Writers and editors at level 1-8 use their knowledge to develop written products that articulate, interpret, and explain highly complex, potentially controversial, and important agency policies, programs, and research findings. Writers and editors develop finished products, verifying by discussion with program officials only those points not verifiable through their own research. They ensure that written products contain no conflict with the policies and objectives of related programs. These products are often attributed to high-level agency officials and include such things as reports of agency achievements to the Congress; testimony presented to Congress; proposed legislation; and reports on major research efforts to inform the public, academic community, and experts in the military or private industry. Writers and editors propose changes in agency editorial and publishing policies and practices, and they serve as resources on these policies and practices to writers and editors at lower levels or to program experts who write for publication.

Examples of positions at level 1-8 follow.

- An editor reviews all publications from all components before release for conformance with agency and current Federal policies. These publications often touch on programs of other components. Potentially controversial information must be recognized and conflicts

resolved before the publications are cleared by the highest officials. The editor recommends changes in agency publication policies and is the final authority for interpreting these policies. The work requires knowledge of the entire agency's programs, policies, and publications.

- An editor manages a series of complex abstracts of survey data and other research results on education programs to ensure that the information is clear and useful to the widest possible general audience. The employee develops new ways to treat complex topics and seeks agreement on these treatments from experts and program officials. Expertise in publishing is required to coordinate the production of the publication and to direct the efforts of writers, editors, illustrators, and others. To ensure consistent and balanced treatment of topics, the editor uses knowledge of other components' programs, policies, and publications.
- A writer-editor publishes the principal periodical that reports to the public on the accomplishments of a major agency component charged with carrying out a group of significant programs. This series of reports is used by Congress, agency policy makers, academic researchers, and interested members of the public. Planning and managing the publication from initial concept to final camera art, the employee selects an overall theme, solicits manuscripts, and writes original materials. When presenting potentially controversial information, the employee decides whether to seek agreement among high-level officials. The periodical is considered the authoritative source of program and policy information by readers within and outside of the Government.

The appellant's position neither requires the breadth and depth of research and evaluation knowledge nor the complexity of writing and editing assignments anticipated at level 1-8. For the appellant's position, we find no evidence of application of experimental theories and new developments to problems which are not susceptible to treatment by accepted methods. Further, the appellant does not make decisions or recommendations which significantly change, interpret, or develop important public policies or programs that are characteristically found at the agency level, i.e., the Department of the Army. Therefore, the appellant's position does not fully meet level 1-8.

Level 1-7 is assigned, and 1250 points are credited.

### *Factor 2, Supervisory controls*

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibilities, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends on the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g., close and detailed review of each

phase of the assignment; detailed review of the finished assignment; spot-check of finished work for accuracy; or review only for adherence to policy).

At level 2-4, the supervisor establishes the general objectives of the writing or editing projects. The writer or editor and supervisor together develop the boundaries of the subjects involved, set deadlines, and discuss how to approach anticipated problems and controversies, such as how to find scarce information or how to treat subjects on which experts have conflicting interpretations. The writer or editor plans and completes written assignments subject to established agency objectives, interprets policy, analyzes and interprets the information gathered, and solves all but the most complex or controversial problems in presenting the information. This may involve developing new approaches or sources of information. The writer or editor keeps the supervisor at this level informed of unforeseen implications of approaches taken in projects, unanticipated controversies, and progress in meeting deadlines. The writer or editor stays abreast of developments in the appropriate areas to keep the publications current. The supervisor reviews completed written products for overall effectiveness in meeting the objectives of the assignment, consistency with agency policies, and compatibility with the organization's other publications.

At level 2-5, the employee is the organization's expert in writing and editing. The supervisor, therefore, provides only administrative direction in terms of broad policy statements and general objectives to be achieved through the publication program. The writer or editor conceives, plans, initiates, and adjusts the scope of projects to achieve consistency with the agency's overall objectives, other publishing projects, and audience information needs. The projects typically involve ongoing periodicals for specific purposes or large volumes of interrelated written materials that require overall management. Some assignments involve individual written products of extreme complexity or sensitivity. The writer or editor carries out the projects, often coordinating the work of teams of writing, editing, design, and production personnel either in the agency or under contract, and keeps the supervisor informed of progress. Completed written products are considered authoritative and are normally accepted without significant change. The supervisor reviews completed work only for its impact on and coordination with the agency's overall initiatives.

The appellant's supervisory controls parallel some of the characteristics of level 2-5. The supervisor provides administrative program direction. Assignments are made only in terms of broadly defined desires. The appellant plans, designs, and carries out his writing and editing work independently. Completed work is considered technically authoritative and is normally accepted without any significant change. Review of the appellant's work concerns such matters as fulfillment of policy and program objectives and results achieved.

The appellant's supervisory controls, however, fail to fully meet level 2-5 in two important areas. Firstly, the appellant's supervisor, not the appellant, has overall program management responsibility for all branch publications, including the [specific publication]. Secondly, the supervisor reviews the magazine and other materials prepared by the appellant to assure they are consistent with policies from higher authority and determines their impact on and coordination with the overall [activity's] program. Although review of the appellant's work products is usually made after preparation or publication of the [publication], the supervisor makes a substantive

review to assure that the publication meets [the activity's] standards. The [publication] is reviewed by the supervisor and higher-level managers after publication on the Internet. If the supervisor is not satisfied with the magazine's content, he advises the appellant and appropriate changes are made.

Since all characteristics of level 2-5 are not fully met, level 2-4 and 450 points are credited.

### *Factor 3, Guidelines*

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

At level 3-3, the subject and boundaries of the information to be presented are established. The writer or editor follows precedents from similar, but not identical, written products for format and methods of researching and developing the information needed to write or edit complete and accurate materials. The employee uses grammar references and other writing tools, agency and organization policy, Government style manuals, style and format requirements of the medium and specific publication, and GSA printing regulations. Writers and editors use subject-matter guidelines and references to obtain background information and methods to use in developing information to be presented. These guides apply generally and may have gaps or require adaptation. The writer or editor uses judgment in selecting the appropriate guidelines, references, and precedents. The writer or editor decides how to adapt the guidelines when necessary to develop written products that achieve the objectives.

At level 3-4, policies and previous publications provide some general guidance but do not include specific methods on how to develop and present new or potentially controversial information. The form, content, and methods of presentation of written products are at the discretion of the writer or editor. Because of the unusual or unique nature of the assignments, guidelines are scarce or of limited use. The writer or editor at this level considers overall policies and the mission of the agency and organization in deciding what information to present. The writer or editor modifies established methods or derives new methods of developing and presenting information to maximize understanding and minimize controversy among intended audiences. Some writers and editors may also develop local instructions for the implementation of agency editorial guidelines.

The nature of the guidelines for the appellant's position are somewhat more general in nature and require greater judgment in their application than is anticipated at level 3-3. The appellant was one of several writers and editors within Army's [major command] who helped write [the major command's] current, broad publication policy. These guidelines allow the appellant wide latitude in determining the editorial content and format of the [publication]. There are no specific publication guidelines for Internet-specific periodicals. Based on [the large organization's] mission and policies, the appellant selects the form, content, and method of writing which best minimizes or stimulates controversy, fosters discussion, or maximizes reader acceptance based on his understanding of the [large organization's] mission and policies.

The guidelines for the appellant's position meet level 3-4, and 450 points are credited.

#### *Factor 4, Complexity*

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

Assignments at level 4-4 usually require research, analysis, and interpretation of information on a variety of subjects concerning the established policies and programs of an organization or the established aspects of a subject-matter field. The writer or editor develops written products for such purposes as to clarify issues or to provide and explain technical information. The writer or editor uses libraries, files, data bases, and contacts to collect information. The writer or editor analyzes the information and may use desktop publishing technology to write or edit materials, develop graphic materials, prepare layouts, or print and disseminate final products. Written products usually must be tailored to be consistent with other related products or involve blending materials from various sources into unified products.

At level 4-4, the writer decides what information to use from accumulated files and research, reconciling contradictions in the material gathered whenever possible. An editor at level 4-4 analyzes manuscripts or other written products for clarity, making sure the conclusions reached are consistent with the facts presented. The editor recommends major revisions, changes in coverage, or complete reorganizations of manuscripts when necessary. The writer or editor interviews subject-matter experts when the information needed is unavailable or is unverifiable through other research methods.

The appellant evaluates the information requirements and specific interests of a variety of [the large organization's] readers in order to tailor the material [the appellant] writes or edits to meet their needs, interests, and desires. [The appellant's] requires originality in adjusting stylistic and logical approaches, refining research methods, and selecting appropriate information to present. The appellant determines sources for information and subject-matter interviews. Through contacts with subject-matter experts and Internet research, [the appellant] reconciles any contradictions or errors found in the materials gathered or submitted and edits any written contributions from other sources. The appellant must develop written products to present the [the large organization], Army, and Defense story effectively and convincingly. Articles written or edited frequently explain advanced [large organization] weapon system technologies and their impact on warfare and involve considerable research. The appellant's position fully meets level 4-4.

At level 4-5, assignments typically require extensive research and analysis sufficient to define and explain the agency's policies, programs, research findings, or requirements in detail or in overall form. The employee at this level faces major uncertainties in seeking to explain or interpret for the first time new or substantially revised programs, or the latest research results and their applications when few related research documents are available. The writer or editor presents the various sides of issues or the latest research results in terms of their relationships to agency policies, objectives, and functions.

The employee at level 4-5 originates approaches in explaining new policies and programs or in interpreting and explaining the applications of the latest research findings. Since the audiences

often do not accept or fully understand the agency's objectives, or are being presented with new departures in theories or applications, written products must be clear and convincing. The writer or editor adapts publishing procedures to make effective use of changing information technology, evaluates the potential of new technology for publishing and disseminating specific procedures, and may develop or modify systems to plan and manage products.

Most of the work in the appellant's position involves research, analysis, and preparation of information related to [large organization] rather than agency (i.e., Army) missions and functions. Information sources are readily available in writing or from [the large organization] subject-matter experts. The complexity of the appellant's writing and editing assignments does not require the extensive research anticipated at level 4-5. Therefore, level 4-4 is assigned and 225 points are credited.

#### *Factor 5, Scope and effect*

This factor covers the relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect of the work products or services both within and outside the organization. In General Schedule occupations, effect measures such things as whether the work output facilitates the work of others, provides timely service of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

The purpose of the work at level 5-4 is to perform research and to prepare and publish written materials that explain and interpret complex policies, programs, and functions of an organization or present advanced scientific and technical findings and applications. The writer or editor prepares written information for a variety of audiences who use the materials in different ways. The primary purpose of the appellant's position is to write and edit documents, e.g., [the publication], speeches and briefings, or other written materials, which explain or interpret some of the work of the [large organization] and to prepare those documents for publication. The appellant writes and edits a variety of materials designed to tell the [large organization's] mission, trends, and applications to a wide variety of readers, such as members of the military, private industry, academia, and the general public. The appellant's position fully meets level 5-4.

At level 5-5, the work may have a variety of purposes. Some positions involve preparing and publishing materials that communicate new and important agency and administration policies or examining all agency publications before release for policy implications. Some positions may involve preparing and publishing major reports to the Congress on agency accomplishments. Other positions involve preparing and publishing, in consultation with experts in the subjects, clear and convincing reports to the scientific community on the most advanced research and theories. The function of some positions is preparing, publishing, and maintaining publications associated with the most advanced weapon systems detailing theory, strategy, tactics, operation, and maintenance. Other positions may involve preparing and publishing information products of similar importance. The work at level 5-5 affects the work of other writers and editors throughout

the agency; the availability of data and information on agency programs to the Congress; the dissemination of the most advanced research results for the use of the scientific community and private industry; or the international deployment of weapon systems.

The appellant's position does not fully meet level 5-5 in light of the more narrow scope and complexity of his assignments. [The appellant] does not prepare materials that explain or interpret complex policies, programs, or functions of an organization; nor do his published materials present advanced scientific or technical findings. Most of [the appellant's] work involves writing, editing, and designing the [publication] which is a composite of articles written by subject-matter specialists and edited by the appellant or are news briefs obtained by use of the Internet. The [publication's] articles the appellant writes do not shape [the large organization], Army, and Defense policies; instead, the articles promulgate the policies.

Since level 5-5 is not fully met, level 5-4 is assigned and 225 points are credited.

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

These factors include face-to-face or telephone contacts with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place. Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed. In General Schedule occupations, the purpose of the contacts may range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

Contacts at level 3 are with high-level managers and administrators within the agency. Contacts outside of the agency are with individuals representing other agencies, the press, contractors, public interest groups, Congressional committees, the academic community, and the business community. The appellant's contacts fully meet level 3 in that he has personal contacts with high level managers and administrators within [the large organization] headquarters and field levels, Army and Defense managers, the press, contractors, and public interest groups.

The purpose of the appellant's contacts matches level b where the contacts are made to interview information sources and to coordinate work efforts with them, or to advise authors on substantial editorial changes. At this level, the individuals contacted are generally cooperative and working toward mutual goals.

Contacts at level c are made to persuade authors to make or accept major revisions in the approach and content of documents, to gain cooperation from program officials in publishing materials as written and designed and to discuss with representatives of other agencies or public action groups with differing points of view the impact of materials being prepared in their areas of responsibility or interest. Tact and persuasion are required in convincing individuals to accept presentations that are not fully in accord with their perceptions or that represent opposing viewpoints from their own. Tact is also required in overcoming pride of authorship when negotiating major changes in

documents or in arriving at a consensus that expresses an organization's position. The appellant's position does not meet level c in that the individuals contacted by the appellant are generally cooperative and do not require significant persuasion to gain their cooperation. The appellant's contacts with the press are only for the purpose of getting permission to use their photographs in [the large organization's] publications.

Level 3b is assigned to the appellant's position, and 110 points are credited.

#### *Factor 8, Physical demands*

This factor covers the requirements and physical demands placed on the employee by the work assignment.

There is no specific physical demand required for the appellant's position. The work is sedentary. These physical demands meet level 8-1; 5 points are credited.

#### *Factor 9, Work environment*

This factor considers the risk and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required.

The appellant's work environment matches level 9-1 in that the work is normally performed in an office and normal safety precautions are required. Level 9-1 is assigned, and 5 points are credited.

#### *Summary of factor levels*

Factor	Level	Points
1. Knowledge required by the position	1-7	1250
2. Supervisory controls	2-4	450
3. Guidelines	3-4	450
4. Complexity	4-4	225
5. Scope and effect	5-4	225
6.&7. Personal contacts and Purpose of contacts	3b	110
8. Physical demands	8-1	5
9. Work environment	9-1	5
<b>Total</b>		<b>2720</b>

By application of the grade conversion table contained in the guide, 2720 points convert to GS-11. The appropriate grade for this position is GS-11.

**Decision**

The appellant's position is properly classified as Writer-Editor, GS-1082-11.