

**OFFICE OF PERSONNEL MANAGEMENT
ATLANTA OVERSIGHT DIVISION
ATLANTA, GEORGIA**

CLASSIFICATION APPEAL DECISION

Under section 5112(b) of title 5, United States Code

Appellant: [appellant's name]

Position: Supervisory Recreation Specialist
GS-188-8

Organization: School Age/Youth Services
Family Support Division
Office of Assistant Director for
Community and Family Activities
[activity]
Department of the Army
[installation]

Decision: Supervisory Recreation Specialist
GS-188-9
(Appeal granted)

OPM Decision No.: C-0188-09-01

/s/ 3/4/97

Kathy W. Day Date
Classification Appeals Officer

Background

On October 18, 1996, the Atlanta Oversight Division, Office of Personnel Management, accepted an appeal for the position of Supervisory Recreation Specialist, GS-188-8, School Age/Youth Services, Family Support Division, Office of Assistant Director for Community and Family Activities, [activity], Department of the Army, [installation]. The appellant is requesting that his position be changed to GS-9.

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

Sources of Information

This appeal decision is based on information from the following sources:

1. The appellant's letter, received October 15, 1996, appealing the classification of his position, as well as correspondence providing additional documentation received December 20, 1996.
2. The agency's letter, received December 11, 1996, providing position and organizational information.
3. Telephone interviews with the appellant on February 12 and 25, 1997.
4. A telephone interview with [supervisor's name], the appellant's supervisor, on February 12, 1997.

Position Information

The appellant is assigned to Position Number [number] classified on September 11, 1996. The appellant, supervisor, and agency have certified to the accuracy of the position description.

The appellant serves as the director of three youth centers located at [installations] developmental environment for Army youth. The program has three primary components consisting of youth development, leisure and social recreation, and youth fitness. Activities include conventional, well-established activities and services, as well as enhanced program areas with program emphasis on the enhanced areas.

The appellant is responsible for developing, implementing, supervising, and evaluating a variety of programs and events and ensuring compliance with professional and administrative guidelines and regulations concerning youth services programs. He develops program goals, philosophy, and policies; develops youth services budget; justifies resources, facility requirements, and the purchase of supplies and equipment; and maintains statistical data for reporting purposes.

He has supervisory responsibility for 8 employees including: 1 Supervisory Recreation Specialist, GS-188-7; 1 Recreation Assistant, GS-189-5; 1 Clerk, GS-303-4; 1 Recreation Assistant, NF-02; and 4 Recreation Aids, NF-01, who are on flexible schedules. He also oversees the work of 3 volunteer Recreation Aides, GS-189-3, who work 20 hours per week and as many as 75 volunteers during the year (with no more than 25 usually working at any one time).

The appellant works under the general supervision of the Chief, School Age and Youth Services who provides assignments in general terms and objectives to be achieved. The appellant's day-to-day work is carried out with considerable freedom and subject to only occasional spot checks.

Standards Referenced

Recreation Specialist Series, GS-188, September 1979.

General Schedule Supervisory Guide, April 1993.

Series and Title Determination

The appellant does not contest the agency's determination of series and title.

The Recreation Specialist Series, GS-188, includes positions, like the appellant's, where the paramount requirement is for a general knowledge of the goals, principles, methods, and techniques of the broad field of recreation in evaluating recreation needs and in planning, organizing, advising on, and administering recreation activities and programs which promote the physical, creative, and social development of participants. The authorized title is *Recreation Specialist*. The prefix *Supervisory* is added to the title of those positions involving supervisory duties and responsibilities which meet the definition of a supervisor as contained in the General Schedule Supervisory Guide.

The appellant's position is appropriately titled and coded as *Supervisory Recreation Specialist, GS-188*.

Grade Determination

The appellant's supervisory and non-supervisory work must be evaluated separately using the appropriate classification criteria for each. The overall grade of the position is the higher level of either the supervisory or non-supervisory work. The GS-188 standard is used to evaluate the recreation specialist work personally performed by the appellant, and the General Schedule Supervisory Guide is used to evaluate his supervisory duties and responsibilities.

RECREATION SPECIALIST SERIES, GS-188

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

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

Under FES, positions which significantly exceed the highest factor level or fail to meet the lowest factor level described in a classification standard must be evaluated by reference to the Primary Standard, contained in Appendix 3 of the Introduction to the Position Classification Standards. The Primary Standard is the "standard-for-standards" for FES.

Factor 1 - Knowledge Required By The Position:

This factor measures the nature and extent of information or facts that a worker must understand to do acceptable work, such as the steps, procedures, practices, rules, policies, theories, principles, and concepts; and the nature and extent of the skills needed to apply this knowledge. The agency evaluated this factor at Level 1-6. The appellant agrees with that determination.

At Level 1-6, recreational specialists plan, implement, and carry out the recreational activities and services of a major segment of a moderately large to very large recreation program specialty area such as the special interest activities of a large military recreation center or the senior citizens program of a very urban large community center. In various work settings at this level, the volume and variety of program offerings and the needs and interests of the participating community range from fairly basic (i.e., typical, conventional, and well-established) for the specialty area involved, to those less typical and conventional (i.e., somewhat broader and more varied than a basic range of activities) and which are faced also by some complicating environmental elements (e.g., the need to provide a change environment through recreation activities designed to promote the development of socially and educationally handicapped participants). This level requires knowledge gained through experience which enables the employee to competently and independently carry out continuing recreation projects or programs through proper application of the principles, concepts, and techniques of recreation to the specific needs of the projects or programs at hand. Skill is also required in the effective management and utilization of the financial, physical, and human resources of recreation programs.

Level 1-6 is met. The appellant serves as the Director of the youth centers located at [installation]; the youth center, School Age Services Program; and the Community Recreation Center at [installation]. There are approximately 2500 to 3000 registered participants from 3 years to 19 years old at [installation] and approximately 6000 eligible to use the recreation center at [installation] which generally equates to a moderately large program. The centers serve a widely diverse population from the 8 full commands and 70 partial commands located at [installation]. The appellant is responsible for providing basic recreational programs, as well as a wide range of enhanced programs including age-specific dances, socials, holiday parties, sports clinics, craft activities, educational tours, and various multi-cultural activities. Civilian recreational activities available in the area are basically limited to sports teams, and according to the appellant and his supervisor, there is some gang

activity in the area although not widely recognized. The appellant must be able to manage the program within budget constraints or find ways to fund programs; find usable facilities for activities when the youth center buildings are not appropriate or available; and recruit and train numerous volunteers to ensure that activities can be carried out as planned.

At Level 1-7, recreational specialist positions are generally responsible for planning, implementing, and carrying out all activities and services of the larger to the very largest program specialty areas. The volume and variety of program activities and services involved, due not entirely nor always to size, but to the fact of several unusual environmental elements, place exceptional demands upon the knowledge and skill requirements of such positions. In any case, regardless of size, programs at this level are enhanced in variety and scope and operate under circumstances which create uncommon program planning and management problems. At this level, positions require knowledge of a very wide range of principles, concepts, and techniques of recreation such as would be gained through extended graduate study and/or unusually broad and comprehensive experience in planning and conducting recreation programs which far exceed those of a typical and conventional nature.

Level 1-7 is not met. The appellant's program does not compare to the size or variety of programs described at this level; nor is his program affected by the type of program management problems found at this level. In addition, the kind of knowledge gained through extended graduate study is not required for the appellant to perform the duties of his position.

Level 1-6 is credited for 950 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 for carrying out assignments, and how completed work is reviewed. The agency credited Level 2-3 for this factor. The appellant agrees with that determination.

At Level 2-3, within the program specialty area for which responsible, the employee is given a broad, continuing assignment by the supervisor who defines objectives and priorities of the program, but who does not approve specific activities or set specific deadlines, priorities, or limitations. Unprecedented situations such as pressure to change the program direction are discussed with the supervisor. The combination of program size, scope,

and circumstances provides a program management setting which naturally results in greater freedom of the employee to act without supervision except in unusual circumstances. The employee plans and conducts the activities of the assigned areas of program responsibility with little day-to-day supervision. Problems requiring deviations from plans and procedures are generally handled according to established practices in the program area and based on the employee's knowledges and skills in the recreational specialist field.

Level 2-3 is met. The appellant works under general supervision of the Chief, School Age and Youth Services who provides assignments in broad terms of objectives to be achieved. He conducts his day-to-day activities with considerable freedom. If he runs into problems and divergences from normal circumstances, the appellant is expected to handle them based on his previous experience in the recreational program and in accordance with policy and overall procedures.

At Level 2-4, within the program or program speciality area for which responsible, the employee follows overall objectives which are set by the supervisor and utilizes those resources made available by a higher program level. Recreation activities, program schedules, and other details of the program may be developed in consultation with the supervisor, but, as a practical matter, all these program planning steps are taken with considerable independence, except for those few unprecedented matters which require consultation with higher authority. This level of independence is found in only a few positions in this series and is usually the result of an overall program which is generally of such exceptional size, nature, and scope that the top level supervisor must delegate the maximum authority to all or some key managers to carry out their program responsibilities in a self-directed manner. These circumstances could exist, for example, in a very large military youth activities center or in the very largest multipurpose urban community centers. In some situations, recreation specialists in charge of programs of less than exceptional size will fall into this level due to the fact that they face such numerous and highly unusual circumstances that they must necessarily be given considerable independence. A case in point is that of an outdoor recreation manager for a U.S. military community of about 19,000 overseas where the employee must negotiate with the host country and private citizens for facilities which are widely scattered and must settle binational disputes over host country laws.

Level 2-4 is not met. The appellant does not function with the kind of independence described at this level, nor does his program compare in size or in the highly unusual circumstances requiring excessive freedom to

conduct the work that are intended for credit at this level.

Level 2-3 is credited for 275 points.

Factor 3 - Guidelines:

This factor covers the nature of guidelines used, and the judgment needed to apply them. The agency credited Level 3-2; however, the appellant believes 3-3 is appropriate.

At Level 3-2, broad guidelines and specific locally prescribed procedures for the overall recreation program and for the various program specialty areas are available when needed. The employee uses such guides independently, even to the extent of making less important deviations. However, when actions to be taken would exceed authority or would breach or contradict established policies and procedures, the supervisor will become involved. The employee must also use judgment in making minor deviations to adapt guidelines to the needs of specific recreation activities. A case in point is that of an employee engaged in planning and carrying out the cultural and educational activities segment of a medium to moderately large urban center. In such a situation, basic recreation center procedures and regulations do not fully consider the interests and needs of the community served, and budget problems create additional difficulties in providing a balanced cultural/educational program within the stated program objectives of these guidelines and procedures are followed literally in all situations. As a result, the selection and scheduling of activities and the handling of inherent budget requirements necessitate that the employee be innovative in devising local guides as needed, consistent with broader guidelines and objectives. At this level, advice and assistance from the overall program director is sought when broad guidelines will be exceeded significantly or when important departures from approved procedures are to be recommended.

Level 3-2 is exceeded. Well-established and clear-cut guides do not exist for most of the enhanced program activities, and situations not covered by the guidelines are not referred to the supervisor. The appellant's guidelines, e.g., Handbook 215-1, are vague and often do not cover specific steps for conducting many of the appellant's program activities. According to the appellant's supervisor, the appellant sets his own policy and writes his own procedures and guidelines, i.e., Standard Operating Procedures (SOP) for Youth Membership; SOP for Standards of Conduct; SOP for Dress Code; SOP for Closing; guidelines for the teen advisory group; etc., when he sees a need.

At Level 3-3, although recreation program policies, procedures, and regulations are available, they do not meet all requirements of the local program which are unusual due to such elements as size and nature of the program, volume and variety of enhanced recreation program activities and services, and such environmental circumstances as the existence of several lines of program authority and support. The size, nature, and scope of the program (usually a moderately large to very large program which offers an enhanced variety of activities and services and must deal with special environmental elements) create operating conditions to which prevailing guidelines cannot be directly and easily applied, requiring mature judgment in the frequent interpretation and adaption of guidelines to meet specific local program requirements. Such actions are taken without prior clearance with the supervisor, the results being reported after the fact. When necessitated by program requirements, the employee recommends substantial additions to and revisions in official program guidelines.

Level 3-3 is met. Departmental, command, and broad local guidelines are available for the basic youth activities program; however, these guides do not cover all the various enhanced elements of the program and are not sufficiently detailed to provide for specific steps and processes in program planning and management. The appellant determines the adequacy of available guides, and develops guidelines and procedures as necessary, making changes which will correct problems and promote effective achievement of program objectives. The size and diversity of his program require the appellant to use judgment in adapting or changing program policies to ensure timely implementation of recreation plans and the resolution of problems. Situations requiring changes to guides and procedures are not normally referred to the supervisor.

Level 3-3 is credited for 275 points.

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 done; and the difficulty and originality involved in performing the work. The agency credited Level 4-2 for this factor, however, the appellant believes Level 4-3 is appropriate.

At Level 4-2, the work consists of duties involving related steps, processes, or methods in connection with programs or assignments which are usually basic (i.e., typical, conventional, and well-established) and are uncomplicated

by special environmental elements or other circumstances impacting difficulty. The size, nature, and scope of the program, program segment, or recreation assignment to be handled are such that decisions regarding what needs to be done are based on a few readily apparent alternatives. A typical decision would be the adjustment of a schedule to take into account such last-minute problems as the nonshow of a volunteer worker or an emergency military duty alert. Actions taken by the employee to carry out the assigned responsibilities involve differences relating to types of recreation activities involved and require the identification and analysis of the inter-relationships of a few impacting factors. The size, nature, and scope of the program segment involved at this level are such that special activities, problems, and decisions which do occur now and then can be handled with relative ease and without upsetting ongoing activities.

Level 4-2 is exceeded. The appellant's program responsibilities include a varied range of enhanced and traditional recreation activities to include different and unrelated processes, methods, and procedures. The size, nature, and scope of his program are greater and create a more complex situation than described at this level.

At Level 4-3, the work includes various duties involving different and unrelated processes, steps and methods in connection with recreation programs which are enhanced and which are complicated by special environmental elements. The employee must decide what various activities are to be scheduled, how they are to be done and in what order, how they are to be funded and staffed, and which have priority rating in the program based on agency policy and participant interests and needs. Such decisions are made after careful assessment of the various alternatives possible within available physical, financial, and personnel resources, and must be consistent with prevailing policies and procedures. All the various conditions and elements of the recreation program's needs, objectives, problems, and difficulties must be identified and analyzed in relation to the situation involved before making such decisions as (1) value judgments regarding the relative importance of the various possible recreation activities, (2) determinations regarding the allocation and utilization of resources among the various activities, and (3) rules to be imposed in carrying out specific recreation activities. There is constant, ongoing evaluation by the recreation specialist of the status of activities, of participant interests and needs, and of resources, with program objectives and progress being major considerations.

Level 4-3 is met. The appellant's work includes different and unrelated processes, methods, and procedures concerning the different types of

recreational activities involved, e.g., social activities, handcrafts, sports, drama, table games, hobbies, cultural/educational activities, which considerably exceed basic program requirements. He must analyze and evaluate the needs of his participant population which varies widely in age (from 3 years to 19 years of age), socio-economic status (officer and enlisted families), cultural make-up, and interests. Some of the youth he serves are exposed to gangs and other stressful situations, e.g., families of Rapid Deployment Infantry Division. In addition, the appellant must handle three centers in two locations. The appellant is responsible for determining the budget, how the funds will be spent, how to raise additional funds for certain activities, how to use the personnel and facilities he has, and how to augment with volunteers. He is also responsible for recruiting volunteers, training them, and encouraging their continued involvement. During any 1-year, his program includes approximately 75 volunteers. The appellant continuously analyzes and assesses the conditions that impact his programs and makes necessary changes to improve the effectiveness of the recreational programs.

Level 4-3 is credited for 150 points.

Factor 5 - Scope and Effect:

This factor covers the relationship between the nature of the work, as measured by the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. The agency credited this factor with Level 5-3, and the appellant agrees with that determination.

At Level 5-3, the work involves the application of program policies and procedures to problems, questions, and situations which are fairly typical of the type of program involved and can be handled within the framework of established criteria and guidelines with only a few exceptions. This work situation is representative of most recreation specialist positions responsible for (1) a segment of a large to very large recreation program specialty area; (2) all activities and services of a high medium range to very large recreation program specialty area; or (3) an entire moderately large to very large institutional recreation program. Recreation activities and services provided by the employee at this level directly contribute to participants' morale, physical and mental well-being, social development, and growth in leisure skills.

Level 5-3 is met. The appellant applies program policies and procedures to problems, questions, and situations relating to the activities, services, and

situations of a moderately large, enhanced, dependent youth activities program, i.e., School Age and Youth Services, Recreation Center, Youth Leisure and Social Recreation Program. The recreation activities and services provided by the appellant directly contribute to the participants' physical and mental well-being, social development, and ability to resist undesirable environmental influences. The program also contributes to the morale of military personnel whose children benefit from the activities provided.

At Level 5-4, the work involves determining criteria, developing project plans, evaluating program results, and dealing with various unusual circumstances, developments, or problems. Generally, these work circumstances are found in an enhanced, diversified recreation program specialty area which is usually very large, and which has very unusual conditions and complex problems stemming from several environmental circumstances, e.g., the need to attract, train, and manage a very large number of volunteers; the geographic dispersion of the community served, requiring several satellite centers with simultaneous programs; and the presence of multiple commands with differing recreation needs, many of which are not clearly articulated.

Level 5-4 is not met. Although the appellant's program does have some environmental circumstances similar to those mentioned at this level, e.g., a need for volunteers, centers located in two cities, and several commands represented on the installations served, these circumstances are not of the magnitude described at this level, nor do they have the impact on his program intended at this level.

Level 5-3 is credited for 150 points.

Factor 6 - Personal Contacts:

This factor measures face-to-face contacts and telephone dialogue with persons not in the supervisory chain. The agency credited Level 6-2 for this factor, and the appellant agrees.

At Level 6-2, in addition to regular contacts with recreation program participants, there are contacts with agency or institution employees outside the recreation program organization, particularly with those in administrative support organizations. These contacts require a broad understanding of the relationship of recreation program activities, services, and resources to the interests and needs of participants, and to the services and facilities of support organizations. Other contacts are with full-time, part-time, and volunteer recreation workers in situations relating to joint efforts in accomplishing specific recreation activities. The employee also has contacts with community organizations, and such public and private organizations as the news media, business associations, and civic groups. Such contacts with the public are in moderately structured settings and tend to be routine and recurring such as the case of arranging periodic publication of special events notices and seasonal activities schedules in local newspapers.

Level 6-2 is met. The appellant's contacts are with those who use the youth centers, recreation center, and School Age and Youth Services program, with post civilians and military personnel, advisory councils, committees, and with volunteers and other recreation program staff. The appellant also has contact with the general public, including community leaders, youth program officials, cultural organizations, etc., in planning and scheduling a variety of activities for participants.

Level 6-3 applies only to those few work situations where the employee's contact with the general public involves dealings with exceptionally large numbers of people with regard to such matters as the need to locate and attract the numerous volunteers needed to carry out the activities and services of a very large recreation program specialty area, or negotiations with local news media for coverage of and special publicity for large, complicated events. The purpose and extent of each contact varies and considerable skill and diplomacy are required in outlining the needs of the program and in persuading those contacted to volunteer for service or to assist in obtaining volunteers. Such contacts are not generally routine and many do not occur on a scheduled basis. Cases in point are lengthy negotiations with a radio station for free publicity of important and complicated recreation events or negotiations with government representatives of a host country for use of land and water resources.

Level 6-3 is not met. The appellant does not routinely deal with exceptionally large numbers of people nor do his normal contacts involve the type of persuasion and negotiation described at this level.

Level 6-2 is credited for 25 points.

Factor 7 - Purpose of Contacts:

In General Schedule occupations, the purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, and objectives. The personal contacts which serve as the basis for the level selected for this factor must be the contacts which are the basis for the level selected for Factor 6. The agency credited Level 7-2, and the appellant agrees with that determination.

At Level 7-2, contacts with program participants are for the purpose of assessing their recreation interests and needs, planning for and providing recreation services which are responsive to such interests and needs, evaluating the results of activities, and handling exceptional problems such as serious skills deficiencies for activities in which participants have a strong interest. Contacts with full-time, part-time, contract, and volunteer personnel are for the purpose of ensuring the effective utilization of their services in carrying out the various activities and services of the recreation program. Contacts with members of the general public are for the purpose of negotiating for their participation and mutual cooperation in recreation activities, soliciting resources and services, and obtaining cooperation in publicizing and promoting recreation activities through public news media.

Level 7-2 is met. The appellant's contacts are for the purpose of determining and evaluating participants' needs, arranging activities and schedules to meet these needs, obtaining needed services, conducting training, overseeing activities, and directing activities. Contacts with post personnel and with the general public are for the purpose of arranging for necessary facilities and support services. Contacts motivate participants, increase their interest and understanding of and participation in available activities.

At Level 7-3, the purpose of contacts is to effect the skillful promotion of the highest possible degree of program acceptance, participation, and cooperation in all dealings with participants, with higher level recreation authority, with paid and volunteer staff, and with the general public through highly motivating program planning relationships and exceptionally effective public relations methods and techniques. Also at this level are contacts which require exceptional skill in motivating and controlling special types of persons or in dealing with other nationals.

Level 7-3 is not met. The appellant's contacts are not for the purpose of motivating or controlling the types of persons described here nor is he required to use the type of public relations skills described.

Level 7-2 is credited for 50 points.

Factor 8 - Physical Demands:

This factor measures the requirements and physical demands placed on the employee in performing the work assignment, including the agility and dexterity required, and the extent of physical exertion. The agency credited Level 8-2, and the appellant agrees with that determination.

At Level 8-2, the highest level described in the standard, physical demands apply generally to trainee positions and to managers of small to medium size program specialty areas or segments of moderately large to large size program specialty areas. The lack of support staff requires that these recreation specialists physically exert themselves in organizing the physical environment for various recreation activities and in handling the tools and materials of such activities, although this generally does not involve lifting items over 45 pounds. For example, the employee may dismantle and store equipment and clear the area for the next activity.

Level 8-2 is met. The appellant's work requires some physical exertion such as long periods of standing, lifting, carrying and storing supplies and equipment, as well as some bending and stooping.

Level 8-2 is credited for 20 points.

Factor 9 - Work Environment:

This factor considers the risks and discomforts in the employee's physical surroundings, and the safety precautions required. The agency credited Level 9-1, and the appellant agrees.

At Level 9-1, the work environment relates to the various types of recreation program specialists in which everyday risks and discomforts require normal safety precautions typical of recreation halls, gymnasiums, playing fields, activity centers, etc. Activities are usually planned and conducted in a building or an outdoor facility or area designed and built or renovated especially for a recreation program or activity. Heating, lighting, ventilation, sanitation, and safety features are adequate. Outdoor activities are not held during inclement weather.

Level 9-1 is credited for 5 points.

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required By The Position	1-6	950
2. Supervisory Controls	2-3	275
3. Guidelines	3-3	275
4. Complexity	4-3	150
5. Scope and Effect	5-3	150
6. Personal Contacts	6-2	25
7. Purpose of Contacts	7-2	50
8. Physical Demands	8-2	20
9. Work Environment	9-1	5
	TOTAL	1900

A total of 1900 points equates to GS-9, 1855 to 2100 points, according to the grade conversion table on page 42 of the standard.

GENERAL SCHEDULE SUPERVISORY GUIDE

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

The agency evaluated the supervisory duties at the GS-7 level, and we concur with the agency finding. The appellant does not contest the application of the GSSG grading criteria to his supervisory duties. A summary of the GSSG evaluation follows:

SUMMARY		
FACTOR	LEVEL	POINTS
1. Program Scope and Effect	1-2	350
2. Organizational Setting	2-1	100
3. Supervisory and Managerial Authority Exercised	3-2	450
4. Personal Contacts		
A. Nature of Contacts	4A-2	50
B. Purpose of Contacts	4B-2	75
5. Difficulty of Typical Work Directed	5-2	205
6. Other Conditions (Special Situations is not credited since the position does not meet 3 or more of the situations.)	6-1	310
	TOTAL	1540

A total of 1540 points equates to GS- 7, 1355 to 1600 points, according to the point-to-grade conversion chart on page 31 of the GSSG.

Summary

The appellant's recreation specialist duties, as evaluated by the GS-188 standard, equate to the GS-9 level; and his supervisory duties equate to the GS-7 level. The recreation specialist duties are evaluated at the higher level and are, therefore, grade controlling.

Decision

This position is properly classified as Supervisory Recreation Specialist, GS-188-9. This decision constitutes a classification certificate issued under the authority of section 5112(b) of title 5, United States Code. This certificate is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the Government.

