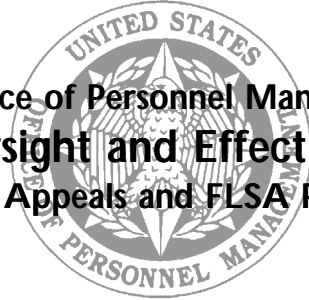


U.S. Office of Personnel Management
Office of Merit Systems Oversight and Effectiveness
Classification Appeals and FLSA Programs



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

Job Grading Appeal Decision
Under Section 5346 of Title 5, United States Code

Appellant: [appellant's name]

Agency classification: Tools and Parts Attendant Supervisor
WS-6904-6

Organization: [appellant's activity]
Department of the Air Force
[geographic location]

OPM decision: Tools and Parts Attendant Supervisor
WS-6904-6

OPM decision number: **C-6904-06-02**

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

10/18/99

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Date

As provided in section S7-8 of the Operating Manual, Federal Wage System, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in section 532.705(f) of title 5, Code of Federal Regulations (address provided in the Introduction to the Position Classification Standards, appendix 4, section H).

Decision sent to:

[appellant's name and address]

[servicing personnel office]

Director, Civilian Personnel Operations
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Director of Civilian Personnel
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Introduction

On July 9, 1999, the Dallas Oversight Division of the U.S. Office of Personnel Management (OPM) accepted a classification appeal from [the appellant]. [The appellant's] job is currently classified as Tools and Parts Attendant Supervisor, WS-6904-6. [the appellant] believes that [the] job should be classified at a higher grade. [The appellant] works in the [appellant's activity], Department of the Air Force, [geographic location]. We have accepted and decided this appeal under section 5346 of title 5, United States Code.

To help decide this appeal, a Dallas Oversight Division representative conducted a telephone audit of the appellant's job. The audit included interviews with [the appellant and the appellant's] immediate supervisor. In reaching our classification decision, we reviewed the audit findings and the information of record furnished by the appellant and [the] agency, including [the appellant's] official position description, [number]. The appellant agrees that [the] official position description is an accurate statement of the major duties and responsibilities required by [the] job.

Job information

The appellant plans and directs the operation of a Tool Support Center that supports maintenance of [specific aircraft]. The mission of the Tool Support Center is to ensure the availability of manpower, materials, tools, and equipment needed to modify and repair [the specific] aircraft. The appellant plans the work of the unit, supervises other personnel assigned to the work unit, and coordinates the unit's work with other units within the section to ensure proper distribution and availability of equipment and to meet production schedules. In addition to supervisory responsibilities relating to managing workload and personnel, the appellant's supervisory responsibilities include effecting work improvements; ensuring work safety (including handling of hazardous waste and use of protective clothing); serving as the primary custodian of equipment and equipment accounts; and monitoring the ordering, receipt, storage, and issuance of chemicals. Additional responsibilities include coordinating the upkeep of the building where the unit performs its work; overseeing usage of aircraft modification kits; monitoring compliance to environmental control standards, expedition of materials, and calibration of test equipment; and overseeing the acquisition of needed parts and supplies.

Occupation determination

The appellant does not dispute the assigned occupation of [the] job. Since the appellant's job requires, as its paramount requirement, the technical and administrative supervision of work relating to the operation of a tool crib area (which involves receiving, storing, and issuing tools and other equipment, and related responsibilities), we concur with the agency's classification of the appellant's job to the WG-6904 Tools and Parts Attending occupation.

Title determination

Since the appellant, as a regular and recurring part of the his job, and on a substantially full-time basis, exercises supervision over subordinate workers, [the] job is properly titled Tools and Parts Attendant Supervisor, WS-6904.

Standard determination

Supervisory jobs classified in the WG-6904 Tools and Parts Attendant occupation are graded using the Federal Wage System (FWS) Job Grading Standard for Supervisors.

Grade determination

The FWS Job Grading Standard for Supervisors uses three factors to evaluate the proper grade of a job: nature of supervisory responsibility, level of work supervised, and scope of work operations supervised. For a job to be credited with meeting a factor level, it must *fully* meet the level's description.

Factor I, Nature of supervisory responsibility

This factor measures the nature of supervisory duties performed and the type and degree of responsibility for control over the work supervised. For this factor, the standard describes four basic supervisory situations, Situations 1 through 4, with each situation depicting successively higher levels of supervisory responsibility and control.

The appellant's job fully meets Situation 2. Like supervisors in Situation 2, the appellant is responsible for supervising workers directly in accomplishing the work of an organizational unit. Supervisors in Situation 2, such as the appellant, are responsible for planning subordinate workers' use of equipment, facilities, and materials; establishing deadlines and priorities based on provided policies and work schedules; coordinating work of the organizational unit with related functions of other organizational units controlled by other supervisors; determining the number and types of workers needed to accomplish assignments; redirecting workers to accomplish priority work; and participating with superiors to plan current and future work schedules and resource needs. Supervisors in Situation 2 are also responsible for investigating problems such as excessive costs and low productivity; executing corrective actions to resolve these problems; and making recommendations concerning problems, work requirements, and operations related to work directed by superiors or other supervisors. Supervisors in Situation 2 also plan and approve subordinate workers' leave; determine training needs, set performance standards, and evaluate the job performance of subordinate workers; and initiate recommendations for promotion or reassignment of subordinates. The appellant's job includes all of these responsibilities.

The appellant's job does not meet Situation 3. Supervisors in Situation 3 are responsible for the overall direction and coordination of subordinate work activities and functions. In order for a job to be credited with Situation 3, the nature of the supervisory responsibility is so complex that the supervisor, as a minimum requirement, must direct work activities through subordinate supervisors in at least two separate organizational units, with there being at least one level of supervision between the job being evaluated and the work activities being supervised. The appellant's job does not meet Situation 3 because the appellant *directly* supervises subordinate workers in *one* organizational unit (the Tool Support Center).

For Factor I, we credit the appellant's job with meeting Situation 2.

Factor II, Level of work supervised

This factor measures the level and complexity of the work activities supervised and their effect on the difficulty and responsibility on the supervisor's job. The factor uses two steps to determine the level properly credited to job: (1) identification of the main occupation, or occupations, directly involved in accomplishing the work of the organizational unit supervised; and (2) determination of the grade of the highest level of nonsupervisory work accomplished by subordinates who perform the work identified in step 1, under normal supervisory controls.

In carrying out the mission of the Tool Support Center, the appellant supervises a total of 13 subordinate personnel performing work in three occupations: Tools and Parts Attending, WG-6904; Materials Handling, WG-6907; and Motor Vehicle Operating, WG-5703. All personnel assigned to these occupations work under normal supervisory controls and are in jobs that are classified at the WG-6 grade level. Therefore, WG-6 represents the level and complexity of the work activities supervised by the appellant.

For Factor II we credit the appellant's job with supervising a base level of WG-6 work.

Factor III, Scope of work operations supervised

This factor measures the scope of the supervisor's responsibility in terms of three subfactors: (A) the scope of assigned work function and organizational authority, (B) the variety of functions, and (C) workforce dispersion.

Subfactor A, Scope of assigned work functions and organizational authority

This subfactor measures the purpose of the job in the organization, the extent of the job's authority in relation to the organizational unit, and the importance of the job's decisions.

The appellant's job meets Level A-2. Like supervisors at Level A-2, the appellant has first-level supervisory authority over an organizational unit with a mission that is clear and distinct from other organizational units. The appellant exercises routine supervisory authority over

the Tool Support Center to effectively execute policies and procedures that are well established. Most of the appellant's decisions involve work assignments and basic administrative supervision of his subordinates.

The appellant's job does not meet Level A-3. Supervisors at this level, as a minimum requirement, have second-level or higher supervisory authority over a work unit. At Level A-3, the scope of the work requires the supervisor to utilize subordinate supervisors through structured working relationships and to make decisions involving interpretation, rather than execution, of policies.

For Subfactor A of Factor III, we credit the appellant's job with Level A-2 (45 points).

Subfactor B, Variety of function

This subfactor measures the difficulties of technical supervision of work activities, which may vary from being essentially similar to markedly dissimilar.

The appellant's job meets Level B-2. Consistent with the description for Level B-2, the appellant directs the work of subordinates in three separate and distinct occupations (Tools and Parts Attending, WG-6904; Materials Handling, WG-6907; and Motor Vehicle Operating, WG-5703), with the jobs of all subordinate workers classified at the WG-6 grade level.

The appellant's job does not meet Level B-3. For a job to be credited with Level B-3, as a minimum requirement, the supervisor must direct the work of subordinates in one or more occupations at grades 8 through 13. As previously stated, the appellant does not direct subordinate workers at these grade levels.

For Subfactor B of Factor III, we credit the appellant's job with Level B-2 (35 points).

Subfactor C, Workforce dispersion

This factor measures the difficulty associated with monitoring and coordinating work activities that may vary because of the physical dispersion of personnel and the duration of assignments.

The appellant's job meets Level C-1. Consistent with Level C-1, the appellant supervises subordinate workers (Tools and Parts Attendants and Materials Handlers) who perform their work at two distinct work sites, both of which are located within the same building that houses the [specific aircraft maintenance section]. The appellant also supervises Motor Vehicle Operators, whose work is inherently physically dispersed and is largely performed without [the appellant's] direct supervision. At this level, assignments typically are completed within a short period of time. Consistent with this description, most of the Tool Support Center's work assignments are completed within a matter of minutes, hours, or days.

The appellant's job does not meet Level C-2. For a job to be credited with Level C-2, the supervisor must supervise subordinate groups of workers at numerous work sites located across a large area, e.g., a large military base. At Level C-2, work assignments typically require several weeks or months to complete.

For Subfactor C of Factor III, we credit the appellant's job with Level C-1 (5 points).

Point values of the levels credited to Subfactors A, B, and C of Factor III add to a total of 85. According to the standard's point conversion chart for Factor III, a total of 85 points equates to Level B.

Summary

Using the standard's grading table, we conclude that WS-6 is the correct grade of a job credited with Situation 2 for Factor I, WG-6 as the base level work for Factor II, and Level B for Factor III.

Decision

The appellant's job is properly classified as Tools and Parts Attendant Supervisor, WS-6904-6.