

U.S. Office of Personnel Management
Division for Human Capital Leadership & Merit System Accountability
Classification Appeals Program

Atlanta Field Services Group
75 Spring Street, SW., Suite 1018
Atlanta, GA 30303-3109

Classification Appeal Decision
Under section 5112 of title 5, United States Code

Appellant: [name]

Agency classification: Administrative Support Clerk (OA)
GS-303-4

Organization: Land Management Branch
Environmental Management Division
Directorate of Facility Engineering and
Logistics
U.S. Army Garrison, Fort [name]
Department of the Army
[location]

OPM decision: GS-303-4
(title at agency discretion with the
parenthetical title of Office Automation)

OPM decision number: C-0303-04-06

Marta Brito Pérez
Associate Director
Human Capital Leadership
and Merit System Accountability

July 2, 2004

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:

[appellant's name and address]

Director
Civilian Personnel Advisory Center
Department of the Army
Headquarters United States Army
[name]
Fort [location]

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Introduction

On February 9, 2004, the Atlanta Field Services Group of the U.S. Office of Personnel Management (OPM) accepted a classification appeal from [name]. She works as an Administrative Support Clerk (OA), GS-303-4, in the Land Management Branch, Environmental Management Division, Directorate of Facility Engineering and Logistics, U.S. Army Garrison, Fort [name], Department of the Army, Fort [location]. The appellant requests that her position be reclassified at the GS-5 level. We received the complete appeal administrative report from the agency on February 6, 2004. The appeal has been accepted and processed under section 5112(b) of title 5, United States Code (U.S.C.).

In reaching our classification decision, we have carefully reviewed all information furnished by the appellant and the agency, including information obtained from a telephone audit of the appellant's position and interviews with the appellant's official supervisor, the Chief of the Land Management Branch, and the Chief of the Conservation Branch for whom she also provides support.

General issues

The appellant makes various statements about her agency's review and evaluation of her position. In adjudicating this appeal, our only concern is to make our own independent decision on the proper classification of her position. She also compares the classification of her position to a Secretary (OA), GS-318-5, position at the installation. Although she does not seek classification of her position to the GS-318 series, she believes is almost identical to hers except that it does not include credit card duties. By law, we must classify positions solely by comparing their current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112). Therefore, we have considered the appellant's statements only insofar as they are relevant to making that comparison. Like OPM, the appellant's agency must classify positions based on comparison to OPM position classification standards and guidelines. However, the agency also has primary responsibility for ensuring that its positions are classified consistently with OPM appeal decisions.

Position information

The appellant's supervisor certified to the accuracy of the position description number [number]. The appellant indicates that her official position description is not accurate and disagrees with the amount of time designated for her various duties and the absence of descriptive job factors as a part of the position description. The position description of record, which the agency prepared in a narrative format, indicates that the appellant performs credit card and purchasing duties for 30 percent of the time, miscellaneous clerical support duties for 50 percent of the time, and office automation duties for 20 percent of the time. The appellant believes she is actually performing credit card duties 45 percent of her time, administrative and clerical support duties for 30 percent of the time, and office automation duties for 25 percent of her time. The appellant also disagrees with the agency's determinations for Factors 2, 5, 6, and 7 for her office automation duties and questions why the agency did not reference her credit card and other clerical duties in the evaluation discussion of those factors. The appellant does not provide a general rationale for the

overall evaluation of her duties and responsibilities at the GS-5 grade level.

A position description is the official record of the major duties and responsibilities assigned to a position by a responsible management official; i.e., a person with authority to assign work to a position. A position is the duties and responsibilities that make up the work performed by an employee. Classification appeal regulations permit OPM to investigate or audit a position and decide an appeal on the basis of the duties assigned by management and performed by the employee. We classify a real operating position, and not simply the position description.

Based on our review, we find that the appellant's position description of record accurately describes the major duties and responsibilities of her position. The record shows that the appellant spends approximately 40-45 percent of her time in performing purchasing duties, 30-40 percent of her time on administrative and clerical support duties, and the remaining time on office automation duties. The agency should update the position description to accurately reflect time percentages for performance of the position's major duties.

The appellant is assigned to the Land Management Branch, but also provides clerical and office automation work support to the Conservation Branch. The appellant purchases a broad range of goods and services for both branches and has a monthly ceiling of approximately \$20,000. She receives purchase requests from division employees, contacts the appropriate vendor, and acquires and distributes purchases. She completes purchase requests using an automated system, Defense Joint Accounting System (DJAS), and compiles and prepares reports on purchasing activities. The appellant reviews credit card statements and balances purchases against tracked data including purchase date, date of receipt, the item description, and the vendor. She reviews and tracks on-line purchases in the Customer Automation and Reporting Environment (CARE). She authorizes purchase substitutions for employees when the requested product is not available. The appellant resolves minor billing discrepancies by contacting the vendor and comparing charges purchase data.

The appellant receives calls and responds to general inquiries and non-technical requests for information. These calls include reports of wildfires and nuisance wildlife, as well as questions on hunting, fishing, and burning wildfires. She takes minutes of meetings and types reports, memos, directives, decision papers, and correspondence from rough draft into final form. She ensures that correct punctuation, capitalization and grammar are used. The appellant establishes and maintains files using the agency's regulations. She inputs time and attendance on a biweekly basis into the automated Defense Civilian Payroll System (DCPS). She ensures that codes are correctly entered.

The appellant uses a personal computer, printer, fax machine, copier, scanner, and various software packages. She uses word processing, spreadsheet, and database programs such as Microsoft Office, Excel, Access, PowerPoint, DJAS, DCPS, and CARE. She uses this software to prepare correspondence, letters, memos, charts, graphs, and tables, as well as track training, input time and attendance, and complete purchase orders.

The appellant's supervisors provide general instructions on initial or changed assignments and specific guidance on unusual policies and new procedures. She works independently on standard and repetitive assignments, uses initiative and judgment to accomplish recurring work, and resolves routine problems of a recurring nature. The appellant refers billing issues that can not be resolved to her supervisor. Problems requiring deviation from established methods and procedures must be referred to the supervisor and are reviewed for accuracy.

Series, title, and standard determination

The agency classified the appellant's position in the Miscellaneous Clerk and Assistant Series, GS-303, and titled it Administrative Support Clerk (OA). The appellant does not disagree with the series or title determination. We concur with the agency's series determination. The appellant performs support functions that require a mix of general administrative and clerical and purchasing and credit card support work, along with office automation skills. The general administrative and clerical and purchasing and credit card support work are equally important in the position. The GS-303 series includes processing or maintaining records or documents that represent the transactions or business of an organization, and includes positions for which no other series is appropriate. It requires an employee to apply practical knowledge of regulations and precedent cases in carrying out specific procedures and established methods. The appellant's position functions similarly and is properly covered by the GS-303 series

Since no titles are prescribed for the GS-303 series, the position is titled at the agency's discretion. When positions require significant knowledge of office automation systems and a fully qualified typist to perform word processing duties, the parenthetical title *Office Automation*, or *OA*, is added to the title of the position.

The GS-303 standard does not have evaluation criteria. The office and clerical work performed by the appellant is properly evaluated through application of the grading criteria contained in the Grade Level Guide for Clerical and Assistance Work (the Guide). The Office Automation Grade Evaluation Guide (OAGEG) is used to evaluate the office automation duties. To confirm the grade level of the position, we separately evaluated the appellant's purchasing and credit card duties and responsibilities against the Purchasing Series standard, GS-1105, even though they are an integral part of her overall office support assignment.

Evaluation using the Guide

The Guide provides general criteria for use in determining the grade level of nonsupervisory clerical and assistance work. The Guide describes the general characteristics of each grade level from GS-1 through GS-7 and uses two criteria for grading purposes: *Nature of assignment*, which includes the knowledge required and complexity of the work, and *Level of responsibility*, which includes supervisory controls, guidelines, and contacts.

Nature of assignment

At the GS-4 level, work consists of performing a full range of standard clerical assignments and resolving recurring problems. The work consists of related steps, processes, or methods which

require the employee to identify and recognize differences among a variety of recurring situations. Actions to be taken or responses to be made differ in nature and sequence because of differences in the particular characteristics of each case or transaction. In addition to knowledge of how to carry out procedures, the work requires some subject-matter knowledge of an organization's programs and operations or of a body of standardized rules, procedures, or operations. This knowledge is used to determine what is being done, why the action is being taken, and how it must be accomplished.

The GS-4 level is met. Comparable to this level, the appellant's work involves performing a full range of standard clerical assignments and resolving recurring problems. For example, she handles and monitors credit card purchases, with a threshold limit of \$2,500, for supplies and equipment items such as helmets, clothing, computers (within the authorized amount), chainsaws, harnesses, ladders, and office supplies. The procedures are standard and require such actions as contacting the vendor referencing supply item catalogs, identifying a substitution item as needed either by selecting a similar item or consulting with the requester on technical or more expensive items, and entering and tracking the purchase and acquisition data. She balances the credit card statement using tracked data and resolves minor billing discrepancies by contacting the vendor. The appellant receives and screens calls, compiles and prepares reports, records the minutes of meetings, establishes and maintains files, and inputs time and attendance data. Comparable to the GS-4 level, actions taken or responses made such as making product substitutions with similar items, referring calls, and choosing codes and data for purchase requests and time and attendance reports, differ in nature and sequence. The appellant's duties also require that she have general knowledge of the organizations' programs and operations to provide routine information or refer callers to others in the organizations, as well as knowledge of standardized rules, procedures, and operations relating to the various tasks she performs. This knowledge includes procedures for preparing the organizations' reports and military interdepartmental purchase requests and credit card purchases for office supplies and equipment.

The appellant's work assignments do not meet the GS-5 level. At that level, work consists of performing a full range of standard and nonstandard clerical assignments and resolving a variety of nonrecurring problems. The work includes a variety of assignments involving different and unrelated steps or processes. The employee must identify and understand the issues involved in each assignment and determine what steps and procedures are necessary and the order of their performance. Completion of each transaction typically involves selecting a course of action from a number of possibilities. The work requires extensive knowledge of an organization's rules, procedures, operations, or practices to perform the more difficult, interrelated, or one-of-a-kind clerical processing procedures.

The appellant's assignments are primarily of a standard and routine nature involving recurring problems such as making product substitutions with similar items, resolving minor billing discrepancies, and choosing data input codes. Assignments are typically accomplished through the execution of a series of related steps, processes and methods which are readily available and identifiable, but unlike work at the GS-5 level, each transaction does not require selecting a course of action from a number of possibilities. The record shows that the appellant's work requires some subject-matter knowledge of the organizations' programs and operations, but not

the depth of knowledge of the organizations' rules, procedures, or practices typical of the GS-5 level.

Therefore, this factor is credited at the GS-4 level.

Level of responsibility

At the GS-4 level, the supervisor provides little assistance with recurring assignments, and the employee uses initiative to complete work in accordance with accepted practices. Unusual situations may require the assistance of the supervisor or higher level employee, and the completed work may be reviewed more closely. Procedures for doing the work have been established and a number of specific guidelines are available. The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures. The employee has contacts with co-workers and people outside the organization to exchange information and to resolve problems in connection with the immediate assignments.

The GS-4 level is met. The appellant exercises judgment and uses previous instructions and applicable, standard procedures to independently carry out assignments with which she has previous experience. Extensive guidelines, in the form of oral instructions, standard office policies, organizational and agency instructions, etc., are available and cover the major aspects of her work. As at the GS-4 level, the supervisor provides guidance when unusual problems or matters requiring deviating from normal procedures or policies arise. The appellant works with technicians and the supervisor in identifying substitutions for technical or more expensive items. She also may contact budget personnel or other resource persons for coding or other problems, such as those related to time and attendance or the credit card functions. Review of the appellant's completed work is in terms of accuracy and compliance with applicable directives. The supervisor reviews purchase requests prior to purchase. The appellant uses her knowledge of the organization and its programs to respond to routine inquiries from the public, such as questions on hunting, fishing, and burning wildfires, and, in some instances, relies on published regulations. Comparable to the GS-4 level, the appellant's contacts are with co-workers and people outside the organization to exchange information, make credit card or on-line purchases, resolve minor billing issues, and respond to inquiries from the public.

At the GS-5 level, the supervisor assigns work by defining objectives, priorities, and deadlines and provides guidance on assignments that do not have clear precedents. The employee works in accordance with accepted practices and completed work is evaluated for technical soundness, appropriateness, and effectiveness in meeting goals. Extensive guides in the form of instructions, manuals, regulations, and precedents apply to the work. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines for application and adapting them according to circumstances of the specific case or transaction. A number of procedural problems may arise which also require interpretation and adaptation of established guides. Often, the employee must determine which of several alternative guidelines to use. If existing guidelines cannot be applied, the employee refers the matter to the supervisor. Contacts are with a variety of persons within and outside the agency for the purpose of receiving or providing information relating to the work or resolving operating problems in connection with recurring responsibilities.

The GS-5 level is not met. The appellant's work is performed in accordance with standard procedures, office policies, and organizational and agency instructions which are readily available and cover most situations. The appellant's position does not require extensive use of judgment on a regular and recurring basis in interpreting or adapting available or established guidance and procedures to resolve problems that may be encountered. These types of problems are referred to her supervisor. Additionally, the appellant is not required to select from numerous or similar guidelines to complete her assignments and her contacts with others are primarily to resolve specific problems, e.g., with coding or billing problems.

Therefore this factor is credited at the GS-4 level.

Both *Nature of assignment* and *Level of responsibility* are evaluated at the GS-4 level. Therefore, the appellant's general clerical duties are properly evaluated at the GS-4 level.

Evaluation using the OAGEG

The OAGEG is written in the Factor Evaluation System (FES) format, under which factor levels and accompanying point values are assigned for each of the following nine factors. The total is converted to a grade level by use of the grade conversion table provided in the standard. 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, the point value for the next lower factor level must be assigned, unless the deficiency is balanced by an equally important aspect that meets a higher level.

The appellant disagrees with the agency's determinations for Factors 2, 5, 6, and 7. After careful review we concur with the crediting of Levels 1-3, 3-2, 4-2, 8-1, and 9-1. Our analysis of the remaining factors follows.

Factor 2, Supervisory controls

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

At Level 2-2, the supervisor provides general instructions for standard, pre-established, or continuing office automation tasks, e.g., priorities, deadlines, or quantity. When the work is unusual or difficult, more specific instructions are provided regarding desired format, electronic storage requirements, maintenance requirements, hardware/software selection, etc. The employee works independently in carrying out familiar assignments in accordance with previous instructions, standard procedures for creating documents or entering or retrieving data, and established use of software packages. The employee seeks further guidance when new or unusual assignments call for deviations from established procedures or otherwise require special instructions. Completed work is usually checked for compliance with office procedures or instructions, technical accuracy, and appearance. When the work is unusual, it is also checked for adherence to special instructions provided.

Level 2-2 is met. The appellant independently carries out her assignments which are standard and repetitive in nature, such as correspondence and input and retrieval of data from various systems. Comparable to Level 2-2, the processes used are routine or standardized though the specific information varies based on the transaction involved. The supervisor generally provides rough drafts for preparation of charts and tables. The majority of the work performed is covered by specific methods and procedures and does not require supervisory input or intervention. The appellant refers instances involving deviation from established methods or procedures, new or unusual assignments, or unusual problems to the supervisor for guidance. Completed work is reviewed in terms of accuracy and compliance with directives.

At Level 2-3, assignments are given with information on general administrative changes, deadlines, and priorities. For work that has not previously been automated, the supervisor defines overall objectives. The employee works independently to plan and carry out steps for completing assignments in accordance with established office instructions and practices for office automation. When current practices or deviations in an assignment cause problems, the employee uses initiative to resolve them and coordinates efforts with other employees involved in or affected by the nonstandard procedures. Completed work is evaluated for technical soundness, usefulness, and conformance with office operating requirements and needs. The methods used to produce work normally are not reviewed.

Level 2-3 is not met. The appellant's office automation work is more controlled than expected at Level 2-3. The office automation products are recurring or routine and established instructions or methods are generally available. If any new, unusual, or difficult assignments occur, more specific instructions are provided on how the work is to be accomplished. Though the appellant works independently in accomplishing day-to-day work, this involves performing familiar assignments according to previous instructions, standard procedures for creating documents or entering or retrieving data, and established use of specific software programs. The appellant is not authorized to independently deviate from standard methods and practices.

Level 2-2 is credited for 125 points

Factor 5, Scope and effect

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

At Level 5-1, the purpose of the work is to perform specific, recurring tasks required to maintain electronic records, e.g., calendars, directories, spreadsheets, and databases, and/or to produce various items, e.g., correspondence, memos, publications, manuscripts, reports, or forms, in draft or final form according to most recent data. Production usually includes steps such as: selecting and adhering to the proper format; determining the spacing and arrangement of material; making entries to and retrieving data from electronic records; and checking references, distribution requirements, grammar, punctuation, and spelling. The services performed facilitate the work of the originators of the documents or the users of the data maintained.

Level 5-1 is met. The nature of the appellant's work involves performing recurring clerical tasks such as ensuring that time reports and purchase requests contain required entries and that correspondence is in the proper format and free of errors in grammar, punctuation, and spelling. Her work facilitates the work of the branches and impacts work products and accurate record keeping.

At Level 5-2, the purpose of the work is to collect, select, organize, and provide information in oral or written form. The work is performed in accordance with established rules, regulations, procedures, and office automation practices. The work affects the way in which other employees document, store, receive, or transmit information, and increases the availability and usefulness of the information involved.

Level 5-2 is not met. The appellant's work affects the branches' operations and does not affect the way other employees document, store, receive, or transmit information. It increases the accuracy rather than usefulness of the information involved. Work at Level 5-2 is more concerned with organizing information, whereas the appellant's work is concerned with the preparation and coordination of documents and recording of information.

Level 5-1 is credited for 25 points

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

These factors include face-to-face contacts and telephone dialogues with persons not in the supervisory chain, and the reasons for making those contacts.

Personal contacts

At Level 1, contacts are with employees within the immediate work unit or related support units such as points-of-contact and document originators.

Level 1 is met. The appellant's regular and recurring contacts for her office automation work are primarily with branch staff and associated units and with points of contact in other installation organizations.

At Level 2, contacts are with employees at various levels throughout the agency who are involved in or affected by integrating or changing automated office procedures.

Level 2 is not met. The appellant's contacts are not agencywide for purposes related to integrating or changing office automation procedures.

Level 1 is credited.

Purpose of contacts

At Level a, the purpose of contacts is to exchange information about the assignment or methods to be used to complete the assignment.

Level a is met. The appellant establishes contacts to exchange information, report progress, and provide status of reports and administrative matters.

At Level b, the purpose of contacts is to plan, coordinate, and integrate work processes or work methods for office automation between and among related work units.

Level b is not met. The record does not show that the appellant's regular and recurring work requires comparable planning, coordinating, or integrating office automation work processes or work methods. Her contacts primarily are for information exchange or relate to equipment or operational problems and questions.

Factors 6 and 7 meet Level 1a for 30 points.

Summary

<i>Factor</i>	<i>Level</i>	<i>Points</i>
1. Knowledge required by the position	1-3	350
2. Supervisory controls	2-2	125
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and effect	5-1	25
6.and 7. Personal contacts and Purpose of contacts	1a	30
8. Physical demands	8-1	5
9. Work environment	9-1	<u>5</u>
<i>Total</i>		740

The total of 740 points falls within the GS-4 range (655-850) on the grade conversion table provided in the standard.

Evaluation using the GS-1105 standard

The GS-1105 is written in the FES format.

Factor 1, Knowledge required by the position

The appellant's position meets Level 1-3, at which knowledge of standardized regulations and procedures is required to make purchases. The record does not support the crediting of Level 1-4, which involves purchases with specialized and/or commercial requirements that have unstable price or product characteristics, hard-to-locate sources, or similar complicating factors.

Level 1-3 is credited for 350 points.

Factor 2, Supervisory controls

Level 2-2 is met. At this level the employee uses initiative to make or recommend purchases for recurring requirements independently and refers situations not covered by instructions or practices to the supervisor. At Level 2-3, the employee plans and carries out steps necessary to make purchases and resolves problems and deviations involving such issues as fluctuating price and item characteristics, negotiates prices, and encourages vendors to bid on purchases. The appellant's position is not delegated the latitude for and is not required to handle actions characteristic of Level 2-3.

Level 2-2 is credited for 125 points.

Factor 3, Guidelines

Level 3-2 is met. At this level, there may be minor gaps in guidelines, but the employee refers situations that require significant deviations to the supervisor or others for guidance or resolution. The record shows that the appellant's work does not routinely require her to independently use judgment, as identified at Level 3-3, to interpret guidelines, adapt procedures, and decide approaches for performing the work.

Level 3-2 is credited for 125 points.

Factor 4, Complexity

Level 4-2 is met. Comparable to this level, the appellant performs a variety of related tasks using simple noncompetitive purchasing methods, such as on-line purchasing and credit card accounts. The appellant's work does not require her to use the more varied and complex methods involved in purchases identified at Level 4-3, e.g., competitive or sole source small purchases and purchases against various established contracts and agreements, e.g., multiple award schedules or requirements contracts.

Level 4-2 is credited for 75 points.

Level 5, Scope and effect

Level 5-2 is met. Comparable to this level, the appellant's work provides purchasing services that are covered by well-defined and precise procedures and regulations, e.g., repeat orders for commercial requirements. Her work products affect the smooth flow of everyday operations. Work at Level 5-3 is performed to obtain various commercial and/or specialized requirements that are characterized by purchasing problems such as inadequate or restrictive specifications, lack of multiple suppliers, urgent need, and insufficient price history. The record shows that the appellant's work does not routinely require her to make similar purchases or that the purchases

affect the ability of the programs to conduct business adequately or affect the operation of the program as is characteristic of Level 5-3.

Level 5-2 is credited for 75 points.

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

Personal contacts

The appellant's contacts meet Level 2, at which contacts include employees in the same agency or activity and commercial suppliers in addition to suppliers under established contracts. Her contacts do not compare to Level 3, which includes technical or legal representatives of firms negotiating substantial purchase order changes or terminations.

Purpose of contacts

The purpose of the appellant's contacts meets Level a, at which the contacts are to clarify or exchange information, e.g., missing information, status of work, substitution approval, related to purchasing routine requirements. The appellant's work does not require Level b contacts, which are to plan and coordinate actions to prevent, correct, or resolve delays or misunderstandings in the purchase process, and include discussion of inadequate or restrictive specifications, realistic lead times or prices, or other avenues for filling needs.

Level 2a is met for 45 points.

Factor 8, Physical demands

The work requires some physical effort, but there are no special demands.

Level 8-1 is met for 5 points.

Level 9, Work environment

The appellant performs work in an office setting where normal safety precautions are adequate.

Level 9-1 is met for 5 points.

Summary

<i>Factor</i>	<i>Level</i>	<i>Points</i>
1. Knowledge required by the position	1-3	350
2. Supervisory controls	2-2	125
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and effect	5-2	75

6.and 7. Personal contacts and		
Purpose of contacts	2a	45
8. Physical demands	8-1	5
9. Work environment	9-1	<u>5</u>
<i>Total</i>		805

The total of 805 points falls within the GS-4 range (655-850) on the grade conversion table provided in the standard.

Summary

The clerical work, the office automation duties, and the credit card and purchasing duties are all properly evaluated at the GS-4 level.

Decision

The appellant's position is properly classified as GS-303-4. Selection of an appropriate title is at the agency's discretion. The parenthetical title *Office Automation*, or *OA*, is to be added to the position title.