



United States Office of Personnel Management

Office of Merit Systems Oversight and Effectiveness
Digest of Significant Classification Decisions and Opinions
December 2001
Article No. 27-01

Standard: [Computer Clerk and Assistant, GS-335 \(February 1980\)](#)
[Administrative Work in the Information Technology Group, GS-2200 \(May 2001\)](#)

Factor: N/A

Issue: Distinguishing between computer assistance and information technology (IT) administrative work

Identification of the Classification Issue

The appellant's position was previously classified as Supervisory Computer Specialist, GS-334-11. In response to an A-76 study on the feasibility of contracting out some of the installation's automation work, all positions associated with Local Area Network (LAN) operations were reviewed. As a result, the agency reclassified the appellant's position as Supervisory Computer Assistant, GS-335-10. The appellant believed the change in classification was made by the agency to avoid paying the special salary rate for Information Technology positions.

Resolution

The appellant was responsible for overseeing the monitoring, operation, and maintenance of the installation's computer system. The system consisted of a remote processing station system, two LANs, microcomputers, and associated hardware and software that supported the installation's supply operations. The primary focus of the work was to administer the LANs and integrate with the networks or mainframes of other agencies or organizations. This included overseeing day-to-day operations and ensuring that processing activities met operational protocols; researching and recommending components for upgrading systems; planning and coordinating installation of hardware/software; determining system infrastructure components; ensuring compatibility of new or upgraded systems/components with existing infrastructure and equipment; implementing computer security

measures and data integrity/recovery procedures; and providing technical assistance and training to users.

OPM found that the appellant's work was properly classified to the GS-335 series. Although the work involved administering the operation of a computer system, the appellant was not involved in the planning, design, or development of systems, which is typical of Information Technology. The installation's LAN was small and did not have the same level of complexity addressed in the Information Technology Management series, GS-2210. In addition, the scope of the position was limited in that responsibility for establishing servicewide systems, hardware, and software requirements and making decisions on the need for system upgrades and/or software migrations was assigned to higher-level organizations in the agency. OPM sustained the agency's series determination of the appealed position as Computer Assistant, GS-335.

Link to [C-0335-10-01](#)