

A number of guidelines, program policies, Federal regulations, and directives are used to complete assignments. The incumbent works in strict adherence to the guidelines and instructions; all deviations must be approved by the supervisor.

Factor 4 - Complexity FL 4-2 75 pts.

Assignments consist of a variety of tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

Factor 5 - Scope and Effect FL 5-1 25 pts.

Work involves the performance of various specific, recurring tasks. The work facilitates the work of others in the immediate organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with co-workers and with employees in related or support units, and may include occasional contacts with employers, union officials, school officials, and/or State government officials. Contacts are for obtaining and providing factual information related to the duties assigned.

Factor 8 - Physical Demands FL 8-1 5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment FL 9-1 5 pts.

The work generally is performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 940 pts.

IV. UNIQUE POSITION REQUIREMENTS