

specialist or supervisor. Work assignments and objectives are prescribed, but methods of accomplishment are seldom reviewed or controlled while work is in progress. The incumbent has full authority and responsibility for developing plans and accomplishing the total property control program for the assigned contractors. Completed work is reviewed for effectiveness in meeting property management and program objectives and deadlines and consistency of actions and recommendations. The incumbent uses judgment in interpreting unique or special contract provisions relating to control of Government property. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-3

275 pts.

Guidelines include ETA, DOL, GSA and Federal property and procurement regulations; established techniques and precedents; and directives. Guidelines are not always applicable and the incumbent must use judgment in choosing, interpreting, and applying the guidelines.

Factor 4 - Complexity

FL 4-4

225 pts.

The incumbent encounters property which is difficult to control and different methods for controlling property from plant to plant. Assignments: include complex and varied duties; are of more than average difficulty; and involve the consideration of legal and regulatory constraints, methods for the surveillance and control of contractors'/grantees' management of large amounts of Government property, and alternative means of accomplishing property management and program objectives. Work may involve: furnishing advisory assistance concerning various phases of contract or grant development; providing guidance and procedural material for issuance in ETA property manual or other official media; or making decisions or recommendations on policy determinations relevant to the area of responsibility.

Factor 5 - Scope and Effect

FL 5-3

150 pts.

The primary purpose of the work is to review, analyze, and monitor all aspects of contractor/grantee systems relating to the control of Government property. The incumbent exercises surveillance and control of contractors'/grantees' management of Government property. Advice and recommendations support the conduct of the organization's industrial property management program and/or administration operations. Work contributes to the accomplishment of program goals and objectives and protects the Government's investment in contractor/grantee maintained and utilized property.

Factor 6 - Personal Contacts

FL 6-3

60 pts.

Contacts are with: the contractor's top management and key officials; the contractor's personnel in financial and property accounting, production, transportation, supply, data processing, and other organizational elements concerned with the control of Government property; and other Government representatives (*e.g.*, production specialists, quality control representatives, contracting officers, audit personnel).

Factor 7 - Purpose of Contacts

FL 7-3

120 pts.

Contacts are made: to assure understanding of industrial property management programs, regulations, and contractual requirements; to approve or negotiate changes in the contractor's complex property control system; to resolve significant problems of noncompliance with the approved property control procedures; to gather information needed to ascertain adequacy of the contractor's property control system and procedures, to exchange factual information, to assist the contractor in maintaining an adequate property control system, to advise contractor personnel regarding unsatisfactory conditions, to secure corrective action; and to coordinate property administration matters, or to clarify or secure information needed to make sound property management determinations.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

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

TOTAL = 2540 pts.

IV. UNIQUE POSITION REQUIREMENTS