

Ability to assess and weigh information in a logical and analytical manner to identify trends and relationships among issues, to weigh options critically through use of a variety of information sources and to provide written or verbal rationale and results of analysis.

Factor 2 – Supervisory Controls

FL 2-3

275 pts.

The supervisor directs where the major emphasis of the incumbent's efforts should be placed, makes special assignments, and provides general policy and technical guidance. The incumbent plans and carries out the daily work schedule, keeping the supervisor regularly informed of work plans, and usually discussing initial contacts beforehand. Field work is generally carried out independently; however, if larger companies are involved the supervisor usually establishes the initial contact. Incumbent discusses findings with the supervisor, and consults during the course of the work if the need arises. The supervisor (or senior field representative) may occasionally accompany the incumbent on calls to companies, both to observe methods of operation and to offer assistance. Incumbent's work is normally reviewed through frequent discussions with his supervisor and through regular reports of his work activities and results achieved. Written recommendations developed by the incumbent for use by the industry, are cleared with the supervisor prior to presentation to any of the parties concerned. 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 consist of standard Federal regulations, organizational policies, and directives. Close guidance or personal assistance is received in any training projects involving Federal funds; in situations for which little or no precedent exists; in assignments which involve any difficulties in dealing with a larger company, unresolved labor-management difficulties over certain training issues, difficult labor relations with local unions, or other such special problems.

Factor 4 – Complexity

FL 4-3

150 pts.

The work involves program activity relating primarily to conventional type apprentice training, in assignments of relatively limited scope or complexity. Assignments are made on a territorial basis (segment of a State or city, or on a trade or industry basis within the territory), and do not necessarily involve responsibility for continuing coverage. Industry diversity is sufficient to warrant employment of a limited number of craftsmen in a variety of apprenticeable trades but, on the whole, the assignment involves companies which are of small to medium size, each usually of single trade type, employing a small number of craftsmen, generally in only one apprenticeable trade (except in the construction industry). Many of the plants tend not to be employee-organized; where plants are unionized, the number of different unions in each tends to be very small. Industrial activity is fairly stable in the area, with little industrial expansion or contraction, and no marked shortage or oversupply of skilled labor. Program recommendations by incumbent are typically aimed at serving the needs of local plants and local conditions only, and conform to recommended national standards.

Factor 5 – Scope and Effect

FL 5-3

150 pts.

The incumbent's program activity is fairly limited in range and conventional in nature, being confined primarily to apprenticeship programs for situations for which program precedents are generally available. Their technical advisory services are based upon well-established principles, techniques, and practices. Program activity and technical advisory services relate largely to the maintenance and revision of existing, rather than the development of new, apprenticeship programs.

Factors 6/7 – Personal Contacts/Purpose of Contacts

Level 3.b.

110 pts.

The incumbent has regular and recurring contacts with employers, union officials, school officials, as well as state and Federal Government officials. Virtually all of the contacts are at the local level. Characteristically, industry contacts involve negotiations with individual single employers (or with representatives of these employers), since most of the companies are small and non-unionized. In some cases they involve local joint employer associations. In a few unionized plant situations, incumbent also deals with both labor and management. Although inexperienced in developing and administering such programs, a substantial number of the companies are considered to be potentially interested in a training program, and could be expected to be cooperative participants in the national apprenticeship program. A substantial number of other companies have "going" training programs and are receptive to maintaining them effectively and considering new ones.

Factor 8 – Physical Demands

FL 8-1

5 pts.

The work is sedentary , although some slight physical effort may be required.

Factor 9 – Work Environment

FL 9-1

5 pts.

Work is generally performed in an office setting, conference or training room. Occasional travel by any means of government or public transportation may be required.

TOTAL = 1920 pts.

IV. UNIQUE POSITION RESPONSIBILITIES