

Factor 3 - Guidelines

FL 3-2

125 pts.

Work is performed in accordance with a variety of established office procedures, requirements, software manuals and tutorials, references. The incumbent decides which is appropriate for desired results. Guidance is provided for unusual situations by the supervisor or other staff member.

Factor 4 - Complexity

FL 4-2

75 pts.

Work consists of using one or more types of software to produce standard documents requiring different procedures and functions. The incumbent uses judgment in selecting from established alternatives. Actions taken depend on the source of information, type of assignment, or situation.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

The purpose of the work is to perform specific, recurring tasks required to maintain electronic records such as directories, spreadsheets, and databases or produce a variety of clerical activities in support of co-workers within the operating unit. The services and work performed facilitate the work of the originators of the material.

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

Contacts are with employees in immediate work unit or related support units. Contacts are for receiving assignments and instructions, discussing additions or revisions, receiving or giving information, clarifying terminology.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary, requiring no special physical demands.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is performed in a typical office setting.

TOTAL = 590 pts.

IV. UNIQUE POSITION REQUIREMENTS