

Factor 2 - Supervisory Controls

FL 2-3

275 pts.

The supervisor provides overall instructions and priorities. The incumbent receives instructions from supervisor and/or office specialists on specific application or interpretation of new regulations and policies. The incumbent independently plans and performs familiar office automation assignments. The incumbent also exercises initiative when resolving problems encountered. The incumbent works independently to plan and complete assignments. Work products are occasionally spot-checked for accuracy. The work methods used usually are not reviewed. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

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, and references making minor deviations to adapt the guidelines to specific cases. The incumbent decides which is appropriate for desired results. Guidance is provided for unusual situations.

Factor 4 - Complexity

FL 4-3

150 pts.

The work involves a variety of unrelated automated and clerical processes and methods. The incumbent decides what needs to be done and how to accomplish it based on the specific project, knowledge of the priorities, policies, commitments, and objectives of the office and an understanding of the automated processes and software requirements and capabilities inherent in the work. Is responsible for several concurrent projects.

Factor 5 - Scope and Effect

FL 5-2

75 pts.

The purpose of the work is to document, store, receive, or transmit information. This may involve electronic mail, and on-line databases and reports. The work is performed in accordance with established rules, regulations, procedures, and office automation practices. The services and work performed facilitate the work of the originators of the material.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 2.a. 45 pts.

Personal contacts are with employees at various levels throughout the operating unit. Contacts are for receiving assignments and instructions, discussing additions or revisions, receiving or giving information, clarifying terminology, etc.

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 = 1230 pts.

IV. UNIQUE POSITION REQUIREMENTS