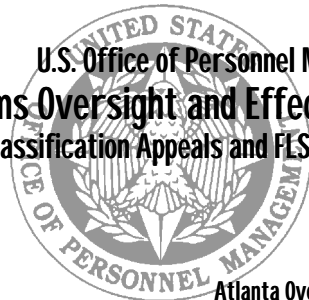


U.S. Office of Personnel Management
Office of Merit Systems Oversight and Effectiveness
Classification Appeals and FLSA Programs



Atlanta Oversight Division
75 Spring Street, SW., Suite 972
Atlanta, GA 30303-3109

**Job Grading Appeal Decision
Under Section 5346 of Title 5, United States Code**

Appellant: [appellant's name]

Agency classification: Maintenance Supervisor I
WS-4701-8

Organization: Marine Corps Base

OPM decision: WS-4701-8
(Title to be determined by the agency)

OPM decision number: C-4701-08-01

Kathy W. Day
Classification Appeals Officer

Date: 10/28/98
47010801.atr

rd # 47010801.at

As provided in section S7-8 of the Operating Manual, Federal Wage System, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. There is no right of further appeal. This decision is subject to discretionary review only under conditions specified in section 532.705(f) of title 5, Code of Federal Regulations (CFR) (address provided in the Introduction to the Position Classification Standards, appendix 4, section H).

Decision sent to:

[appellant's address]

[appellant's personnel office]

Director, Civilian Personnel Programs
Department of Navy
Headquarters United States Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Chief, Classification Branch
Department of Defense
Civilian Personnel Management Service
Field Advisory Services Division
1400 Key Boulevard, Suite B-200
Arlington, Virginia 22209-5144

Introduction

On June 2, 1998, the Atlanta Oversight Division of the Office of Personnel Management (OPM) accepted an appeal for the job of Maintenance Supervisor I, WS-4701-8, [agency] Marine Corps Base, [city/state]. The appellant is requesting that his job be upgraded to WS-9.

General issues

The appellant disagrees with the agency's interpretation of his assistant responsibilities. He believes he serves as his supervisor's "full" assistant and that his job should be graded one grade lower than his supervisor's. He also states that there is disparity in the grading of his job and other supervisory jobs at the facility. The appellant recognizes that his department and OPM cannot compare his job to other jobs but asks for guidance in locating an organization that can look into this problem. The department conducted a review of other supervisory jobs in the appellant's organization. Based on their findings, the other supervisory jobs were determined to be significantly different and a consistency review was not warranted. Therefore, we have asked the department to furnish a copy of their findings to the appellant.

To help decide this appeal, an Atlanta Oversight Division representative conducted a telephone audit of the appellant's job on September 8, 1998, and September 10, 1998, and an onsite audit with the appellant and his immediate supervisor on October 21, 1998. In reaching our decision, we have reviewed the audit findings and all information of record furnished by the appellant and his agency, including his official job description.

Job information

The appellant is assigned to job description number 0416000. The agency, supervisor and the appellant have certified the accuracy of the job description.

The job description does not meet the standards of adequacy in the Introduction to the Position Classification Standards. OPM considers a position description to be adequate for classification purposes when it is:

- considered so by one knowledgeable of the occupational field involved and of the application of pertinent classification standards, principles, and policies; and
- supplemented by otherwise accurate, available, and current information on the organization, functions, programs, and procedures concerned.

The appellant's job description does not clearly define the organizational location of his job or the nature and degree of his supervisory responsibilities. These elements are important factors used to determine the classification of the job. They identify the supervisory relationship of the appellant's

job to other jobs in the organization and are used to properly evaluate the correct level of the appellant's supervisory responsibilities.

The job description states that the job is located in the [Unit]. According to the organizational chart furnished by the agency, the appellant's job is located in the [Sub-Unit] of Shop #33 (Family Housing). Shop #33 is divided into two subordinate units, an Electrical/Mechanical Sub-Unit and a Structural Sub-Unit. The appellant is the supervisor of the Structural Sub-Unit. There is no supervisor for the Electrical/Mechanical Sub-Unit. However, the shop supervisor's job description shows that he provides direct supervision over the Electrical/Mechanical Sub-Unit and has overall authority for the entire work operations and all personnel assigned to Shop #33. Therefore, the appellant's job description should be amended to clearly reflect only supervisory responsibility for the Structural Sub-Unit. We also found that some of the supervisory duties in the appellant's job description are overstated. For example, the appellant does not have authority to select, reassign, or detail employees. He makes recommendations or requests authority to select, reassign or detail employees, or adjust resources or manpower due to unanticipated problems or delays. This authority is retained by the Foreman.

The Job Grading Standard for Supervisors states a job classified as an assistant supervisor has regular and recurring responsibility for the administrative and technical accountability of all of the work operations and personnel and has full authority to act on matters within established procedures for which the supervisor is responsible. This includes such matters as attendance, leave, vacation, work schedules, grievances, discipline, and the quantity and quality of the work performed by subordinates, and requires the application of knowledge of the methods, techniques, procedures, tools, materials, and practices of the involved occupations over the workforce.

In the letter appealing the grade of his job, the appellant states "the instructions management gave as to how they wanted the shop to run was to divide the shop into a structural and an elect-mech unit with one of the positions being a Supervisor II. The volume of work and the geographical area made it impossible for one person to make all the decisions required to operate the shop. We decided to share this responsibility in an effort to be more efficient." To support his belief that he serves as a "full assistant" to his supervisor, the appellant furnished copies of documents that showed him as either the approving or recommending official for administrative actions affecting the Electrical/Mechanical workers in the shop. These documents include a recommendation for an award, recommendation for a temporary employee to be hired permanently, a recommendation for a quality improvement program proposal, time and attendance cards and applications for leave, and a copy of a request for supplies and material. However, these documents do not reflect all of the direct responsibilities for which the appellant's supervisor is responsible.

- The appellant furnished copies of time and attendance sheets where he approved leave requests and time cards for workers in the Electrical/Mechanical Unit. In his letter appealing his job, the appellant stated that he and his supervisor work alternate Fridays. Time cards are turned in on the Friday that he is scheduled to work, and he is responsible for approving leave and signing time cards and projecting labor for all employees in the shop on those days.

Although he has been approving leave on a regular basis for these employees, he approves the leave only in the absence of the supervisor. The supervisor's job description states that he has ultimate responsibility for scheduling and approving leave requests for his employees. Supervisory work performed only in the absence of the supervisor is excluded from consideration when applying this job grading standard.

- The appellant recommended an incentive award for an employee and wrote a recommendation for a temporary employee to be hired permanently. There is no prohibition against a supervisor making recommendations for awards or writing letters of recommendations for employees outside of his authority. The appellant is not, however, officially responsible for recommending awards or selections for Shop #33.
- The appellant furnished a copy of a request he authorized for supplies and materials for an employee in the Electrical/Mechanical Sub-Unit. The appellant's position description states that he does have authority for equipment and supplies, however, his authority is limited to equipment and supplies for the unit supervised. His supervisor has overall authority to ensure that equipment, materials, supplies and personnel are in place prior to the beginning of work, and for approving requests for supplies and materials for his workers. The appellant does not have regular and recurring authority for these actions for the shop. The approval of requests for supplies and materials for employees outside of his unit is performed by the appellant in the absence of the supervisor and is excluded from consideration in determining the grade of his job.

During our interview with the appellant's second level supervisor, the supervisor acknowledged that the appellant is the number two person in charge. However, his view of the appellant's assistant responsibilities does not meet the definition of a full assistant. According to the second level supervisor, all workers including the appellant, work a compressed work schedule. The second level supervisor's primary point of contact is the appellant's supervisor. When the appellant's supervisor is not available, then the second level supervisor interfaces with the appellant to keep abreast of work operations and priorities in Shop #33. Normally, he only deals with the appellant on problems or issues directly affecting the Structural Sub-Unit.

The first level supervisor also confirmed that the appellant is the number two person. However, during our onsite audit, the supervisor clearly stated that he, himself, has overall responsibility for the work operations and personnel assigned to the shop. The appellant does not have this authority. According to the supervisor's job description, the supervisor is responsible for approximately 40 employees including direct administrative and technical responsibility for the Electrical/Mechanical Sub-Unit and supervision of a subordinate supervisor. The subordinate supervisor is the appellant. A subordinate supervisor is not the equivalent of a "full assistant."

The appellant's supervisor prepares and rates the performance of all employees in the Electrical/Mechanical Sub-Unit and serves as the reviewing official for the employees in the Structural Sub-Unit. The appellant provides input on the performance appraisals of the Electrical/Mechanical

Sub-Unit workers but does not have authority to rate these employees. The appellant is only authorized to rate the workers in the Structural Sub-Unit.

In terms of disciplinary actions, the delegation of authority in Base Order 12752.1 states that first line and higher level supervisors are delegated authority to give oral admonishments and issue letters of admonishment, requirement, reprimand and proposed suspensions of 14 days or less. However, the authority to propose or effect adverse actions may be exercised by an official acting in the absence of the official to whom the respective authority has been delegated, but it may not be exercised by direction. Furthermore, when a supervisor observes an infraction of rules and the immediate supervisor of the employee concerned is not available, this person may take such steps on the spot as appear warranted. Thereafter, this supervisor will locate the supervisor concerned, fully explain the circumstances, and place further responsibility for action in the hands of the immediate supervisor. The appellant is not the immediate supervisor of the Electrical/Mechanical Sub-Unit workers, therefore, he is not authorized to direct disciplinary actions for these workers.

The supervisor is not only responsible for the quality and quantity of work performed by the Electrical/Mechanical workers, but stated that he is ultimately responsible for the quality and quantity of work performed by the entire shop. The appellant is delegated responsibility for the quality and quantity of work performed by the workers in the Structural Sub-Unit only. He exercises this responsibility for the shop only in the absence of his supervisor.

The appellant's job description delegates to him full administrative and technical accountability for the workers assigned to the Structural Sub-Unit. Although the appellant and the supervisor made a decision to "share responsibility for supervision of the shop," the appellant does not perform the full scope of supervisory authorities for which his supervisor is responsible, and performs some of his supervisor's supervisory responsibilities only in his absence. Therefore, the appellant's job is not a full assistant supervisor. His job can only be evaluated based on the regular and recurring supervisory duties and responsibilities exercised over the work operations in the Structural Sub-Unit.

The appellant's duties and responsibilities are as follows:

The appellant supervises the Structural Sub-Unit of Shop #33 (Family Housing). He provides administrative and technical direction to a workforce engaged in structural maintenance and repair tasks for buildings and structures within [location], and a Marine Air Station.

The appellant plans and organizes the sequence of work operations as service calls and job orders are received, considering the skill requirement and availability of personnel. He determines priorities and deadlines based on work requirements and policy established by the Family Housing Director. He determines manpower, material and equipment needs based on the type of repairs to be made and monitors workload and backlog, and requests additional personnel due to workload delays or seasonal demands, as required. He reviews and manages material procurements, stockage levels and accountability for shop pre-expended, special operating stocks and insurance items in accordance with applicable regulations.

The appellant motivates workers to operate as a team, lending assistance between trades as workload varies because of seasonal or emergency requirements. He explains quality assurance standards to be met, instructs workers on difficult jobs, spot checks work in progress and after completion. He makes changes in work assignments and methods and shifts personnel and equipment as required. He redirects subordinate workers and resources to accomplish unanticipated work. He coordinates with other shop supervisors in the completion of assigned projects as necessary and obtains prior approval for changes that would modify or affect work operations. He maintains liaison with area commanders or family housing managers/coordinators, evaluates tenant/customer complaints and responds accordingly, resolving complaints and offering technical advice as required.

The appellant plans, organizes work and manages workers to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste and abuse in Government; recommends the selection and assignment of employees; appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the Equal Employment Opportunity Program and other special program objectives. He maintains employee-management communications with employees, addresses and makes every effort to reconcile employee grievances and discrimination complaints, and encourages and recognizes employee achievements. He administers constructive discipline, keeps employees informed on all matters which affect their employment and is knowledgeable of local directives and negotiated agreement(s) that apply to the supervision of the workforce.

The appellant schedules and approves leave requests; recommends selection of applicants and promotion or reassignment of subordinates; maintains records of work performed, vehicle utilization, credit card reports, material stockage and authorization forms, time and attendance cards and labor distribution; ensures employees observe housekeeping rules and safety regulations; and ensures job descriptions are accurate and appraises performance.

The appellant works under the general supervision of the Shop Supervisor. The supervisor furnishes instructions on administrative and work operation policies and new procedures, management goals and objectives and programs. The appellant is expected to act independently in resolving day-to-day problems associated with structural work. He keeps the supervisor informed on a daily basis of work requirements, manpower, materials, complaints and other work related problems. The appellant ensures workmanship meets quality standards and is completed within time frames established by higher authorities. Overall work is reviewed in terms of meeting performance expectations.

Pay Category Determination

A job is exempt from the General Schedule only if the paramount requirement of the job is knowledge and experience in trades, crafts, or laboring. The primary duty of the appellant's job is directing workers in various trades. The chief requirement of his job is knowledge and experience in trades and labor related to housing maintenance and repair work. Consequently, his job is exempt from the General Schedule and falls under the Federal Wage System (FWS).

Code and title determination

The agency determined that the 4701 occupational code best described the appellant's job, and we agree. The appellant does not contest this determination.

The occupational code of a supervisory job is normally the same as the code for the kind of work that is supervised. When work of more than one occupation is supervised, the occupational code of a supervisory job is the same as the code of the occupation that best reflects the overall nature of the work of the occupations supervised and/or that is the most important for recruitment, selection, placement, and other personnel purposes. Usually this is the occupational code appropriate for the highest level of nonsupervisory work supervised. However, if no single occupation predominates, the 01 code of the most appropriate job family, or in some instances a job code that includes multiple trade and craft occupations, is used.

The appellant supervises WG-4607, Carpenters; WG-4102, Painters; and WG-4749, Maintenance Mechanics who perform a variety of maintenance and repair work, none of which predominates. The General Maintenance and Operations Work Family, WG-4700, covers occupations which consist of various combinations of work such as are involved in constructing, maintaining and repairing buildings and related facilities. The 4701 occupational code is designated as a general code within the General Maintenance and Operations Work Family, WG-4700, and is the most appropriate code for the appellant's job.

There are no prescribed titles for the WG-4701 occupation. Therefore, the title of the appellant's job is at the discretion of the agency, consistent with the titling instructions in Section III, Part B of the *Introduction to the FWS Job Grading System*.

Standard determination

FWS Job Grading Standard for Supervisors, June 1992.
Handbook of Occupational Groups and Families, February 1998.

Grade determination

The Job Grading Standard (JGS) for FWS Supervisors is used to grade jobs of supervisors who, as a regular and recurring part of their jobs, and on a substantially full-time and continuing basis, exercise technical and administrative supervision over subordinate workers in accomplishing trades and labor work. The requirements which must be met for coverage of a job under this standard are stringent. Jobs covered by the standard must meet all of the supervisory requirements in the standard. The grading plan consists of three factors: *Nature of Supervisory Responsibility*; *Level of Work Supervised*; and *Scope of Work Operations Supervised*.

Factor 1, Nature of Supervisory Responsibility

This factor considers the nature of the supervisory duties performed, and the type and degree of responsibility for control over the work supervised. The factor describes four basic supervisory situations. These, in sequence, depict successively higher levels of supervisory responsibility and authority for scheduling work operations, planning use of resources (i.e., subordinate workers, equipment, facilities, materials, and tools) to accomplish scheduled or unscheduled work, directing subordinates in performing work assignments, and carrying out administrative duties. In order for a job to be credited at a level, the job must fully meet the situation. This means that a job must meet all of the bullets under the specific situation. The agency credited this factor with Situation #1. We concur with that determination.

Situation #1

In Situation #1, supervisors are primarily responsible for supervising workers, either directly or through subordinate leaders, in accomplishing trades and labor work operations in a segment of an organization, a group, or work shift. Supervisors perform the following:

Planning

- Plan the use of workers, equipment, facilities, materials, and tools on a day-to-day or project-by-project basis;
- Adhere to work priorities, project schedules, resources, and detailed work plans established by higher level supervisors;
- Follow customary work cycles and sequences in planning work assignments;
- Track and report progress on work assignments and request authority to adjust work assignments and to use overtime, equipment, and materials to meet schedules; and
- Recommend changes to schedules, priorities, and work sequences as necessary and make minor deviations in procedures or redirect resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences.

Work Direction

- Assign work to individuals and provide technical direction and/or help in accomplishing difficult work steps and processes;
- Observe work in progress to anticipate and resolve problems, reassign personnel within group supervised, and coordinate work among workers and other supervisors to maintain work progress to meet schedules;

- Inspect completed work for quality and work order requirements; and
- Report possible or actual work delays to their supervisor.

Administration

- Support and explain management programs to their subordinates;
- Recommend performance ratings, training, disciplinary actions, changes in performance standards, and the most suitable applicants for vacancies;
- Advise and counsel workers on how to improve their performance and explain new work techniques;
- Investigate grievances and complaints, resolve them informally, and notify supervisors of those of sufficient importance or seriousness;
- Assure safety and housekeeping practices are observed; and
- Maintain work reports and records and assist supervisors in planning overall leave schedules.

Situation #1 is met. The appellant plans work based on work orders which are received on a daily basis. He determines the manpower, equipment, and materials required to complete the job; assigns work within established policies and procedures; schedules and assigns priorities based on whether the work is urgent, emergency or routine; and follows the normal work cycle and sequencing of operations to be performed. He recommends changes to the Foreman that affect work operations. He provides technical direction on difficult assignments, explains quality assurance standards and inspects work in progress and upon completion. The appellant keeps the supervisor informed of problems and performs the full range of administrative responsibilities for his sub-unit.

Situation #2

Supervisors in Situation #2 are responsible for supervising workers directly or through subordinate leaders *and/or* supervisors in accomplishing the work of an *organizational segment or group*. Supervisors in Situation #2 differ from supervisors in Situation #1 primarily in planning work operations of greater scope and complexity; determining the sequence, priority, and time for the performance of particular operations within the limits of broader work schedules and time limits; and exercising greater administrative authority. In addition to the duties described in Situation #1, supervisors in Situation #2 perform the following:

Planning

- Plan use of subordinate workers, equipment, facilities, materials on a week-to-week or month-to-month basis;
- Establish deadlines, priorities, and work sequences, and plan work assignments based on general work schedules, methods, and policies set by higher level supervisors;
- Coordinate work with supporting or related work functions controlled by other supervisors;
- Determine the number and types of workers needed to accomplish specific projects;
- Redirect individual workers and resources to accomplish unanticipated work (e.g., work resulting from “open and inspect” types of work orders);
- Inform higher level supervisors of the need to revise work schedules and re-estimate labor and other resources; and
- Participate with their superiors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work.

Work Direction

- Investigate work related problems such as excessive costs or low productivity and determine causes;
- Implement corrective actions within their authority to resolve work problems; and
- Recommend solutions to staffing problems, engineering requirements, and work operations directed by other supervisors.

Administration

- Plan and establish overall leave schedule;
- Determine training needs of subordinates and arrange for its accomplishment, set performance standards, and make formal appraisals of subordinate work performance; and
- Initiate recommendations for promotion or reassignment of subordinates.

Situation #2 is not met. The work operations under this situation are of greater scope and complexity requiring the employee to exercise greater administrative authority than the appellant exercises. As

opposed to this level, the appellant supervises a sub-unit of the work operations of the entire shop. He does not recommend solutions to budget and staffing problems, engineering requirements and work operations directed by other supervisors. To receive credit for this situation, the supervisor must recommend solutions to work operations and staffing problems and engineering requirements in units directed by other supervisors. Since the appellant does not have administrative responsibility for the work directed by other supervisors, Situation #2 cannot be credited.

This factor is credited with Situation #1.

Factor II, Level of Work Supervised

This factor concerns the level and complexity of the work operations supervised, and their effect on the difficulty and responsibility of the supervisor's job. To determine the level of nonsupervisory work to be credited under this factor, consider all substantive work, whether under the direct or indirect supervision of the job being graded, for which the supervisor is technically accountable. Substantive work is that work which directly carries out the main purpose or mission of the work operations supervised, and primarily determines the technical qualifications required to effectively carry out the responsibilities of the supervisory job being graded. Technical accountability is responsibility for the quantity and quality of the work performed by subordinates, requiring the application by the supervisor of knowledge of the methods, techniques, procedures, tools, materials, and practices of the involved occupation (or occupations). The agency credited this factor at grade WG-9. We agree.

The appellant supervises employees classified in the following jobs:

- 3 Carpenters, WG-4607-9
- 7 Carpenter Workers, WG-4607-7
- 3 Maintenance Mechanics, WG-4749-9
- 2 Maintenance Workers, WG-4749-8
- 2 Painters, WG-4102-9

Based on the position descriptions of record, the highest grade of subordinate jobs supervised by the appellant is WG-9.

This factor is credited at WG-9.

Factor III, Scope of Work Operations Supervised

This factor considers the scope of the job's supervisory responsibility in terms of: (1) the scope of the assigned work function and organizational authority; (2) the variety of functions the job is required to supervise; and (3) the physical dispersion, work coordination, and location of subordinates. This factor is divided into three subfactors, which are in turn subdivided into levels with points assigned to each level. An appropriate level is selected for each subfactor and the

corresponding point values are totaled. The total points are then converted to specific levels under Factor III using the conversion chart at the end of the factor.

Subfactor A. Scope of Assigned Work Function and Organizational Authority

This subfactor measures the scope of the assigned work function or mission (i.e., the purpose of the job in the organization, the extent and nature of the job's authority in relation to the organizational assignment, and the importance of the job's decision). To determine the proper subfactor level for a job, careful judgment must be used to identify the actual supervisory authorities assigned to the job and how they are exercised. The agency evaluated this subfactor at Level A-2. We disagree with their findings.

At Level A-1, supervisors have first level supervisory decision authority over a single work function. Decisions made at this level are clearly defined or virtually automatic since higher level management has already established a course of action and a methodology for implementation.

Level A-1 is met. The appellant has authority to plan and direct the work performed by the Structural Unit. He receives Change of Occupancy (COB) work orders and tickets from the supervisor via the Housing Division. His decisions are made based on the work requirements and policy concerning scheduling and priorities established by the Family Housing Director.

At Level A-2, supervisors have first or second level supervisory and decision authority over an organizational segment which typically has been established on the basis of being a distinct work function or mission; or a designated geographic location or work area. Supervisors make routine decisions regarding execution of policy which has been interpreted or established by the next higher level. At this level, subordinate supervisors and/or leaders may be necessary to accomplish work operations. Supervisors at this level react to variations in the workplace and maintain a balanced workload between subordinate work groups, making adjustments in workloads as necessary. Decisions typically involve the work or assignments and how they are completed.

Level A-2 is not met. The appellant supervises a portion of the work operations performed by Shop #33. His primary responsibility is to ensure the structural portion of work is accomplished. He follows established policy, work requirements and schedules established by higher authority. He is not responsible for balancing work operations between subordinate work groups. The appellant's supervisor has overall responsibility for the administration of work operations and maintaining a balanced workload among the two subordinate units.

This subfactor is credited at Level A-1, for 30 points.

Subfactor B. Variety of Function

This subfactor evaluates the difficulties of technical supervision of work functions which may vary from being essentially similar to markedly dissimilar. Similar or related work functions have a

common or related body of knowledges, skills, work procedures, and tools, for example, pipefitting and plumbing, carpentry and woodworking, aircraft mechanic and aircraft engine mechanic, or machining and machine tool operating. Supervision of dissimilar or unrelated work functions requires broader technical knowledges and planning and coordination skills than those required for supervision of similar work functions. The agency evaluated this subfactor at Level B-4. We concur with their findings.

At Level B-4, supervisors direct the work of subordinates in dissimilar or unrelated occupations at grades 8-13.

Level B-4 is assigned. The appellant supervises a total of 17 jobs in dissimilar occupations credited at grade 9.

At Level B-5, supervisors direct the work of subordinates in accomplishing assigned functions which are performed in similar or related occupations at grades 14-15.

Level B-5 is not met. The appellant does not supervise subordinates at grades 14-15.

This sub-factor is credited at Level B-4, for 60 points.

Subfactor C. Workforce Dispersion

This subfactor evaluates the varying levels of difficulty associated with monitoring and coordinating the work of nonsupervisory and supervisory personnel who vary from being collocated to widely dispersed. Dispersion of workforce considers the duration of projects, number of work sites, frequency of dispersion, and the necessity to monitor and coordinate the work. The agency evaluated this subfactor at level C-1. We disagree with that determination.

At Level C-1, subordinate employees are located in several buildings or at work sites within a defined location such as a military base, National Park, or large Federal complex consisting of many multi floor buildings and support facilities. Work assignments vary in terms of duration; however, most assignments at this level are of limited duration (i.e., assignments are typically accomplished within a few days or weeks). In addition, this level also includes off-base (i.e, within the local commuting area) facility support and maintenance assignments.

Level C-1 is not met. The Workforce Dispersion subfactor does not simply assess whether a subordinate workforce is dispersed; it assesses the extra difficulty, if any, associated with monitoring and coordinating the work of a dispersed staff. This difficulty is a product of a number of factors: frequency of dispersion, the number of work sites, the duration of projects, and the necessity to monitor and coordinate the work because of its dispersion. Although the functions supervised by the appellant involve frequent dispersion, they fail to meet other criteria. Dispersion is inherent, rather than incidental, to the repair and maintenance functions, and these functions are typically performed without the appellant's direct supervision. The majority of work is conducted independently by the

highly skilled grade 9 employees who primarily function as “crew chiefs” or lead a crew of workers in the assigned projects. In such situations, no credit is warranted.

This factor is credited with subfactor A-1, for 30 points and subfactor B-4, for 60 points. No credit is given for subfactor C. A total of 90 points falls within the range of 70 to 110 points which equates to Level B.

Tentative Grade Assignment

According to the Grading Table on page 21, a Supervisory Situation #1 coupled with a WG-9 level of work supervised and a Level B equates to the WS-8 grade level.

Grade Adjustment

Both upward and downward changes from the tentative grade are required based on certain circumstances. A situation requiring a downward adjustment is offset by an upward adjustment. Grade level adjustments may not exceed one grade level.

Downward

A downward adjustment is indicated when the tentative grade would be the same grade as the supervisor’s superior.

The appellant’s supervisor is graded at a higher grade and no downward adjustment is indicated.

Upward

Upward grade adjustments are indicated for borderline jobs and work situations that impose special or unusual demands on the supervisor.

Borderline Jobs

An upward adjustment is indicated when the supervisory job substantially exceeds the situation credited under Factor I and the base level of work determined under Factor II is not the highest level of subordinate work for which the supervisor has full technical responsibility.

The appellant's work situation does not exceed the level credited under Factor I and the base level of work under Factor II is the highest level of work for which he is technically responsible. Therefore, a grade adjustment based on borderline conditions is not appropriate.

Special or Unusual Demands

In some situations, special staffing requirements may impose a substantially greater than normal responsibility for job design, job engineering, work scheduling, training, counseling, motivating, and maintaining security. This may occur under special employment programs and at correctional institutions having *exceptionally* difficult attitudinal, motivational, control, and security problems. An upward grade adjustment is indicated when exceptional conditions affect the majority of the subordinate workforce and 1) are permanent and continuing, 2) require the tailoring of assignments, tasks, training, security, and other supervisory actions to individuals, and 3) require regular and recurring counseling and motivational activities.

The appellant supervises seasonal employees based on shifts in workload demands. However, this temporary change in the workforce does not impose a substantially greater than normal responsibility on the appellant's job. Therefore, no upward grade adjustment can be credited for special demands.

Neither a downward or upward adjustment to the WS-8 tentative grade is indicated.

Decision

The proper grade of the appellant's job is WS-4701-8, with the title according to the agency's discretion.