

Position Classification Flysheet for Equipment, Facilities, and Services Assistance Series, GS-1603

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INTRODUCTION

This position classification flysheet provides a series definition, titling instructions, and instructions for evaluating one-grade interval administrative support positions in the Equipment, Facilities, and Services Assistance Series, GS-1603.

COVERAGE

This position classification flysheet covers the following occupational series:

Series

Equipment, Facilities, and Services Assistance GS-1603

For many years, several General Schedule (GS) occupational series have covered both one-grade and two-grade interval work within the same series. In our ongoing effort to simplify the GS classification system, we are eliminating that practice and using separate series for one-grade and two-grade interval work. As a result, one-grade interval work previously covered by the Equipment, Facilities, and Services Series, GS-1601, is now covered by this position classification flysheet for the GS-1603 series.

This position classification flysheet provides guidance for determining series coverage and classifying covered one-grade interval work within the GS-1603 series.

MODIFICATIONS TO AND CANCELLATIONS OF OTHER EXISTING OCCUPATIONAL SERIES AND STANDARDS

Issuance of this flysheet establishes or cancels occupational series and classification standards as described in the following table. The table also indicates how to classify work previously covered by classification standards affected by this issuance.

New / Previous Series	Action Taken / How to Classify Work Previously Covered
Equipment, Facilities, and Services Assistance GS-1603	<ul style="list-style-type: none"> • Establishes this series.
Printing Clerical GS-0351	<ul style="list-style-type: none"> • Cancels this series. • Cancels this classification flysheet, last revised in August 1981. • Classify work previously covered by this series to the Equipment, Facilities, and Services Assistance Series, GS-1603.

GENERAL SERIES, TITLING, AND OCCUPATIONAL GUIDANCE

This section provides information on the series definition, titling instructions, and occupational guidance for one-grade interval administrative support positions in the Equipment, Facilities, and Services Series, GS-1603. It also provides information on titling instructions for supervisors and leaders in this series.

GENERAL TITLING PROVISIONS

Supervisors and Leaders

- Add the prefix “Supervisory” to the title of positions classified using the [General Schedule Supervisory Guide](#).
- Add the prefix “Lead” to the title of positions classified using the [General Schedule Leader Grade Evaluation Guide](#).

Parenthetical Titles

- None authorized.
- Agencies may supplement the basic titles authorized in this standard with parenthetical titles if necessary for recruitment or other human resources needs; e.g., EFS Assistant (Maintenance Scheduler).

Organizational Titles

- Use the official position title as outlined above for human resources management, budget, and fiscal purposes. This does not preclude continued use of organizational or functional titles for internal administration, public convenience, program management, or similar purposes.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series is usually apparent from reviewing the duties and responsibilities assigned to the position. In most instances, the series definition and/or the general occupational information that classification standards include will reflect the primary work of the position, the highest level of work performed, and the paramount knowledge required.

Normally, users will have little trouble making the decision by comparing the characteristics of the position in question to the series definitions and occupational information in the classification standards. However, in other instances determining the correct series may not be as obvious.

Related Series. When the work of a position falls into more than one series it is sometimes difficult to determine the correct series. If it is unclear whether a particular series predominates, apply the following guidelines in the order listed to determine the correct series:

- ***Paramount knowledge required.*** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
- ***Reason for existence.*** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
- ***Organizational mission and/or function.*** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
- ***Recruitment source.*** Supervisors and managers can help by identifying the occupational series that provide the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

For further guidance, refer to [The Classifier's Handbook](#).

EQUIPMENT, FACILITIES, AND SERVICES ASSISTANCE SERIES, GS-1603		<u>Qualification Standards</u>												
Definition	<p>This series covers one-grade interval administrative support positions that supervise, lead, or perform assistance work in support of two-grade interval positions in the Equipment, Facilities, and Services Group. Work in this series includes a wide range of support assignments such as:</p> <ul style="list-style-type: none"> • managing data and adjusting work orders; • coding, reviewing, and validating labor and refund/reimbursement work orders; • conducting liaison with shop supervisors; • projecting work schedules and recurring work plans; • serving as customer service point of contact; • dispatching service calls and do-it-now emergency response teams; • scheduling short- and long-range maintenance, repair, and minor construction requirements; and • coordinating on contract repairs. 													
Titling	<p>The basic titles for this occupation are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="214 768 586 982" style="width: 30%; padding: 5px;"> <p style="text-align: center;"><i>Cemetery Services Assistant</i></p> </td> <td data-bbox="586 768 1474 982" style="padding: 5px;"> <p>Work that involves:</p> <ul style="list-style-type: none"> • receiving and reviewing documents related to interments, maintenance of burial facilities, and general administration of the facility; • collecting data to be used in assessing workload; • ordering supplies to be used in the general administration of the facility; and • responding to requests for information. </td> </tr> <tr> <td data-bbox="214 982 586 1230" style="padding: 5px;"> <p style="text-align: center;"><i>Facility Services Assistant</i></p> </td> <td data-bbox="586 982 1474 1230" style="padding: 5px;"> <p>Work that involves:</p> <ul style="list-style-type: none"> • maintaining schedules for maintenance and/or repair of physical facilities; • recording and maintaining information on safety certifications and inspections; • collecting and recording budget information; • tracking and adjusting work orders; and • coordinating contract repairs. </td> </tr> <tr> <td data-bbox="214 1230 586 1415" style="padding: 5px;"> <p style="text-align: center;"><i>Printing Services Assistant</i></p> </td> <td data-bbox="586 1230 1474 1415" style="padding: 5px;"> <p>Work that involves receiving, processing, and controlling printed materials and requests for printing services; e.g.,:</p> <ul style="list-style-type: none"> • processing requisitions; • estimating costs for recurring printed materials; and • maintaining control records for production or cost purposes. </td> </tr> <tr> <td data-bbox="214 1415 586 1570" style="padding: 5px;"> <p style="text-align: center;"><i>Laundry Services Assistant</i></p> </td> <td data-bbox="586 1415 1474 1570" style="padding: 5px;"> <p>Work that involves:</p> <ul style="list-style-type: none"> • receiving, reviewing, and processing documents related to laundry operations; and • ordering equipment and supplies for plant operations. </td> </tr> <tr> <td data-bbox="214 1570 586 1755" style="padding: 5px;"> <p style="text-align: center;"><i>Food Services Assistant</i></p> </td> <td data-bbox="586 1570 1474 1755" style="padding: 5px;"> <p>Work that involves:</p> <ul style="list-style-type: none"> • maintaining records related to food safety inspections; • collecting data for the budget of service operations; • ordering supplies for food services; and • recording information on equipment replacement schedules. </td> </tr> <tr> <td data-bbox="214 1755 586 1871" style="padding: 5px;"> <p style="text-align: center;"><i>Equipment, Facilities, and Services Assistant (or EFS Assistant)</i></p> </td> <td data-bbox="586 1755 1474 1871" style="padding: 5px;"> <p>Work that involves two or more combinations of equipment, facilities, and services assistance work when none is predominant or for undescribed administrative support work in this series.</p> </td> </tr> </table>		<p style="text-align: center;"><i>Cemetery Services Assistant</i></p>	<p>Work that involves:</p> <ul style="list-style-type: none"> • receiving and reviewing documents related to interments, maintenance of burial facilities, and general administration of the facility; • collecting data to be used in assessing workload; • ordering supplies to be used in the general administration of the facility; and • responding to requests for information. 	<p style="text-align: center;"><i>Facility Services Assistant</i></p>	<p>Work that involves:</p> <ul style="list-style-type: none"> • maintaining schedules for maintenance and/or repair of physical facilities; • recording and maintaining information on safety certifications and inspections; • collecting and recording budget information; • tracking and adjusting work orders; and • coordinating contract repairs. 	<p style="text-align: center;"><i>Printing Services Assistant</i></p>	<p>Work that involves receiving, processing, and controlling printed materials and requests for printing services; e.g.,:</p> <ul style="list-style-type: none"> • processing requisitions; • estimating costs for recurring printed materials; and • maintaining control records for production or cost purposes. 	<p style="text-align: center;"><i>Laundry Services Assistant</i></p>	<p>Work that involves:</p> <ul style="list-style-type: none"> • receiving, reviewing, and processing documents related to laundry operations; and • ordering equipment and supplies for plant operations. 	<p style="text-align: center;"><i>Food Services Assistant</i></p>	<p>Work that involves:</p> <ul style="list-style-type: none"> • maintaining records related to food safety inspections; • collecting data for the budget of service operations; • ordering supplies for food services; and • recording information on equipment replacement schedules. 	<p style="text-align: center;"><i>Equipment, Facilities, and Services Assistant (or EFS Assistant)</i></p>	<p>Work that involves two or more combinations of equipment, facilities, and services assistance work when none is predominant or for undescribed administrative support work in this series.</p>
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<p style="text-align: center;"><i>Equipment, Facilities, and Services Assistant (or EFS Assistant)</i></p>	<p>Work that involves two or more combinations of equipment, facilities, and services assistance work when none is predominant or for undescribed administrative support work in this series.</p>													

Equipment, Facilities, and Services Assistance Series, GS-1603 (continued)

General Occupational Information	<p>General Occupational Information</p> <p>Six types of work in this occupation (five specific and one general) provide support to two-grade interval occupations in the Equipment, Facilities, and Services Group, GS-1600. These positions may be co-located or found in similar work situations where trades and labor employees also perform work. These positions do not have as their paramount qualification requirement an intensive knowledge of the specific trade skills utilized. The purpose of these types of positions is to execute administrative functions to facilitate the work of the plant/facility/office. All positions in this occupation provide support to an administrator or specialist. The specific duties vary in nature. Common tasks include:</p> <ul style="list-style-type: none"> • scheduling events such as inspections or maintenance and repair activities; • processing forms and documents such as requisitions for service or supplies; • collecting/coding data for budget or program management purposes; • maintaining files related to the office/plant function; and • responding to oral and written requests for information.
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IMPACT OF AUTOMATION

Automation greatly affects the way equipment, facilities, and services work is accomplished. Employees use computers to perform a wide variety of record keeping, correspondence, and work tracking operations. They:

- input, delete, retrieve, manipulate, and correct information in databases or automated records; and
- design and produce reports using automated computer systems.

Although assistants use computers to perform basic work processes, knowledge of the rules and processes in an equipment, facilities, and services environment remains the paramount subject matter knowledge required to perform this work. The kind of automation tools involved, and the skill required to use them, generally replace or supplement work methods and techniques previously performed through manual or machine enhanced processes. These positions may require knowledge of the applications of information technology (IT) to the assignment area and skill in the use of IT software and hardware systems but the positions are not directly involved in developing, delivering, or supporting IT systems and services. In many cases, an employee with advanced knowledge and skill in the use of IT systems may be regarded as the IT “expert” in the immediate organization and relied upon by other employees for limited technical advice and assistance in the application of IT systems to the assignment area. Although computers are used to facilitate work within this series, the use of automation does not change the primary purpose of the work. Proper classification of positions within this and other administrative support occupations is based on the relevant knowledge and skills required to perform the primary duties of the position.

CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION

The Office of Management and Budget requires all Federal agencies that collect occupational data to use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics will use SOC codes for National Compensation Survey and other statistical reporting. The Office of Personnel Management (OPM) and agencies will develop and maintain the “crosswalk” between the Federal occupational series and the SOC codes to serve this need. This SOC code and this requirement have no effect on the administration of any Federal human resources management systems. The information contained in this table is for information only and has no direct impact on the classification of positions covered by this series. The SOC code shown here generally applies only to nonsupervisory positions in this occupation. As changes occur to the SOC codes, OPM will update this table. More information about the SOC is available at <http://stats.bls.gov/soc>.

**Federal Occupational Series and Position Titles
and Its Related Standard Occupational Classification System Code**

Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Equipment, Facilities, and Services Assistance, GS-1603	43-9199	Office and Administrative Support Workers, All Other	Cemetery Services Assistant; Facility Services Assistant; Printing Services Assistant; Laundry Services Assistant; Food Services Assistant; or Equipment, Facilities, and Services Assistant (or EFS Assistant)	43-9199	Office and Administrative Support Workers, All Other

EXCLUSIONS

Although some positions may include administrative support work requiring general knowledge and skills associated with equipment, facilities, and service operations, classification to the Equipment, Facilities, and Services Assistance Series, GS-1603, may not be appropriate. For further guidance, refer to the [GENERAL SERIES DETERMINATION GUIDELINES](#) in this position classification flysheet and/or to [The Classifier’s Handbook](#). The following table provides examples of situations where the work may involve the application of related knowledge and skills, but not to the extent that it may warrant classification to this series.

NOTE: In the table below, job family standard is abbreviated as JFS.

If....	See This Standard or Series Definition:
<p>1. Work involves:</p> <ul style="list-style-type: none"> • maintaining files; • typing; • performing receptionist tasks; • processing data using personal computers; and • completing forms and documents <p>without responsibility for knowledge of equipment, facilities, and services processes, procedures, and functions.</p>	<p>Appropriate series within the General Administration, Clerical, and Office Services Group, GS-0300, such as: GS-0303, Miscellaneous Clerk and Assistant</p>
<p>2. Work involves supervising, directing, or planning and coordinating a variety of services functions that are principally work-supporting; i.e.;</p> <ul style="list-style-type: none"> • communications; • procurement of administrative supplies and equipment; • printing services; • reproduction; • property management; • space management; • records management; • mail services; • facilities and equipment maintenance, and • transportation. 	<p>GS-0342, Support Services Administration</p>
<p>3. Work involves conducting on-site inspection of construction or monitoring and controlling construction operations requiring an application of:</p> <ul style="list-style-type: none"> • practical knowledge of engineering methods and techniques; • knowledge of construction practices, methods, techniques, costs, materials, and equipment; and • ability to read and interpret engineering and architectural plans and specifications. 	<p>GS-0809, Construction Control</p>

If....	See This Standard or Series Definition:
<p>4. Work involves performing one-grade interval assistance duties that support the procurement of supplies, services, and/or construction including:</p> <ul style="list-style-type: none"> • preparing, controlling, and reviewing procurement documents and reports; • verifying or abstracting information contained in documents and reports; • contacting vendors to get status of orders and expedite delivery; • maintaining various procurement files; • resolving a variety of shipment, payment, or other discrepancies; or • performing other similar work in support of procurement programs and operations. 	<p><u>GS-1106, Procurement Clerical and Technician</u></p>
<p>5. Work involves planning, estimating, and expediting the use of labor, machines, and materials in specific manufacturing or remanufacturing operations that employ mechanical or automated production systems and methods in:</p> <ul style="list-style-type: none"> • fabricating; • rebuilding; • overhauling; • refurbishing; or • repairing any type of Government-owned, controlled, or operated equipment, systems, facilities, and supplies. 	<p><u>GS-1152, Production Control</u></p>
<p>6. Work involves performing two-grade interval administrative duties that primarily operate, maintain, and/or use:</p> <ul style="list-style-type: none"> • equipment; • shops; • buildings; • power plants; and • other Government facilities. 	<p><u>JFS for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600</u></p>

GRADING INSTRUCTIONS

Evaluate positions in this series to determine their proper grade by using the [Grade Level Guide for Clerical and Assistance Work](#) in conjunction with an appropriate one-grade interval subject-matter position classification standard.