

U.S. Office of Personnel Management  
Division for Human Capital Leadership & Merit System Accountability  
Classification Appeals Program

Atlanta Field Services Group  
75 Spring Street, SW., Suite 1018  
Atlanta, GA 30303-3109

**Classification Appeal Decision**  
**Under section 5112 of title 5, United States Code**

**Appellant:** [appellant]

**Agency classification:** Human Resources Assistant  
(Military/OA)  
GS-203-5

**Organization:** [name] Division  
[name] Department  
Personnel Support Activity Detachment  
Naval Station, [location]  
Department of the Navy  
[location]

**OPM decision:** Human Resources Assistant  
(Military/OA)  
GS-203-5

**OPM decision number:** C-0203-05-03

s/s Robert D. Hendler  
Robert D. Hendler  
Classification and Pay Claims  
Program Manager

September 19, 2005  
Date

As provided in section 511.612 of title 5, Code of Federal Regulations, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the Government. The agency is responsible for reviewing its classification decisions for identical, similar, or related positions to ensure consistency with this decision. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in the *Introduction to the Position Classification Standards*, appendix 4, section G (address provided in appendix 4, section H).

**Decision sent to:**

[appellant]  
[address]  
[[location]

[name]  
Director, Customer Service Department  
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## **Introduction**

On April 29, 2005, the Atlanta Field Services Group of the U.S. Office of Personnel Management (OPM) accepted a classification appeal from [appellant]. Her position is currently classified as Human Resources Assistant (Military/OA), GS-203-5, and is located in the [name] Division, [name] Department, Personnel Support Activity Detachment, Naval Station, [location], Department of the Navy, in [location]. She requests that her position be upgraded to GS-7 and have a title indicative of work in several different occupational groups (GS-200, GS-300, or GS-500).

We received the complete appeal administrative report on June 14, 2005. We accepted and decided this appeal under section 5112 (b) of title 5, United States Code (U.S.C.).

## **General Issues**

The appellant requests that a new position description (PD) be developed to identify the duties, military specialty work, and responsibilities of her position because her current PD does not identify all the work assigned to her position and the full scope of responsibility and the depth of knowledge required to perform her work. She provided documentation of her efforts to have her PD reviewed and corrected. The appellant appealed to the Department of Defense and, on March 30, 2005, it certified the position's classification as Human Resources Assistant, GS-203-5, with a parenthetical title at the discretion of the appellant's agency. She subsequently appealed to OPM.

The appellant makes various statements about her agency and the evaluation of her position. In adjudicating this appeal, our only concern is to make our own independent decision on the proper classification of her position. By law, we must make that decision solely by comparing her current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112). Therefore, we have considered the appellant's statements only insofar as they are relevant to making that comparison. Because our decision sets aside all previous agency decisions, the appellant's concerns regarding her agency's classification review process are not germane to this decision.

In reaching our decision, we have carefully reviewed all information furnished by the appellant and the agency, including the current PD of record and information obtained from a telephone audit with the appellant and a telephone interview with her supervisor.

## **Position Information**

The appellant is assigned to PD number [#]. This is a standard PD developed as a result of an in-depth classification review of personnel support activity detachments conducted in 1995 by the agency. The appellant's second-level supervisor certified the accuracy of the PD. The appellant did not certify accuracy. She indicated that her work in the [name] Division encompasses a combination of the military personnel specialty work, particularly pertaining to military reenlistments/extensions, receipts, and transfers assigned to separate organizations within the [name] Department. The appellant believes that the PD is not complete or totally accurate for

the work she performs and either omits or does not adequately identify her work with reenlistments, extensions, transportation entitlements, availabilities and legal hold processing.

A PD is the official record of the major duties and responsibilities assigned to a position or job by an official with the authority to assign work. A position is the duties and responsibilities that make up the work performed by the employee. Classification appeal regulations permit OPM to investigate or audit a position and decide an appeal on the basis of the actual duties and responsibilities currently assigned by management and performed by the employee. An OPM appeal decision classifies a real operating position, and not simply the PD. This decision is based on the work currently assigned to and performed by the appellant and sets aside any previous agency decision.

OPM considers a PD to be accurate for classification purposes when the major duties and responsibilities of the position are listed and proper classification can be made when the description is supplemented by otherwise accurate, available, and current information on the organization's structure, mission, and procedures. We find the current PD to be accurate.

The appellant's division offers "one-stop" customer service for all assigned officers and enlisted members attending various technical and administrative schools. The appellant provides personnel clerical support and assistance in processing a full range of military personnel, pay and transportation actions for members in transient status. The work involves receipts, service record maintenance and transfers.

The appellant completes check-ins for military members reporting to duty. She verifies members' completed screening/obligated service upon reporting. She assists members with travel claims, dislocation allowances, temporary lodging expenses, special duty assignments pay, family member benefits and privileges and service record verification. The appellant submits appropriate pay and personnel entries to report the member on board the new duty station. She processes reenlistments by verifying whether personnel will sell/carry over leave, preparing paperwork and administrative remarks and reviewing service records according to the instructions in the Separations and Reenlistments Guide. The appellant completes extensions of enlistments using similar procedures.

The appellant completes transfers by sending the transfer notification package to the military member, tracking required screenings, and ensuring obligated service is met. She verifies travel entitlements and processes travel actions for military members and their dependents by contacting the servicing Commercial Travel Office to make transportation, lodging, and rental car arrangements, submitting passenger reservation requests and port of calls to the Navy Passenger Transportation Office, preparing applications for transportation of dependents if necessary, ensuring overseas screening is complete and assisting with the processing of passport/visa applications if necessary. Additionally, the appellant processes pay entitlements which includes verifying or determining if military members are entitled to allowances, such as basic allowance for housing, subsistence, family separation, per diem, travel advances, overseas housing and cost of living.

The appellant verifies the accuracy of student records, updates information and coordinates with pay and transportation clerks to resolve problems. She conducts check-ins and ensures that military members are reporting to their assigned location and provides exit processing for students transferring to new duty stations and overseas. The appellant typically works on travel entitlements and actions for approximately 50 percent of the time and pay actions and entitlements 25% of the time, and deals with other personnel issues approximately 25 percent of the time. In performing these tasks, she initiates, types, and prepares messages, memoranda, correspondence, and reports and inputs data into personnel systems using office automation equipment. The work requires a qualified typist.

### **Series, title, and standard determination**

The agency classified the appellant's position in the Human Resources (HR) Assistant Series, GS-203, and titled it HR Assistant (Military/OA). The appellant does not contest the series, but she requests that the parenthetical title of Information Systems be added to her position's title or that a title indicative of work in several different occupational groups be used to indicate work in the GS-200, GS-300, or GS-500 series. The appellant believes that the parenthetical title of Information Systems should be assigned based on her entering data into a data information network. Additionally, she believes that the nature of her assignments, such as pay entitlements and pay issues, falls within the purview of the Accounting and Budget Group and should be indicated in her title.

The Job Family Standard for Assistance Work in the HR Management Group, GS-200, (JFS) covers the HR Assistant Series, GS-203. This series includes one-grade interval administrative support positions that supervise, lead, or perform HR assistance work requiring substantial knowledge of civilian and/or military HR terminology, procedures, functions, and regulatory policy and procedural requirements applicable to HR transactions. Positions in this series provide support for HR specialists performing work in HR information systems, in HR services to military, and in other HR specialty functions. HR assistants process and document HR actions for a wide variety of employee categories that involve different forms, different authorities, different action codes, and different regulatory authorities or additional pay systems.

The series determination for a position is controlled by the paramount knowledge and qualifications required to perform the work of the position. We agree with the agency's title and series determination. Based on our analysis, we find that the primary responsibilities of the appellant's position involve a variety of duties, such as reviewing documentation for completeness and adequacy, resolving processing problems, and providing information on actions associated with processing military transactions, which are properly covered in the GS-203 series.

PCSs generally prescribe the titles to be used for positions in the covered series. The JFS specifies that positions included in the series are titled HR Assistant. It authorizes use of designated specialty titles and use of any combination of parenthetical titles when appropriate. No other parenthetical titles are authorized for the GS-203 series. Within the Military specialty area, employees perform a variety of duties, including receiving, reviewing, and processing military personnel actions concerning arriving and departing military personnel. They review

and process documents for permanent changes of station, provide information to members concerning entitlements, initiate or review documents for payments and pay adjustments, verify data for payments, initiate actions requesting clarification of creditable service, and determine the nature of discharges, eligibility for transfer and similar matters. Since the appellant's paramount duties support military HR programs and functions and require knowledge of military personnel rules and regulations and military entitlements, the Military specialization is appropriate as a parenthetical addition to the basic title.

The parenthetical title for the Information System specialty is used for positions that primarily involve entering and extracting data from HR information systems. Use of this specialty title, as shown in illustrations, is intended for HR Assistant positions performing technical processing duties at a data control level, such as a central or technical processing unit at which automated HR action requests are reviewed and finalized. While the appellant does enter and extract information from an automated system, the data entry and extraction function is structured and controlled and does not impose comparable technical processing requirements. Because the position requires a qualified typist and knowledge of office automation equipment and software, the parenthetical designator, *Office Automation* or *OA*, is also added to the title. The appellant's position is properly titled as Human Resources Assistant (Military/OA).

The agency applied the JFS for grade level analysis. We concur in the use of the JFS. As a possibility for a cross-reference, we considered use of the JFS for Clerical and Technical Accounting and Budget Work, GS-500, which provides evaluation criteria for positions in the Military Pay Series, GS-545, or the PCS for Transportation Clerk and Assistant Series, GS-2102. However, the appellant's responsibilities for pay and travel entitlement determinations and actions involve initial determinations and input on allowances and transportation actions prior to review and approval or other actions by disbursing and transportation personnel and do not affect or control the grade-level worth of her position. The appellant's entitlement and transportation actions are fully covered by the grade level criteria in the GS-203 JFS. We also referenced the Office Automation Grade Evaluation Guide (OAGEG). The OAGEG is used to evaluate the position's office automation duties.

### **Grade determination**

The JFS is written in the Factor Evaluation System (FES) format, under which factor-levels and accompanying point values are assigned for each of nine factors. The total is converted to a grade level by use of the grade conversion table provided in the PCS. Under the FES, each factor-level description in a PCS describes the minimum characteristics needed to receive credit for the described level. Therefore, if a position fails to meet the criteria in a factor level description in any significant aspect, it must be credited at a lower level.

#### *Factor 1, Knowledge required by the position*

This factor measures the nature and extent of information or facts that the employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, regulations and principles) and the nature and extent of the skills needed to apply that knowledge. The agency credited Level 1-3.

At Level 1-3, employees have a knowledge of, and skill in applying, a standardized body of HR rules, procedures, and operations sufficient to perform a full-range of support assignments in one or more HR specialty areas such as military operations. They use personal computers and software programs in an office environment to extract, revise, or sort information from files, records, or databases.

As illustrated in the JFS, assistants at this level supporting operations concerning arriving and departing military personnel receive, review and process military personnel actions. They determine the appropriate primary and secondary military occupational specialty codes, the nature of last discharge, the nature of reserve obligations and eligibility for transfer from one organizational component to another and for promotion and similar matters. They may initiate or review documents for payments including uniform allowances, retroactive pay and pay adjustments. They review records and verify data affecting payments, such as longevity, withholding deductions, and disability allowance waivers and prepare vouchers for authorized payments. Assistants at Level 1-3 also examine information contained in applications, correspondence, official military HR folders and official publications, compute total creditable service and initiate actions requesting clarification relating to creditability of certain types of service.

In contrast, assistants at Level 1-4 are required to have knowledge of, and skill in applying, an extensive body of military HR rules, procedures and operations sufficient to perform a wide variety of interrelated and non-standard support work. Assistants at this level plan, coordinate, develop facts and/or resolve problems in one or more HR specialties.

As illustrated in the JFS, Level 1-4 assistants review records and documents to interpret or develop data to determine facts and issues such as those surrounding improper actions committed by service members. They outline options for the case and recommend appropriate action. At Level 1-4, assistants make initial determinations on eligibility for retirement and completion of active duty service commitments. They make initial recommendations on eligibility for promotion and identify discrepancies in selectee records. They screen district officer lists and develop lists of personnel eligible for promotion based on date of rank and schedule of pending promotion board. They reconcile headquarters promotion eligible lists and coordinate with headquarters and selectees to resolve outstanding issues.

Level 1-3 is met. As at this level, the appellant's work requires knowledge of military personnel manuals, instructions, policies, precedents, and procedures to provide support to military operations, particularly in moving service members in and out of their duty locations. She uses this knowledge in performing a variety of personnel transactions, e.g., entry and exit processing, transfers and reenlistments. She ensures that members and dependents meet the qualification requirements for specific assignments. Comparable to Level 1-3, the appellant uses a thorough knowledge of guidelines for pay entitlements in order to verify eligibility and process pay actions, e.g., housing, subsistence, clothing, hazardous duty, etc., allowances and selective reenlistment or enlistment bonuses. She must also be knowledgeable of guidelines covering military travel entitlements to process per diem allowances, dependent travel and transportation allowances, travel advances, miscellaneous reimbursable expenses, dislocations allowances, etc.

Like Level 1-3, the appellant must possess knowledge of automated systems in order to enter and review entitlement information for accuracy and completion in the Source Data and Master Military Pay Account systems.

Level 1-4 is not met. The position does not require comparable knowledge of an extensive body of HR rules, procedures, and operations to complete non-standard HR support work. The appellant uses standardized rules and procedures to process transactions and determine the allowances for which military members are entitled. Her work does not routinely require comparable case or records review involving interpretation of data, case development or reconciliation of actions. The appellant's actions are more straightforward than those anticipated at Level 1-4 and rely on appropriate guidelines for processing military personnel and related pay actions and maintaining personnel records.

Level 1-3 is credited for 350 points.

### *Factor 2, Supervisory controls*

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions and to participate in establishing priorities and defining objectives. The agency credited Level 2-2.

At Level 2-2, assistants use initiative and work independently within the framework established by the supervisor in carrying out recurring assignments, such as obtaining, inserting, and correcting missing and incorrect data in an automated HR system. They follow limited procedures or are controlled by readily applicable instructions that specifically describe how the work is to be done and the kind of adaptations or expectations that can be made. They refer specific problems not covered by the supervisor's instructions or standard operating procedures to a supervisor or designated employee for assistance or decision. The supervisor reviews work to verify accuracy and conformance to procedures and any special instructions. Recurring assignments are reviewed through quality control procedures. Work may be spot checked for accuracy. The supervisor closely reviews new or difficult assignments such as pay changes or situations that have potential adverse impact.

Assistants at Level 2-3 plan the work, resolve problems, carry out successive steps of assignments, and make adjustments using established practices and procedures. In addition, assistants recommend alternative actions to the supervisor, handle problems and/or deviations that arise in accordance with instructions, policies, and guidelines and refer new or controversial issues to the supervisor for direction. They are responsible for job products, such as vacancy announcements, ranking factors identified for rating schedules, position descriptions, job evaluation statements, recommendations for disciplinary actions and the drafting of policy statements.



Level 2-2 is met. The nature of the work, combined with the appellant's experience and technical knowledge of military pay and travel entitlements and transaction processing, allows her to work independently with little or no day-to-day supervision from her supervisor. Available guidelines and automated system processing procedures provide direction to the appellant in completing her assignments. The supervisor reviews and audits the documents she generates before they are submitted to the disbursing department for review and final approval. The appellant presents any proposed changes or suggestions for improvements in operations to her supervisor for approval.

The work the appellant completes is typically of a recurring nature and does not generally require the appellant to resolve case problems associated with the types of job products identified at Level 2-3. The appellant does resolve procedural problems involving travel, passport, pay, absence of service obligations, etc. However, most situations are usually of a routine nature requiring review of appropriate guidelines and coordination with other responsible offices. Due to the appellant's longevity of employment in the office, she is aware of what her daily assignments are and is knowledgeable of the guidelines that apply to the tasks she is to complete. While the appellant works independently to accomplish her tasks, unlike Level 2-3, her finished work is reviewed by both her supervisor and the disbursing department before it receives final approval.

Level 2-2 is credited for 125 points.

### *Factor 3, Guidelines*

This factor covers the nature of guidelines and the judgment needed to apply them. The agency credited Level 3-2.

At Level 3-2, HR assistants use a number of established, procedural guidelines, such as work samples, references, and operating procedures and manuals. They use judgment in locating and selecting appropriate guidelines, manuals, references, and procedures for application to specific cases. The assistant refers significant proposed deviations or situations to which guidelines cannot be applied to the supervisor or a higher-grade co-worker. In contrast, assistants at Level 3-3 use guidelines that have gaps in specificity and are not applicable to all work situations. The employee selects the most appropriate guideline and decides how to complete the various transactions. Assistants use judgment to devise more efficient methods for procedural processing, gather and organize information for inquiries and/or resolve problems referred by others. In some situations, guidelines do not apply directly to assignments and require the employee to make adaptations to cover new and unusual work situations.

Level 3-2 is met. Numerous guidelines and manuals that cover the appellant's major travel and pay entitlement and processing duties are available for reference. The appellant uses the Military Personnel Manual, Navy transportation and other Instructions, portions of the Joint Federal Travel Regulations, the Transient Personnel Administration Users Manual, the Officer and Enlisted Transfer Manual and the Pay and Personnel Procedures Manual. The appellant must use judgment in selecting and applying the most appropriate guidelines according to the type of transaction she is processing. She must also select from established alternatives to meet special

needs or unique circumstances. Unlike Level 3-3, the appellant has access to specific guidelines when applying military personnel, pay, and transportation regulations. In addition, there are established policies, procedures and precedents available to assist her in the full range of transactions necessary to process a service member in and out of his/her assigned duty station. Although the appellant may have to choose between a number of guidelines, the guidelines are specific to the case in point and do not require, as is typical at Level 3-3, that she devise new or revised methods for processing the actions.

Level 3-2 is credited for 125 points.

#### *Factor 4, Complexity*

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The agency credited Level 4-3.

At level 4-3, the highest level identified in the JFS, the work consists of different and unrelated steps in accomplishing HR assignments and processes. Level 4-3 assistants analyze factual data, identify the scope and nature of the problem or issues, and determine the appropriate action from many alternatives. Assistants identify and analyze HR issues and/or problems to determine their interrelationships and to determine the appropriate methods and techniques needed to resolve them.

The appellant's position meets but does not exceed Level 4-3. The appellant must frequently resolve problems involving travel entitlements, pay, and personnel related pay actions. Military members frequently have variable and complex service histories which affect their pay and travel entitlements and require knowledge of a wide range of personnel actions. She resolves procedural problems, such as passport issues, students not being paid, dependents not having authorization or reservations to travel to a foreign country, changes in orders, denial of overseas dependent entry and legal/medical problems. Circumstances frequently vary significantly and the appellant must determine the most appropriate method or guidelines and any available alternative for processing each pay and travel entitlement issue or transition action.

Level 4-3 is credited for 150 points.

#### *Factor 5, Scope and effect*

This factor covers the relationship between the nature of the work; i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. The agency credited Level 5-2.

At Level 5-2, the scope of the assistant's work involves technical services or practices, such as screening job applicants on minimum qualifications or verifying job content in establishing identical additional jobs. It may also involve applying rules or procedures to complete actions in the HR organization. The HR assistant assures basic regulatory requirements are met regarding

rank, previous education or training and previous assignments. The work affects the accuracy of employee records, pay, benefits, and other personnel data maintained by the HR office.

In contrast, at Level 5-3 the work involves treating a variety of routine problems, questions or situations within the HR office. It also involves resolving problems using established procedures, such as rating employees based on abilities, ranking employees into categories, applying appropriate standards to determine the classification of lower-grade positions or counseling employees on a variety of minor disciplinary problems. Work has a direct effect on the quality and adequacy of employee records, program operations and services provided. The work also affects the social and economic well-being of persons serviced through the HR office.

Level 5-2 is met. As at this level, the appellant's work involves applying specific rules or procedures in processing a full range of military personnel, pay, and transportation actions required for officers and/or enlisted members in a transient status. It requires reviewing records to ensure that documentation is correct, verifying or determining the appropriate pay and travel entitlements and completing forms and entering information into an automated system. Comparable to Level 5-2, the effect of the work affects the accuracy of assignments and entitlements for military employees.

Unlike Level 5-3, the appellant does not summarize relevant facts regarding proposed actions or recommend appropriate actions involving the more substantive problems, questions or situations intended at this level. While the appellant reviews military records and other documentation, the work is procedural and factual, e.g., to ensure that military members are receiving their appropriate entitlements and to verify information, such as entitlements, need for overseas medical screening, reporting dates, leave days authorized and passport requirements. In contrast to Level 5-3, cases do not involve consideration of issues, such as allegations of inequitable or unfair treatment, and do not have a comparable negative affect on adequacy or quality of records or on the economic or social well-being of the military employee.

Level 5-2 is credited for 75 points.

#### *Factors 6 and 7, Personal contacts and Purpose of contacts*

Personal contacts include face-to-face contacts and telephone contact with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place. The agency credited Level 1a.

#### *Personal contacts*

At Level 1, HR assistants have personal contacts with other employees in the immediate office or related units. Typically, they have limited contact with general public. At Level 2, the HR assistant has contact with employees and managers in the agency, both inside and outside the immediate office or related units, as well as applicants, retirees, and/or the general public, in moderately structured settings. Contact with employees and managers may be from various

levels within the agency, such as headquarters, regions, districts, field offices, or other operating offices at the same location.

Level 2 is met. In addition to contacts typical of Level 1 with peers and coworkers, the appellant's personal contacts include students and their dependents, pay and transportation clerks at members' commands, supervisors, and higher level officers at the schools. Infrequently, the appellant has contact with a commander.

Level 6-2 is credited.

*Purpose of contacts:*

At Level a, the purpose of contacts is primarily to acquire, clarify, or exchange facts or information needed to complete assignments. At Level b, the purpose of contacts is to plan, coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes.

Level a is met. The appellant primarily works with military members, their dependents, and Pass Liaison Representatives to exchange information that ensures that sailors are receiving their appropriate entitlements. The appellant's work does not meet Level b since it does not require her to plan, coordinate, or advise on work efforts or to resolve issues or problems by means of influencing or persuading other individuals.

Level 2a is credited for both factors resulting in 45 points.

*Factor 8, Physical demands*

This factor covers the requirements and physical demands placed on the employee by the work assignment. The agency credited Level 8-1.

At Level 8-1, the highest level identified in the JFS, the work is primarily sedentary. Some work may require periods of standing at a counter. Employees frequently carry light items such as employee files or pamphlets. The work does not require any special physical effort. The appellant's position meets but does not exceed Level 8-1. The appellant's work is primarily sedentary and the work does not involve any special physical effort.

Level 8-1 is credited for 5 points.

*Factor 9, Work environment*

This factor considers the risk and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. The agency credited Level 9-1.

At Level 9-1, the highest level identified in the JFS, the work environment consists of an area that is adequately lighted, heated, and ventilated. The work environment involves everyday risks

or discomforts that require normal safety precautions. The appellant's position meets, but does not exceed, Level 9-1. The work is conducted in an office setting that is adequately lighted, heated, and ventilated.

Level 9-1 is credited for 5 points.

### *Summary*

<i>Factor</i>	<i>Level</i>	<i>Points</i>
1. Knowledge required by the position	1-3	350
2. Supervisory controls	2-2	125
3. Guidelines	3-2	125
4. Complexity	4-3	150
5. Scope and effect	5-2	75
6. & 7. Personal contacts/Purpose of contacts	2-a	45
8. Physical demands	8-1	5
9. Work environment	9-1	<u>5</u>
Total		880

A total of 880 points falls within the GS-5 range (855 to 1100 points) on the grade conversion table in the JFS.

### *Evaluation using the OAGEG*

The appellant's OA duties cannot be graded higher than her clerical and assistance duties since they do not routinely involve a wide variety of nonstandard automation problems or assignments requiring knowledge of *advanced* functions of more than one type of software, e.g., developing methods for automating complex administrative reports, including the detailed functional procedures needed to automate the data. The appellant uses a variety of standard software functions, resulting in evaluation of her OA work at a lower grade than the clerical and administrative work. Therefore, her OA work does not impact the final grade level work of the position.

### *Summary*

The HR assistant work is grade-controlling and equates to GS-5. The OA duties do not impact the grade level determination.

### **Decision**

Based on mixed grade principles, the appellant's position is properly classified as Human Resources Assistant (Military/OA), GS-203-5.