

Position Classification Standard for Agricultural Commodity Warehouse Examining Series, GS-1850

Table of Contents

SERIES DEFINITION	2
INTRODUCTION	2
I. STANDARDS COVERAGE	2
II. EXCLUSIONS	2
III. SPECIALIZATIONS AND CLASS TITLES	3
IV. BACKGROUND INFORMATION	3
V. CLASSIFICATION FACTORS	9
WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-5	9
WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-7	10
WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-9	12
WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-850-11	13

SERIES DEFINITION

This series includes the administration, supervision, or performance of work involved (1) in examining storage facilities licensed or to be licensed under Federal law for storing agricultural commodities; or (2) in examining facilities approved or to be approved under Government contract or agreement.

These standards are a revision of and supersede the standards for the Warehouse Examining Series issued in June 1945 under the code of CAF-1190-0, changed in October 1919 to the code of GS-1148-0. These standards represent a restudy of the occupation which resulted in two major changes. The occupational group and series code designation for these positions has been changed to reflect the increased scope and significance of the investigative and regulatory compliance aspects of the work. The coverage of nonsupervisory warehouse examiner positions has been extended through GS-11 in order to recognize the increased stature and importance of these positions in the agricultural commodity storage programs.

INTRODUCTION

I. STANDARDS COVERAGE

Included in this series is the performance of work involved (a) in the examination of warehouses or other storage facilities in connection with carrying out the provisions of the United States Warehouse Act; or (b) in the examination of warehouses or other storage facilities under the terms and conditions of an agreement or contract between an agency of the Federal Government and the management of the storage facility.

The coverage of these standards is limited to nonsupervisory positions in the field service.

II. EXCLUSIONS

The following are excluded:

1. Positions concerned primarily with analyzing and determining the quantity, quality, condition, or grade of various commodities, in warehouses or other storage facilities. See series in the [Quality Assurance, Inspection, and Grading Group, GS-1900](#).
2. Positions primarily concerned with fact finding in the development and utilization of improved methods for handling, packing, and storing agricultural commodities. See the [Job Family Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600](#) such as the [Facility Operations Services Series, GS-1640](#).

3. Positions primarily concerned with the examination of documents, claims, or insurance policies relating to storage for conformance with specialized laws, regulations, precedents, or practice. See series in the [Legal and Kindred Group, GS-0900](#).

III. SPECIALIZATIONS AND CLASS TITLES

The following nonsupervisory class titles, representing subject-matter specializations, are authorized for use for positions covered by these standards:

1. Warehouse Examiner (Cotton): Includes positions primarily concerned with cotton warehouse examinations requiring knowledge of different kinds, classes, and qualities of cotton, cotton storage and handling methods, and the ability to recognize such defects as cotton going out of condition, signs of insect infestation, etc.
2. Warehouse Examiner (Grain): Includes positions primarily concerned with the examination of elevators, warehouses, and other kinds of facilities in which grain is handled or stored requiring knowledge of different kinds and grades of grain, grading techniques and standards, different sampling and inventory methods for grain stored in either bin or bulk, and the ability to recognize signs of deterioration and other conditions which indicate grain damage or changes.
3. Warehouse Examiner (Processed Commodities): Includes positions primarily concerned with the examination of cold, dry, or tank storage warehouses storing such processed agricultural commodities as dairy products, poultry products, canned foods, vegetable oils, and others requiring knowledge of the different sampling, storage handling, and grading methods and procedures applicable to the particular agricultural commodities, and the ability to recognize defects and causes of such defects in the various commodities.
4. Warehouse Examiner (General): Includes positions concerned with work in two or more of the above specializations where there is no clearly distinguishable predominance of knowledge in anyone. (In this connection the (()) combination of work in the Cotton Specialization with, for example, incidental work in Processed Commodities would not constitute a basis for using the "general" title.)

Also included in this specialization are positions concerned with a particular agricultural commodity not covered by the specializations listed above.

IV. BACKGROUND INFORMATION

The examination of warehouses to determine whether they meet the provisions the United States Warehouse Act. In accordance with the provisions of the Warehouse Act, warehousemen storing certain agricultural products may, if they so desire, have their warehouses licensed under the Act, provided they and their warehouses meet certain requirements established by the Act and regulations issued thereunder. Accordingly, when a warehouseman applies for a license, his warehouse, equipment, and business records are examined, the character and ability of key

employees are checked, and his legal and financial responsibility is verified to ascertain whether the requirements of the Act are met. If they are met, he may be issued a license. To verify and insure that the warehouseman continues to meet all requirements, subsequent examinations are made of his warehouse and the products stored therein. If adverse conditions are revealed by subsequent examinations, the warehouseman is directed to correct these conditions; and, if satisfactory correction is not made, his license may be suspended or revoked. Warehouse owners or operators may be prosecuted in the event of a clear violation under the penalty section of the Act.

Because a licensed warehouse is under the supervision of the Federal Government, depositors of agricultural products which are stored "identity preserved" are assured of receiving the same products they deposited. In the case of products stored on a fungible basis, depositors are assured of receiving products of the same quality and quantity, or such depositors have redress under the law. In addition, because of this assurance, warehouse receipts issued to depositors provide sound collateral for loans and other business transactions.

The examination of warehouses in which it is proposed to store agricultural products where the Federal Government has an agreement or contract. When it is proposed to handle or store these agricultural products in such warehouses, the warehousemen request approval of their facilities by the interested Government agency. An examination of the warehouse is made to insure that safe handling or storage will be provided for the products, that the warehouse financial position is sound, and that the operators are competent. If the warehouse meets the requirements established by the agency responsible for such handling or storage (or by the State in which the warehouse is located. If its regulations are more stringent), the warehouse is approved for use as a handling or storage facility. Subsequently, at periodic intervals, warehouses in which the products are handled or stored are examined to insure continued compliance with the requirements mentioned above. If noncompliance with such requirements is revealed in these subsequent examinations, the warehouseman is directed to correct the causes of the noncompliance. If he fails to make the proper corrections, the agencies having a contract or agreement with the storage facility are advised of the noncompliance of the warehouseman; that the warehouse is no longer suitable for safe handling or storage of the products; and that the warehouse has been removed from the agency register of approved facilities. Agricultural products stored by the Government may then be removed from the warehouse and no additional agricultural products in which the Government has a financial interest are placed in such storage until the warehouseman has corrected the deficiencies. Examinations which reveal possible fraud or conversion may lead to prosecution of the offending warehousemen.

Types of examinations: Examinations performed under either of the situations described above are of two basic types, each of which is again broken down into two major categories. While these types of examinations may vary somewhat in details, depending on whether they are concerned with U.S. Warehouse Act work or with Government agreements or contracts for handling or storage, they are substantially similar in regard to the methods and techniques used. The types of examinations are distinguished as follows:

- I. Primary Examinations
 - A. Original
 - B. Modifications

- II. Secondary Examinations
 - A. Subsequent
 - B. Special

- I. Primary Examinations arise by receipt of applications for licenses, or modifications of licenses, filed under the U.S. Warehouse Act; or for requests of approval of agreements or contracts, or modifications of agreements or contracts, for the handling or storage of commodities.
 - A. Original Examinations: In the conduct of original examinations, warehouse examiners do most, but not necessarily all, of the following:
 - 1. Examine charters, articles of incorporation, by-laws, or articles of agreement to ascertain proper name of warehousemen and individuals authorized to sign warehouse receipts and other instruments; and obtain samples of signatures of persons authorized to sign warehouse receipts and other instruments. As necessary, advice is given to warehousemen to have such documents amended to conform with regulations (e.g., having charter amended to authorize conduct of a public warehousing business, extending expiration date indicated in charter, etc.)
 - 2. Verify that warehousemen's record system meets requirements established by regulations or storage agreements or contracts and, if not, advise warehousemen as to the records and controls that should be maintained or the contract or agreement requirements.
 - 3. Verify, to the best extent possible, the accuracy and completeness of data shown in warehousemen's financial statements, and, in this connection, verify that assets listed do exist; check public records for title of real property and ascertain encumbrances thereon; verify valuation of assets by consulting bankers, searching tax assessment records, and other sources; verify completeness and correctness of liabilities by checking warehousemen's records; and ascertain the terms of leases as they may affect warehouse operations or contracts.
 - 4. Inspect the storage area and equipment and machinery used in connection with handling products stored in warehouses to check adequacy and condition of equipment and machinery; check adequacy of fire-fighting equipment; inspect warehouse buildings to check condition; inspect the housekeeping aspects of warehouses, such as checking for accumulated trash, dirt, and similar conditions; determine if other products in storage endanger condition of agricultural commodities or serve to raise insurance rates unduly; check surroundings adjacent to warehouse buildings to verify that surroundings do not constitute hazards; ascertain what shipping facilities are available to warehouses; and determine if facilities are subject

- to undue hazard from fire, flood, or other conditions which might cause deterioration in stored commodities.
5. Measure the storage, aisle, and service areas; calculate the storage capacity of warehouses; and prepare detailed diagrams of the storage areas and warehouses.
 6. Take physical inventory of products in storage and compare inventory figures with data obtained from records.
 7. Verify that proper and adequate insurance is carried by warehouseman.
 8. Verify that warehousemen are familiar with the regulations or provisions of the applicable agreements or contracts and understand the responsibilities imposed thereby; instruct warehousemen as necessary in this connection.
 9. Investigate warehousemen's personal Integrity and competency by interviewing their references, members of the trade and other warehousemen in the community, bankers, postmasters, and other persons who would have knowledge of the warehousemen and key employees.
 10. Observe storage practices in existence in warehouses to ascertain if they are proper and conform with regulations and provisions of the applicable agreements or contracts.
 11. Test warehouse personnel, such as inspectors, samplers, graders, etc., to ascertain their competency and recommend issuance of licenses to competent personnel.
 12. Aid warehousemen to determine proper tariffs for handling agricultural commodities.
 13. Advise warehousemen to correct any adverse conditions or practices that are in existence which would require correction before issuance of a license or before agreement is reached to permit him to handle or store commodities in which the Federal Government has or will have an interest.
 14. Collect required license and examination fees required before issuance of a license.
 15. Prepare comprehensive reports of examinations including adverse conditions revealed by the examinations, what action has been requested of warehousemen to correct such conditions, the status of such corrections, and recommendations concerning issuance of licenses or relating to approval of contracts for storage. Reports include copies of charters, articles of agreements, articles of incorporation, by-laws, leases, and similar documents.
- B. Modification Examinations: These examinations are conducted upon requests of warehousemen to have additional storage space licensed or placed under contract, or because of other modifications made in existing facilities. Such modifications are

inspected for the purpose of ascertaining their fitness for storage purposes and cover items #4 through #7 and #10 through #16 described above.

II. Secondary Examinations are made routinely at more or less irregular intervals, with little or no advance notice being given to the warehousemen to insure compliance with licensing requirements or requirements of uniform storage agreements; or they are made as requested upon allegation of malpractice, loss of stored products, or because the commodity in storage has been subjected to damage by fire, flood, storm, or deterioration from other causes.

A. Subsequent Examinations: In the conduct of subsequent examinations warehouse examiners typically perform the following:

1. Audit warehouse receipts and warehousemen's records to ascertain the total amount and kind of products or commodities that should be in storage and to account for warehouse receipts in custody of licensed warehousemen.
2. Take a physical inventory of product in storage and compare inventory figures with figures obtained from records to ascertain if they agree or account for commodities. Verify that warehouse receipts for such products are accounted for and are properly made out
3. If inventory and records do not agree, require that warehousemen make appropriate corrections which may involve canceling outstanding warehouse receipts, or recommend special examination of breach of contract or willful conversion is evident.
4. Inspect physical condition of the warehouse buildings, equipment, and machinery and inspect the housekeeping aspects of the warehouses.
5. Observe warehouse practices to verify that they are in conformance with regulations or provisions of applicable agreements or contracts.
6. Interview warehousemen's bankers and others in the community to ascertain the current financial standing of warehousemen.
7. Initiate action to amend licenses or contract, if storage capacity has been altered (e.g., additions made to buildings for storage purposes, part of warehouse eliminated for storage purposes, etc.) and take steps to have amount of warehousemen's bond changed as result of changes in storage capacity or holdings.
8. Examine insurance policies to verify that warehousemen are carrying proper and adequate insurance and that insurance covers all products represented by fully insured warehouse receipts; or assure that deductions from storage charges in lieu of insurance premiums are proper and cover proper storage area.

9. Verify that commodities in which the Government has an interest are stored only in facilities approved under the warehouse agreement. Report products stored nearby which may constitute hazard to Government products in storage.
 10. Observe condition of the product in storage.
 11. Observe competency of warehouse personnel.
 12. Confer with warehousemen to reconcile differences in inventory records, stocks, and outstanding warehouse receipts.
 13. Prepare detailed reports of examinations setting forth what has been covered by the examinations, what adverse conditions exist, what corrective action has been required of warehousemen, and the status of such action. When appropriate, recommends that license or contract be discontinued in part or in whole, or that part or all of depositors commodities be moved.
- B. Special Examinations are concerned either with emergency conditions arising out of damage to stored products by fire, flood, storm, or deterioration from other causes or because violations of applicable regulations, contracts, or agreements have been reported or are anticipated. Such examinations are fundamentally similar to normal subsequent examinations, but they are made more complex and difficult by reason of the critical circumstances surrounding the origin of the examination.

Inventory methods

One point should be noted regarding the Influence of different specializations on examining work. Methods of taking inventory and checking conditions of products in storage vary according to the type of commodity involved. For example, grain generally is stored in bulk and is placed in bins according to grade and kind. In this method of storing, the identity of the depositor's lot of grain is lost. As a result, the depositor does not receive exactly the same grain he deposits in the warehouse. He does, however, receive grain of a comparable kind and grade. Cotton, on the other hand, is stored "identity preserved" in lots composed of bales which are tagged and numbered according to the number of the warehouse receipts issued for the bales. Similarly, various other agricultural products are stored "identity preserved." It is evident, therefore, that the method of inventorying grain stored in bulk differs considerably from the method of inventorying products which are stored "identity preserved." In the latter case, the warehouse examiner makes an actual examination of the products belonging to the depositors which are then checked out against outstanding warehouse receipts of record. However, when taking inventory of grain stored in bulk, the warehouse examiner measures and calculates the amount of grain in appropriate bins and combines the figures so obtained according to kind and grade of grain. To do this, he must take and grade samples from each bin. The total amounts of grain by kind and grade calculated in the inventory should balance with the totals obtained by auditing warehouse receipts and other storage records. In examining any agricultural commodity the examiner must be able to identify products which are not the kind and grade they are reported to be or which are going out of a specified condition. This required the identification of

different strains of similar products, kinds of insect infestation, disease, extent of damage by water, approximate kind and amount of foreign matter, etc.

V. CLASSIFICATION FACTORS

Except for the factor of supervision over other employees, all the factors listed in Section I. C. of the Office of Personnel Management publication, [Introduction to the Position Classification Standards](#) have been used in the development of the grade-level statements in these standards. Because of the close relationship between Factor 4 (Originality Required) and Factor 6 (Nature and Scope of Recommendations, Decisions, Commitments, and Conclusions), these have not been treated separately but are combined in the discussion of the latter factor. While the nature of available guides (Factor 3) does not vary in any essential way from one nonsupervisory grade level to another, differences in their application and use are directly correlated with the nature and variety of work.

Such guidelines of necessity cannot cover all situations that may arise in the conduct of examinations and these situations, when present, must be resolved on the basis of previous experience, precedents, ingenuity, and assistance from other employees.

The nature of the qualifications (knowledge, skills, and abilities) required to do the warehouse examining job successfully is an essential part of the grade-level determination. As the difficulty and scope of the assigned cases increase, the warehouse examiner must apply progressively broader and more intensive knowledge of pertinent inspections and examining procedures and techniques and must depend upon his personal skills and ingenuity to an increasingly greater extent. These requirements are not discussed separately in the grade level statements but are described in relation to the pertinent factors for a particular warehouse examining function. For example, the ability to initiate and maintain cooperative dealings in work contacts is a characteristic required in varying degrees at different grade levels. The factor, Purpose and Nature of Person-To-Person Work Relationships, describes the importance attached to this quality in distinguishing between levels of warehouse examining work. Likewise, when the successful functioning of the warehouse examiner depends upon his capacity to assume responsibility and work independently, the degree to which this personal quality affects grade values is described in each grade-level statement under the factor, Nature and Scope of Recommendations, Decisions, Commitments, and Conclusions.

WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-5

As a trainee, the examiner at this level receives instructions in laws, regulations, and policies governing the nature and scope of warehouse examining activities and in the work methods, procedures, and techniques involved in the conduct of examinations. Selected and limited work assignments following specific directions are carried out under close supervision, thus providing practical on-the-job experience. The range and variety of the tasks assigned are gradually

increased as the incumbent masters each successive part of the work and displays a grasp of examining techniques, the objective being to train him over a period of time to perform the more difficult and responsible examining work described at the next higher (GS-7) level. Work in progress is closely reviewed until the trainee demonstrates that he understands the instructions; after that point, completed work is reviewed for accuracy, completeness, and the proper application of methods, procedures, and techniques. A higher-grade warehouse examiner is readily available to answer questions and resolve problems.

Guides are frequently consulted and are readily available in the form of statutes, agency regulations, terms and conditions of contracts or agreements, procedural manuals, previous examination reports, and forms indicating points to be covered by examinations. These guides are supplemented by frequent instructions and advice from supervisors during the particular assignment. Independent personal contacts are not characteristic at this level and such contacts as do occur with warehousemen and members of the trade are restricted by and large to those necessary to facilitate the training process.

WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-7

Nature and variety of work:

Examiners at this level work on specific assignments which cover less than the entire range of examinations or are limited to parts of complete individual examinations. Such assignments are selected to diversify the experience base in order to provide a foundation for independent examining work. They are usually screened to insure that unusual problems or major difficulties are not likely to be encountered. Typically, the nature of assigned tasks are limited in certain specific respects as follows:

- (a) Where Subsequent Examinations are conducted at large warehouses or elevators (i.e., those in which the storage capacity or stocks in storage require the services of two or more examiners to complete the examination), examiners at this level may serve as a member of a crew under the supervision of an examiner of higher grade and carry out only part of the total examination.
- (b) Serving as individual workers, examiners at this level carry out complete Subsequent Examinations of selected storage facilities where on the basis of past experience and current information no unusual difficulties and no serious irregularities are expected to be encountered. Where minor and routine violations, discrepancies, or adverse conditions are discovered, the examiner discusses his findings with the warehouse manager and recommends necessary corrective action. In the event any material violations, discrepancies, or other adverse conditions are discovered, the incumbent reports his findings directly to his supervisor who undertakes negotiations with management and who determines what further action is required.

(c) In the conduct of original examinations, incumbents of positions in these classes are assigned responsibility for selected phases of the complete examination where an examiner of higher grade coordinates and carries out the examination as a whole. This may include, for example, investigating the warehousemen's personal integrity and competency by interviewing designated references, members of the trade, other warehousemen in the community, bankers, postmasters, and other persons who would have knowledge of the warehousemen and of his key employees.

Nature of supervisory control exercised over the work:

When working as a member of a team, incumbents complete their tasks under the supervision of an examiner of higher grade who is responsible for the overall conduct of the examinations and who makes specific assignments, issues instructions, and spot-checks completed work as necessary to insure its accuracy.

When serving as individual workers, examiners at this level receive their assignments from an examiner of higher grade who discusses the scope and coverage of the examination, pointing out areas that require more detailed investigation, and who reviews examination reports for completeness, accuracy, correctness of calculations of inventories and storage capacities, and conformance to instructions. The supervisor is available and is contacted if unusual situations develop or if apparent violations or discrepancies require negotiation with management to effect corrective action.

Purpose and nature of person-to-person work relationships:

Personal work contacts at this level are carried on with a range of individuals similar to those described for the GS-9 classes, but they are limited by (a) the presence of supervisors; (b) the restrictions on dealing with management on matters that require corrective action; or (c) condition that the supervisor normally qualifies the scope of the contacts in advance by specifically designating the parties to be contacted.

Nature and scope of recommendations, decisions, commitments, and conclusions:

At this level warehouse examiners make initial determinations on findings during the progress of normal assignments. These include findings involving, for example, the integrity and competency of warehousemen; determinations of the conformance of warehousemen's records, systems, and storage practices with regulations; or determinations of the correctness of reported net worth of warehousemen. On subsequent examinations, apparent material violations or irregularities are reported to supervisors accompanied by recommendations for corrective actions. Minor apparent violations, discrepancies, or irregularities are discussed with the warehouse manager and recommendations on corrective action are made.

WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION) GS-1850-9

Nature and variety of work:

Examiners in positions in these classes are typically those of individual workers responsible for independently performing the full range of standard examining tasks on any type of examination. This includes the conduct of complete Subsequent Examinations of warehouses and elevators of any size or type within his commodity specialization in the assigned territory and, as required, carrying out entire Original or Modification Examinations. Where the examiner on a Subsequent Examination discovers possible irregularities or violations of storage regulations he discusses the matter with the responsible warehousemen in order to reach agreement to effect necessary changes which comply with applicable Provisions of the regulations. In the case of Original or Modification Examinations, the examiner discusses conditions found which do not satisfy standards required by the licensing agency or by the Government organization storing or proposing to store Government-owned agricultural commodities in the facilities and, in so doing, he advises the responsible warehousemen of possible steps to be taken to meet the standards. GS-9 warehouse examiners may serve intermittently as individual workers, crew members, or crew leaders depending upon the workload determined by the size and scope of the examination. When they serve as crew leaders they have responsibility for the overall conduct of the examination, including (a) serving as focal point for contacts with plant management; (b) preparing overall reports of warehouse examinations and following up on recommendations contained therein; and (c) following up on recommendations for corrective action.

Nature of supervisory control exercised over the work:

Examiners at this level work under the general supervision of employees in higher-grade positions who make assignments of examinations, issue general instructions concerning these examinations, pointing out problem areas to be particularly noted, and review final reports for completeness and for soundness of judgment in directing corrective action to be taken. While the supervisor is available by telephone or correspondence for consultation on questions that may arise during examinations, the Warehouse Examiner GS-9 is responsible for the actual planning and overall conduct of assigned examinations. He is expected to handle and resolve most problems on his own initiative, except in cases involving major violations that could become the basis for the imposition of legal or administrative penalties, such as the suspension of a license or the suspension or cancellation of a Government storage contract or agreement. With this exception technical supervisory assistance is infrequently sought or required in the course of examinations and there is thus a minimum of review during the process of typical assignments.

Nature and purpose of person-to-person work relationships:

Person-to-person work relationships characteristic of positions at this level include contacts with laborers, warehouse management personnel, bankers, private individuals, postmasters, and others

to obtain information, secure cooperation, advise on warehousing practices, interpret regulations and policies, secure corrective action of adverse conditions and follow up thereon, and maintain good relationships. Characteristically such contacts are both initiated and, where appropriate, sustained on their own initiative by incumbents of positions in these classes.

Nature and scope of recommendations, decisions, commitments, and conclusions:

With the expanded independence of operations characteristic of this level, there is an accompanying increase in individual responsibility for making decisions. Under normal circumstances the report of an examination by incumbents of positions in these classes becomes the basis for final approval of a license or a contract to handle or store Government-owned commodities. Where adverse or violative conditions are reported, recommendations of Warehouse Examiners GS-9 frequently constitute the principal grounds for unfavorable administrative action on the part of higher authority. Thus, over and above recommendations, decisions, commitments, and conclusions typically associated with findings made during the course of normal examinations, there is further responsibility, where conditions warrant, for taking measures which include:

1. Determining corrective action to be undertaken by warehousemen in connection with violations of the regulations, subject to review.
2. Recommending to higher authority persons to be held responsible for serious violations.
3. Determining what adverse conditions exist which will be sufficient to support a recommendation for the suspension or revocation of a license or storage contract.
4. Determining whether warehousemen have made satisfactory corrections of adverse conditions as a basis for remedial action.

**WAREHOUSE EXAMINER (APPROPRIATE SPECIALIZATION)
GS-850-11**

Nature and variety of work:

Warehouse examiners in positions in these classes typically receive assignments covering the most difficult and complex types of examinations at the field level. As "troubleshooters," examiners have overall responsibility for exceptionally large or critical examinations or as office reviewers they perform a variety of assignments which require the application of specialized knowledge, skill, and judgment to an exceptional degree. The difficulty and complexity of such examinations typically arise out of the following conditions:

1. The examinations are initiated because of information alleging violations which are of a very serious nature in that they involve (a) large-scale fraudulent manipulations of warehouse receipts; or (b) the conversion or loss of significant quantities of Government-owned commodities. It is expected in such cases that findings made by Warehouse Examiners

GS-11 will be used as a basis for suspension or revocation of licenses or contracts as a step leading, in many cases, to the prosecution of persons responsible for such violations.

2. Special examinations are called for, frequently under emergency conditions, because agricultural commodities in storage have been subjected to extensive damage by fire, flood, storm, or otherwise; and it is anticipated that large quantities of such commodities are involved.

3. Original examinations are scheduled of those larger-sized warehouses owned by major corporations dealing in agricultural commodities where the financial and organizational structures of such firms complicate the verification of information regarding financial operations, existence and value of assets, etc. Frequently, the difficulty and complexity of such examinations are further increased by the large-scale nature and heavy volume of stock movements which significantly add to the chance of error and to the responsibility of assuring compliance with regulations and requirements.

or

4. Special studies are conducted relative to storage practices and storage characteristics of agricultural commodities not previously eligible for Government-approved storage under applicable laws and contracts, or studies are made of methods to improve the examination procedure and to strengthen the administration of applicable laws, regulations, and contract requirements.

NOTE: The occasional assignment of examinations having the characteristics described above will not in and of itself serve to support the classification of a position at this level. Instead, it is assumed that basic and continuing responsibility for such difficult and complex types of examinations is an essential condition for placing non-supervisory positions in these classes. Other characteristic duties performed at this level include some, but not necessarily all, of the following:

1. Conducting a technical review of various warehouse examination reports for completeness, less of judgment exercised by warehouse examiners in obtaining proper corrective action from warehousemen in connection with adverse conditions found in warehouses, and the status of such corrections. In addition, through their review of reports of other examiners, they are frequently in a position to supply technical advice and guidance concern both the conduct and results of all types of warehouse examinations.

2. Directing warehouse examiners conducting examinations to secure additional information as necessary to ascertain compliance with regulations or to advise them concerning action to be taken in connection with certain adverse conditions which are discovered during warehouse examinations.

3. Advising on the planning of warehouse examination assignments and, in this connection, consulting records of the dates of previous examinations to ascertain which warehouses should be examined, considering the findings of previous examinations which indicate that

adverse conditions revealed in such examinations warrant early reexamination, and ascertaining the availability of personnel and the territory to be covered.

4. Reviewing and analyzing financial statements periodically submitted by warehousemen and calling attention of an employee occupying a higher-grade position to those statements which indicate that warehousemen's financial standing has weakened or to questionable items contained in such statements.

5. Reviewing warehousemen's tariffs or requests for changes therein and recommending approval or disapproval thereof.

6. As workload requires, examiners at this level may serve intermittently as examiners-in-charge with responsibility for the conduct of examinations calling for the services either of more than one crew or of a moderately large crew of examiners of lower grade.

Nature of supervisory control exercised over the work:

Warehouse examiners at this level work under the supervision of an employee of higher grade who is usually responsible for administering the warehouse examining program for a field office jurisdiction. The supervisor assigns examinations to incumbents and discusses the critical points to be considered in the conduct of the examination. Warehouse Examiners GS-11 are allowed considerable freedom in planning and carrying out work assignments and must be able to solve unusually difficult technical problems (such as those described under Nature and variety of work at this level) without supervisory assistance. Supervisors are usually kept informally advised regarding progress, but review is confined to completed work in the form of reports and recommendations. These are reviewed for general adequacy and for the application of sound judgment in accomplishing the objective of the examinations.

Purpose and nature of person-to-person work relationships:

Person-to-person work relationships characteristic of positions in these classes include contacts similar in character to those described for Warehouse Examiners GS-9. The scope of these contacts, however, is extended to a larger range of persons, and the difficulties involved in making such contacts are enhanced by the inherently critical nature of the examining situation with respect to which the contacts are required.

Nature and scope of recommendations, decisions, commitments, and conclusions:

Recommendations, decisions, commitments, and conclusions are similar to those made at the GS-9 level with the added significance and more decisive effects which follow from the greater difficulty and complexity involved in examinations typical of this level.

Note: These standards have been prepared by the Department of Agriculture, in cooperation with the Office of Personnel Management and cover positions in the Agricultural Marketing Service.