

Position Classification Flysheet for Explosives Safety Series, 0017

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INTRODUCTION

This position classification flysheet establishes the Explosives Safety Series, 0017, and provides the series definition and titling instructions. In the General Schedule position classification system established under chapter 51 of title 5, United States Code, the positions addressed here would be two-grade interval positions.

The term “General Schedule” or “GS” denotes the major position classification system and pay structure for white collar work in the Federal government. Agencies that are no longer subject to chapter 51 have replaced the GS pay plan indicator with agency-unique pay plan indicators. For that reason, reference to General Schedule or GS has been omitted from this flysheet.

Coverage

This position classification flysheet covers the following occupational series: **Explosives Safety, 0017**.

Establishing the Occupational Series and Standard

Issuance of this flysheet establishes this occupational series and provides grading instructions for work covered by this series.

New Series

Explosives Safety, 0017

Action Taken

Supersedes the interim **Position Flysheet for Explosives Safety Series, 0017**, dated September 2010.

Refer to [Safety and Occupational Health Management Series, 0018](#), for grading criteria.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. In some situations, however, following this guidance may present difficulties.

When the work of a position matches more than one occupation, then use the following guidelines to determine the appropriate series for classification purposes.

- **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 the position's 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 provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

The [Additional Occupational Considerations](#) section of this flysheet provides examples where the work may involve applying related knowledge and skills, but not to the extent that it warrants classification to this occupation.

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

Official Titling Provisions

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish authorized official position titles to include a basic title (e.g., Explosives Safety Specialist) that may be appended with one or more prefixes and/or suffixes. Agencies must use the official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

Supervisors and Leaders

- Add the prefix “Supervisory” to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule, refer to the [General Schedule Supervisory Guide](#) for additional titling information.
- Add the prefix “Lead” to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule, refer to the [General Schedule Leader Grade Evaluation Guide](#) for additional titling information.

Specialty or Parenthetical Titles

- Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Agencies may supplement the authorized title of Explosives Safety Specialist with agency established parenthetical titles if necessary for recruitment or other human resources needs.
- Use the basic title without a parenthetical or specialty title for positions where there is no established specialty.

Organizational Titles

Organizational and functional titles do not replace, but rather complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief and Division Chief. Examples of functional titles are Chief of Policy Development and Chief of Operations.

EXPLOSIVES SAFETY, 0017		<u>Qualification Standards</u>
Series Definition	<p>This series includes positions which manage, supervise, administer, lead, advise on, or perform explosives safety work including protecting personnel and property from the hazardous consequences of, and reducing and mitigating the risks associated with, intentional and unintentional detonations, managing the risk of handling ammunition and explosives, and ensuring compliance with explosives safety policy and regulations.</p> <p>The work requires knowledge of:</p> <ul style="list-style-type: none"> • explosives safety laws, policies, regulations, rules, procedures, and methods; • munitions, explosives, and energetic materials, and related disciplines, the effects of munitions, the means of preventing or reducing explosive mishaps, and the relationship between quantity-distance siting criteria and personnel safety; and • explosives hazard classification, munitions storage, explosive ordnance inventory and disposition. 	
Titling	The basic title specified for this series is <i>Explosives Safety Specialist</i> .	
Occupational Information	<p>General Occupational Information</p> <p>Explosives safety work involves protecting personnel and property from the consequences of munitions, explosives, and energetic materials and identifying, eliminating, or reducing hazards to mitigate risks. Typical explosives safety programs deal with such areas as explosive mishap risk assessment; explosion effects; hazard classification; storage and compatibility groups; separation distances; quantity-distance and siting; and munitions response.</p> <p>Explosives safety work does not cover positions responsible for protecting personnel and property associated with small arms munitions (up to .50 caliber weapons, hand grenades, etc.); positions associated with operation of small arms training facilities (i.e., shooting ranges); and positions associated with safe handling and storage of nuclear ordnance and nuclear waste. The Explosives Safety Series does not cover positions responsible for performing “bomb disposal” functions typically performed by law enforcement organizations.</p> <p>Explosives safety specialists often use data and information collected and developed by scientists (e.g., chemists, physicists) and engineers. They work closely with and receive support from engineers, scientists, occupational safety and health personnel, legal advisors, land managers, emergency response personnel, military ordnance and weapons specialists, public affairs specialists, and others involved with explosives safety plans and programs.</p>	

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EXPLOSIVES SAFETY, 0017 (continued)	<u>Qualification Standards</u>
Occupational Information (continued)	<p>Typical duties include:</p> <ul style="list-style-type: none"> • advising on or resolving technical matters dealing with explosives/ordnance safety requirements; determining appropriate explosives/ordnance marking, packaging, storage, and shipping requirements; and serving as a member of an explosives safety qualification certification board; • managing components of explosives safety program(s) including appropriate ordnance safety precautions, security procedures, and documentation requirements; • developing and recommending explosives safety policy and plans to higher levels of management; • developing and implementing explosives safety standards, regulations, practices, and procedures to minimize or eliminate potential safety hazards and threats; • developing and implementing programs to reduce the frequency, severity, and cost of explosives accidents, injuries and fatalities; • identifying ordnance and determining procedures and methods for its safe disposition; • inspecting or evaluating workplaces, processes, or products for compliance with established explosives policies and standards; and to identify potential new explosives safety hazards and threats; • designing, modifying, and/or constructing workplaces, processes, or products to minimize or eliminate explosives safety hazards and threats; • training workforce in explosives safety; • providing ordnance identification, demolition, and emergency response training and assistance to military, Federal, State, and local law enforcement agencies; and • performing electromagnetic radiation surveys to determine the probability of inference and risk to explosives. <p>Explosive Ordnance: For purposes of this guidance, all munitions contain explosives. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket, mines, torpedoes, and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; explosive media; material potentially presenting an explosive hazard; and all similar or related items or components explosive in nature.</p>

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Impact of Automation

Automation, computers, information technology (IT), and their widely varied applications are valuable tools for explosives safety work. Automation increases the ability of explosives safety specialists to perform a wide variety of tasks. Employees access files, initiate and track projects, analyze data, and generate reports. They input, store, and retrieve data in multiple formats. They also use the Internet to search for information pertaining to assignments.

Although the incumbents use computers to perform basic work processes, knowledge of the rules and processes to perform the work remains the paramount subject-matter knowledge required. 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.

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 is based on the relevant knowledge and skills required to perform the primary duties of the position.

Additional Occupational Considerations

Some positions may include work requiring knowledge and skills typically associated with the Explosives Safety Series. However, a closer look at the work may reveal classification to this series may not be appropriate. The [General Series Determination Guidelines](#) section of this flysheet offers guidance on selecting the most appropriate series.

The following table provides examples of work similar to that performed in the Explosives Safety Series, 0017, but not to the extent the paramount knowledge required, the reason for the position's existence, the mission and/or function of the organization, and the recruitment sources for the best qualified candidates warrant classification to this series. For further guidance, refer to OPM's publication [The Classifier's Handbook](#).

If Work Involves...	See This Standard or Series Definition:
Addressing exposure to hazards such as those found in manufacturing facilities, shipyards, construction, electrical/electronics maintenance, elevated working environments, under water environments (diving and salvage), major warehousing and/or materials handling and weight lifting, stevedoring or dock work, and hazardous materials transportation.	Safety and Occupational Health Management Series, 0018
Identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss.	Security Administration Series, GS-0080
Analyzing and evaluating the effectiveness and efficiency of program operations and management that do not require specialized knowledge of explosives safety programs.	Management and Program Analysis Series, 0343
Identifying, evaluating, eliminating, and controlling conditions related to explosives that are affecting the health and efficiency of employees or citizens.	Industrial Hygiene Series, 0690
Applying professional engineering knowledge to explosives issues.	Appropriate series in the Job Family Standard for Professional Work in the Engineering and Architecture Group, 0800

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Additional Occupational Considerations (continued)	
If Work Involves...	See This Standard or Series Definition:
Planning, designing, and evaluating weapons systems to incorporate explosives safety precepts based upon hazards analysis.	Appropriate series in the <u>Job Family Standard for Professional Work in the Engineering and Architecture Group, 0800</u>
Designing, constructing or modifying facilities, fire protection systems, and lightning protection systems involving ammunition or explosives, or facilities encumbered by an inhabited building.	Appropriate series in the <u>Job Family Standard for Professional Work in the Engineering and Architecture Group, 0800</u>
Designing operational shields for the protection of personnel, unique weapons test configurations, or engineered remedies for a munitions response site.	Appropriate series in the <u>Job Family Standard for Professional Work in the Engineering and Architecture Group, 0800</u>
Applying professional engineering knowledge to the design and construction of ammunition and explosives facilities or facilities that are exposed to the damaging effects of potential explosions.	<u>Architecture Series, 0808;</u> <u>Civil Engineering Series, 0810</u>
Applying professional legal knowledge to work concerned with enforcing explosives safety laws and regulations.	<u>General Attorney Series, 0905</u>
Applying professional contracting knowledge to the procurement of ordnance and munitions and related services.	<u>Contracting Series, 1102</u>
Applying specialized knowledge of business and trade practices to the disposal of ordnance, munitions, and material presenting explosives hazardous potential and/or contaminated with unexploded ordnance.	<u>Property Disposal Series, 1104</u>
Applying professional chemistry knowledge to explosives-related energetic materials science.	<u>Chemistry Series, 1320</u>
Applying knowledge of compliance work that does not require specialized knowledge of explosives safety programs.	<u>General Inspection, Investigation, Enforcement, and Compliance Series, 1801;</u> <u>General Investigation Series, 1810</u>
Identifying, collecting, processing, stabilizing, neutralizing, and/or separating hazardous waste in preparation for disposal. The work requires knowledge of hazardous waste identification and safe processing and packaging procedures.	<u>Hazardous Waste Disposing, 6913</u>

Crosswalk to the Standard Occupational Classification

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

Federal Occupational Series and Position Title and The Related Standard Occupational Classification System Code

Federal Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Explosives Safety, 0017	29-9011	Occupational Health and Safety Specialist	Explosives Safety Specialist	29-9011	Occupational Health and Safety Specialist

GRADING INSTRUCTIONS

This flysheet does not provide occupation-specific grading criteria.

Use the [Occupational Safety and Health Management Series, 0018](#), grading criteria to evaluate General Schedule positions in this series.

Evaluate leader positions using the [General Schedule Leader Grade Evaluation Guide](#).

Evaluate supervisory positions using the criteria in the [General Schedule Supervisory Guide](#).