

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



Atlanta Oversight Division
75 Spring Street, SW., Room 972
Atlanta, GA 30303

Classification Appeal Decision
Under Section 5112 of Title 5, United States Code

Appellant:	[Appellant]
Agency classification:	Supply Technician GS-2005-5
Organization:	Department of Veterans Affairs
OPM decision:	Supply Technician GS-2005-5
OPM Decision Number:	C-2005-05-03

Kathy W. Day
Classification Appeals Officer

Date: 9/10/98
rdfile # 2005052

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]

[Representative]

[Chief, Personnel Service]

[Medical Center Director]

Mr. Ronald E. Cowles
Deputy Assistant Secretary for
Personnel and Labor Relations
Department of Veterans Affairs
Washington, DC 20420

Introduction

On May 29, 1998, the Atlanta Oversight Division, Office of Personnel Management (OPM), accepted an appeal for the position of Supply Technician, GS-2005-5, [organizational location], Veterans Affairs Medical Center, Department of Veterans Affairs, [geographic location]. The appellant is requesting that her position be changed to Supply Technician, GS-2005-6.

The appeal has been accepted and processed under section 5112(b) of title 5, United States Code. This is the final administrative decision on the classification of the position subject to discretionary review only under the limited conditions and time outlined in part 511, subpart F, of title 5, Code of Federal Regulations.

General issues

The appellant believes that her position warrants classification at the GS-6 level due to the consolidation of duties and responsibilities caused by the decrease in the staffing level resulting from the automation of many of the manual processes. The appellant also believes that the agency did not properly rate Factors 1, 2, 3, and 5 in evaluating her position description and arriving at the grade of GS-5. In addition, she makes various statements regarding the GS-2005-8, Lead Supply Technician, position located in the unit and the incumbent's duties. She states that this position inappropriately influenced the factor ratings assigned to her position, and that several of the duties reflected in that position description are not, in actuality, performed by the incumbent. Management has the right to assign duties and responsibilities to a position and the responsibility for ensuring that the duties on which the position's grade are based are actually performed. In adjudicating this appeal, our only concern is to make our own independent decision on the proper classification of the appellant's position. By law, we are required to 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.

In reaching our classification decision, we have carefully reviewed all information furnished by the appellant and the agency, including information obtained from telephone interviews with the appellant and her present supervisor.

Position information

The appellant is assigned to position description number [#]. The appellant, her supervisor and the agency have certified to the accuracy of the position description.

The appellant's position is located in the [organization] which has responsibility for reviewing requests for supplies and determining the appropriate action and for maintaining systems, procedures, controls, and reports in a variety of programs, including Supply Funds Management. The appellant is responsible for coordinating and issuing the full range of general and medical items and services procured under the Warehouse Supply Fund for the various organizations serviced at the Veterans Affairs (VA) Medical Center, [location]. She processes all orders and requisitions received from the

serviced organizations; maintains issuance schedules for services with predetermined (daily, weekly, monthly) issuance cycles, and analyzes issuance requests to identify unusual usage patterns, their cause, and any factors which may impact future requirements. She processes and posts all items received into warehouse stock by reviewing receiving documents to ensure that price, quantity, description, and other factors are correct prior to the authorization of payment by the Fiscal Service. In those instances where there are discrepancies involving quantity or incorrect items received, she coordinates with purchasing and warehouse personnel to resolve the problem. She maintains a log and the filing system for all documents related to stock receipt and purchase amendments from contract, Federal, and open market sources.

The appellant is responsible for management of inventory items procured from the General Services Administration (GSA) and the Defense Logistics Agency (DLA). She determines the appropriateness of additions, deletions, and initial restocking quantities of supplies based on previous experience and knowledge of the installation's operations; researches and compiles data related to item identification, stock numbers, cost, unit of issue and suitability for inventory of items available from Federal sources; and ensures the proper cataloging of new items. She provides reports on inactive, low use, and high inventory level items and coordinates with the using service to determine status of those items and, where necessary, initiates disposition procedures ranging from return to the manufacturer/vendor for exchange or replacement, or shipment to another VA medical facility that can use the items.

The appellant is responsible for small purchases of posted and unposted stock items and office supplies using a government credit card in conformance with applicable Federal and VA procurement regulations. This activity includes the resolution of all shipment discrepancies and billing errors, and reconciliation of purchase documents within established standards.

She processes all requisitions for supplies and services obtained from Federal sources and ensures conformance with their requirements regarding mandatory sources and substitute items; edits requisitions to ensure that data is correct and properly formatted for electronic transmission; maintains status information and follows up on outstanding and delinquent requisitions; and notifies the requesting organization of alternate courses of action, e.g., purchase from a local source, when backorders or cancellations occur. She maintains, processes, and provides the Fiscal Service all documents related to changes resulting from canceled requisitions or changes in prices or quantity; processes discrepancy reports initiated by warehouse staff on shipment overages, shortages, or damages; and performs reconciliation of activity required by the Fiscal Service. The appellant's responsibilities include reviewing automated system generated requests for supplies, services, and equipment to determine the source, adequacy of justification, priority of need, availability, and the receipt and placement into inventory arriving shipments of controlled drugs, alcoholic beverages, and precious metals. The appellant is responsible for requirements analysis for the approximately 100 line items procured from Federal sources. She assists in the yearly reconciliation of stock inventories, researching receipt documents to resolve inventory discrepancies and problems, and conducts spot checks for items with a history of inventory inaccuracies.

The appellant is provided general supervision by the Chief, Personal Property Management Section. The work is performed under the unit Lead Supply Technician who is responsible for the day-to-day activities of the unit. The appellant uses her own initiative and considerable independence in carrying out recurring and general work assignments. The Lead Supply Technician provides technical guidance on new, unusual or complex assignments without clear precedents.

Standard determination

Supply Clerical and Technician Series, GS-2005, May 1992.

Series determination

The GS-2005, Supply Clerical and Technician Series, includes positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures. The appellant's primary functions include the coordination, issuance, and management of items procured for serviced organizations using the installation Supply Fund budget. She reviews and processes all orders and requisitions for supplies from the serviced organizations and issues requested supplies at scheduled or off-schedule intervals; reviews requisitions to detect and investigate unusual demands that may impact future requirements; processes and posts all items received after reviewing receiving documents to determine that price, quantity, descriptions, etc., are correct; and maintains the filing system containing all documents related to receipt of stock, and amendments for purchases from all sources.

The appellant's position is properly classified in the Supply Technician Series, GS-2005.

Title determination

Supply Technician is the title authorized for all positions GS-5 and above.

Grade determination

The GS-2005 standard is written in the Factor Evaluation System (FES) format. Under the FES, positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors common to nonsupervisory General Schedule positions.

A point value is assigned to each factor based on a comparison of the position's duties with the factor-level descriptions in the standard. The factor point values mark the lower end of the ranges for the indicated factor levels. For a position factor to warrant a given point value, it must be fully equivalent to the overall intent of the selected factor-level description. If the position fails in any significant aspect to meet a particular factor-level description in the standard, the point value for the next lower factor level must be assigned, unless the deficiency is balanced by an equally important aspect which

meets a higher level. The total points assigned are converted to a grade by use of the grade conversion table in the standard.

Under FES, positions which significantly exceed the highest factor level or fail to meet the lowest factor level described in a classification standard must be evaluated by reference to the Primary Standard, contained in Appendix 3 of the Introduction to the Position Classification Standards. The Primary Standard is the "standard-for-standards" for FES.

Factor 1 - Knowledge Required By The Position:

This factor measures the nature and extent of information or facts that a worker must understand to do acceptable work, such as the steps, procedures, practices, rules, policies, theories, principles, and concepts; and the nature and extent of the skills needed to apply this knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required *and* applied. The appellant contends that this factor, which the agency rated at Level 1-3, should have been rated at Level 1-4.

At Level 1-3, the work requires knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Most positions require familiarity with one or more automated supply data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Employees use a sound working knowledge of the structure of the local supply organization and the organizations serviced. They use this knowledge and ability to perform a range of standard clerical assignments and to resolve recurring problems. Illustrative of work at this level is the combination of tasks concerned with the receipt, storage, issue, and replenishment of a wide variety of supplies, forms, and publications. Also included are printed material for use in special programs, as well as technical equipment, office furniture, office machines, and other nonexpendable property.

At Level 1-4, the highest level described for this factor in the standard, the work requires a thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment. Employees use this knowledge to conduct extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts such as special purpose laboratory or test equipment, prototypes or technical equipment, parts and equipment requiring unusual degrees of protection in shipment and storage, or others that are unique to the organization's mission or seldom handled. This knowledge is also used in positions performing routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management, e.g., cataloging, inventory management, excess property, property utilization, or storage management.

Level 1-3 is met. The appellant functions in much the same manner as three of the illustrations for this level in the standard. The appellant has a knowledge of the operations and supply requirements of the Medical Center. She performs a combination of tasks involving the coordination of

requisitioning, receipt, storage, issuance, and replenishment of supplies and equipment used by the organizations the unit services. She responds to inquiries from customers regarding the status of requisitions and receipt of supplies; determines the status of supply actions to advise customers of delays, backorders, and cancellations; verifies and reconciles receipt documents to ensure the correct items and quantities were received prior to authorization of payment; and resolves shipment discrepancies such as overages, shortages, and damages. The appellant determines the appropriateness of additions to the item inventory and the feasibility of inventory deletions; monitors low usage items and those with approaching expiration dates and contacts users to determine their status; initiates procedures to dispose of these items through return to manufactures/vendors for exchange or shipment to another VA facility having a current need for the items. She reviews all requisitions and supporting documents to ensure that data pertaining to the sources, stock numbers, prices and quantities are correct. The appellant maintains files of documents related to shipment receipts and issuance schedules for all services having established issuance cycles; monitors and investigates issuance requests for abnormal demands for items and determines the causes. She works with a wide range of items including medical and office supplies, vehicles, equipment, controlled substances, chemicals, alcoholic beverages, precious metals, etc. In situations where a needed item cannot be obtained from Federal sources, she performs research to determine if it can be obtained through open market contracts or from a local vendor, and if so, she recommends that this method be used. She obtains her information from a number of sources such as automated Federal stock systems, supply catalogs, and personal contacts with manufacturers, vendors, etc.

Level 1-4 is not met. The appellant's normal work activities do not require conducting extensive and exhaustive searches for required information; reconstruction of records for complex supply transactions; or the provision of supply support for an organization whose activities involve specialized or unique supplies, equipment, and parts. This level typically involves primary assignments dealing with more complex problems in a limited segment of a major supply area, e.g., cataloging, inventory management, excess property, property utilization, or storage management. The appellant's assignments normally involve handling more standard transactions in several supply management areas rather than complex transactions in a limited area as described at this level.

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 in carrying out assignments, and the extent of the review of completed work. The appellant contends that the agency's rating of this factor at Level 2-2 does not adequately reflect the extent of her responsibility and independence in carrying out assignments. She believes Level 2-3 is correct.

At Level 2-2, the work is performed under technical guidance of a supply technician, supply specialist, or supervisor who issues general work assignments, controls flow of day-to-day work, and explains major changes in regulations or procedures. The supervisor or higher grade employee

provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher grade employee for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. More difficult assignments are subjected to an increased level of review if the employee has not previously performed similar assignments.

At Level 2-3, the highest level described for this factor in the standard, the supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. In some circumstances, the employee works independently from the supervisor or specialist in a remote location. Contact with the supervisor is infrequent, although usually available by telephone and periodic onsite visits. Continuing assignments are usually performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. When the employee assists a supply specialist in performing segments of more complex technical operations, the work may be subject to closer technical guidance and control. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Level 2-3 is met. The appellant uses her own initiative and considerable independence in carrying out recurring and general assignments. She is expected to complete work with minimal technical guidance and to handle problems and deviations using previous experience, precedents, training, and established policies and procedures. The appellant is also responsible for defining her priorities and meeting established deadlines. The Lead Supply Technician usually provides guidance and evaluates work only on instances involving new, complex, or unusual situations, and those without clear precedents. The supervisor stated that, as the section has only three employees, the ability of each employee to carry out their distinct responsibilities with a high degree of independence and minimal supervisory intervention is essential to the success of the section. There is no day-to-day review of completed work assignments but completed work products (documents, requisitions, automated reports, etc.) are reviewed and spot checked to ensure conformance with regulations, policies, and local guidelines. This level of independence is comparable to Level 2-3.

Level 2-3 is credited for 275 points.

Factor 3 - Guidelines:

This factor covers the nature of guidelines and the judgment needed to apply them. The appellant contends that Level 3-3, rather than Level 3-2 which was assigned by the agency, more accurately describes her position.

At Level 3-2, procedures for doing the work have been established and a number of specific guidelines are available in the form of supply regulations, policies, and procedures. The number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

At Level 3-3, the highest level described for this factor in the standard, guidelines are similar to the next lower level, but because of the problem solving or case nature of the assignments, they are not completely applicable or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes the results of applying guidelines and recommends changes.

Level 3-2 is met. The appellant stated that guidelines available to her include Federal and VA procurement and property management regulations, policies, and procedures, automated systems manuals, VA handbooks, directives, Center bulletins and memoranda, etc., that govern the bulk of her activity. Although the appellant must use judgment to determine which guidelines apply in specific cases, there is no indication that she interprets or adapts the guidelines or deviates from established regulations, policies, or standard procedures on a routine basis. The supervisor stated that, in the majority of the instances, the appellant will have dealt with a similar or precedent situation when encountering problems not specifically covered by the guidelines, and deviations are based on these precedents and her experience. Situations requiring significant deviation from the guidelines are referred to the Lead Supply Technician or the supervisor.

Level 3-3 is not met. The appellant does not routinely deal with the type of situations described at Level 3-3 in which guidelines and precedents do not completely apply and there is a recurring need to interpret and adapt or otherwise deviate from the standard procedures.

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 rated this factor at Level 4-3. We find Level 4-2 to be appropriate.

At Level 4-2, the work consists of duties that involve related steps, processes, or methods, including work such as performing routine aspects of technical supply management functions in support of a specialist. The employee decides what to do by recognizing the existence of and differences between

a few easily recognizable situations and conditions, and choosing a course of action from among options related to the specific assignment. Actions to be taken by the employee or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

At Level 4-3, the highest level described for this factor in the standard, the work involves unusually complicated or difficult technical duties involving one or more aspects of supply management or operations. The work at this level is difficult because it involves actions that are not standardized or prescribed; deviations from established procedures; new or changing situations; or matters for which only general provision can be made in regulations or procedures. This typically involves supply transactions which experienced employees at lower grades have been unable to process or resolve, or which involve special program requirements for urgent, critical shortage items requiring specialized procedures and efforts to obtain. The employee decides what needs to be done depending on the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Decisions are based largely on the employee's experience, precedent actions, and the priority assigned for resolving the particular problem. The methods and procedures used vary based on the circumstances of each individual case. The work involves conditions and elements that the employee must identify and analyze to discern interrelationships with other actions, related supply programs, and alternative approaches.

Level 4-2 is met. The appellant's work typically consists of duties involving related steps, processes, or methods in performing standard supply management functions. Decisions on what course of action to take are based on the ability to identify the existence of and difference between a limited number of easily recognizable situations and conditions and selecting the most feasible of the options available related to the assignment at hand. Although she does sometimes have to contend with new and changing situations resulting from changing requirements of serviced organizations or employ specialized procedures to procure urgently needed or critical shortage items, the majority of the appellant's work involves routine processes or methods to obtain items that are generally readily available.

Level 4-3 is not met. The appellant's work does not routinely involve the unusually complicated or difficult duties requiring deviation from established procedures due to the lack of standardized or prescribed procedures or applicable regulations. Accepted procedures and regulations normally apply to the situations routinely handled by the appellant.

Level 4-2 is credited for 75 points.

Factor 5 - Scope and Effect:

This factor covers the relationship between the nature of the work, i.e., purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. The agency credited this factor with Level 5-2. The appellant contends that Level 5-3 is more appropriate.

At Level 5-2, the work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope, such as when assisting a higher grade employee. The work or supply service affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in supported organizations and other supply units.

At Level 5-3, the highest level described in the standard for this factor, the work involves dealing with a variety of problem situations either independently or as part of a broader problem solving effort under the control of a specialist. Problems encountered require extensive fact finding, review of information to coordinate requirements, and recommendations to resolve conditions or change procedures. The employee performs the work in conformance with prescribed procedures and methods. The results of the work affect the adequacy of local supply support operations, or they contribute to improved procedures in support of supply programs and operations.

Level 5-2 is met. The appellant's work involves the execution of specific rules, regulations, and procedures in requisitioning, issuing, receiving, managing, and disposing of supply and equipment items for the installation and resolving problems arising during the course of this activity. Her work involves the 100 line items that are obtained from Federal sources and is a segment of the broader activity conducted by a higher grade specialist involving an additional 500 line items. She reviews requisitions for correctness of data; identifies appropriate items and sources for ordering or identifies authorized substitutes; maintains and reconciles documents related to the receipt and issuance of inventory items to using organizations. She coordinates efforts with a number of parties (staff of serviced organizations, Purchasing Section, Fiscal Service, GSA, DLA, VA Supply Depots, other VA Medical Centers and private sector manufacturers and vendors) who are users and providers of the items with which the appellant deals. The results of her work affect the availability of adequate supplies and equipment to meet the requirements of supported organizations and permit them to accomplish their missions.

Level 5-3 is not met. The appellant's primary work does not focus on problem situations either independently or as part of a broader problem solving effort. She is not responsible for conducting extensive fact finding and reviewing information in order to develop recommendations to resolve conditions or change procedures. Unlike this level, the appellant is not responsible for improving/changing supply support operations functions or the supply programs and operations.

Level 5-2 is credited for 75 points.

Factor 6 - Personal Contacts and Factor 7 - Purpose of Contacts:

Factor 6 assesses face-to-face as well as telephone contacts with persons not in the supervisory chain. In General Schedule occupations, the purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, and objectives. The personal contacts which serve as the basis for the level selected for Factor 7 must be the same contacts as those that are the basis for the level selected for Factor 6.

Persons Contacted

At Level 2, contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation. Contacts at this level may also be with members of the general public, either individually or in groups, in a moderately structured setting, i.e., they are usually established on a routine basis at the employee's work place or over the telephone. Typical of contacts at this level are employees at the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

At Level 3, contacts are with individuals from outside the employing agency in a moderately unstructured setting, i.e., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are supply employees in other departments or agencies, inventory item managers, contractors, or manufacturers.

Level 2 is met. The appellant's routine and recurring contacts are typically with employees, both clinical and administrative, staffing the various organizations located within the Medical Center, the Regional Office, and the Outpatient Clinic. There are also recurring contacts with private sector vendors and their representatives, representatives of GSA and DLA, VA supply depots, and warehouse personnel at the installation.

Purpose of Contacts

At Level a, the purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

At Level b, the purpose of the contacts is to plan, coordinate, or advise on work efforts or to resolve operating problems by clarifying discrepancies in information submitted by serviced organizations, resolving automated system problems causing erroneous transaction records, or seeking cooperation from others to resolve complicated supply actions.

Level b is met. The appellant's contacts are for the purpose of clarifying discrepancies in supply requisition information provided by serviced organizations; resolving automated system problems that have resulted in erroneous transactions; and problems related to the shipment discrepancies, damages, and delays, etc.

The combination of Level 2 for *Contacts* and Level b for *Purpose* equates to 75 points according to the table in the standard.

Factor 6 and Factor 7 are credited with Level 2b for 75 points.

Factor 8 - Physical Demands:

This factor measures the requirements and physical demands placed on the employee in performing the work assignment. This includes physical characteristics and abilities such as the specific agility and dexterity required, and the physical exertion involved.

At Level 8-1, the work is primarily sedentary. The employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books or small parts. No special physical demands are required to perform the work.

At Level 8-2, the work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending crouching, stooping, stretching, reaching; or similar activities. This level of physical demand occurs, for example, when employees are regularly assigned to activities such as tracing misplaced items or conducting physical inventories in warehouses, depots, and other storage areas, or when they are regularly involved in stocking and retrieving items from shelves and cabinets.

Level 8-1 is met. The appellant's work is primarily sedentary and is performed in an office setting. The work may involve some walking, standing, bending, and the carrying of light items, e.g., papers, books, and small boxes, etc. She periodically makes visits to warehouses to resolve problems, such as damaged cases, concerning incoming shipments or to participate in the yearly physical inventory. There is no indication that there is regular and recurring involvement in work requiring the degree of physical exertion described at Level 8-2.

Level 8-1 is credited for 5 points.

Factor 9 - Work Environment:

This factor considers the everyday risks and discomforts in the employee's physical surroundings, or the nature of the work and the safety precautions required.

At Level 9-1, the employee typically works indoors in an environment involving everyday risks or discomforts requiring the normal safety precautions typical of such places as offices or meeting rooms. Observance of normal safety practices with office equipment, avoidance of trips and falls, and observance of fire regulations is required. The area is adequately lighted, heated and ventilated.

At Level 9-2, the work environment involves moderate risks or discomforts which require special safety precautions, such as working around moving warehouse equipment, carts, or machines. Employees may be required to use protective clothing or gear such as masks, safety shoes, goggles, hearing protection, and gloves.

Level 9-1 is met. The appellant's work is typically performed in an office setting. She performs some limited work in a warehouse environment where she is exposed to noise and mobile warehouse

machinery such as forklifts. This requires adherence to the normal precautions and standard safety practices required for such an environment. There are no risks or discomforts in her environment that routinely require the special safety precautions, clothing, or equipment described at Level 9-2.

Level 9-1 is credited for 5 points.

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required By The Position	1-3	350
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	2b	75
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	TOTAL	985

A total of 985 points falls within the range for a GS-5, 855 to 1100 points, according to the Grade Conversion Table in the GS-2005 standard.

Decision

The position is correctly classified as Supply Technician, GS-2005-5.