

Position Classification Flysheet for Dispatching Series, GS-2151

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SERIES DEFINITION

This series includes all classes of positions the duties of which are to supervise or perform work involved in dispatching or scheduling motor vehicles, trains, aircraft, or vessels used for the transportation of passengers, mail, equipment, or supplies. The duties of these positions are primarily of an office or a clerical nature and involve assigning vehicles, keeping records and reports, and providing route and destination information and instructions to the drivers, engineers, or pilots.

This issuance supersedes and replaces the standard for the Traffic Control Series, GS-2151, dated March 1953.

Included in this series are:

1. Motor vehicle dispatchers, who assign trucks and passenger vehicles to travel specific scheduled routes or to accomplish specific purposes.
2. Automotive equipment dispatchers, who in addition to trucks and passenger vehicles, assign specialized automotive equipment (such as construction equipment or materials handling equipment) to accomplish specific purposes.
3. Aircraft dispatchers, who select and assign aircraft for specific flights or flight schedules and routes to accomplish specific purposes. Typical duties may also include clerical processing of flight clearances; limited advice to pilots on procedures in obtaining clearances and completion of clearance forms; and support duties such as posting and announcing plane arrivals and departures, computing aircraft weight and balance, maintaining passenger and cargo manifest records, and maintaining reservations log.
4. Locomotive dispatchers, who assign locomotives, dinkeys, and rolling stock to various points for switching or spotting, assign locomotives to specific jobs, and assign workers to locomotives.
5. Tug and vessel dispatchers, who assign tugs or vessels to specific jobs according to the capabilities of the vessels.

EXCLUSIONS

1. Positions involving duties of controlling or scheduling the movement of cargo or freight in order to balance the workload of the terminal or port. Such positions are properly classified in the [Cargo Scheduling Series, GS-2144](#).
2. Positions involving duties of planning, directing, or operating a rail, motor, air or water transportation system and service. Such positions are properly classified in the [Transportation Operations Series, GS-2150](#).

3. Positions involving duties of issuing flight clearances, briefing flight crews, transmitting enroute navigational aid and weather information, originating and disseminating Notices to Airmen, and maintaining flight information on aircraft movements. Such positions are classified in the [Air Traffic Control Series, GS-2152](#).
4. Positions involving a paramount requirement for trade, craft, or laboring skills and knowledge. Such positions are exempt from coverage of the Classification Act of 1949, as amended, under the terms of Section 202(7). For example, some positions are assigned responsibility for selecting and dispatching from a variety of construction or materials-handling equipment (in addition to cars, buses and trucks) the piece of equipment best suited for the work to be accomplished. Such positions also involve the selection of the driver or operator best qualified to operate the equipment under the specific circumstances. When such assignments necessitate, as a paramount requirement, knowledge about the equipment and its capability which can only be gained through trade, craft, or laboring experience (such as operation of the type of equipment dispatched), the positions are exempt from the Classification Act of 1949, as amended.
5. Positions the principal duties of which are the maintenance, repair, or service of the motor vehicle, aircraft vessels or rail equipment. Such positions are exempt from coverage of the Classification Act of 1949, as amended, under Section 202(7).

CLASS TITLES

The basic titles suggested for nonsupervisory positions are:

Motor Vehicle Dispatcher
Automotive Equipment Dispatcher
Locomotive Dispatcher
Aircraft Dispatcher
Tug (Vessel) Dispatcher

GRADE-LEVEL EVALUATION GUIDE

Because of the small number of positions classifiable in the Dispatching Series, GS-2151, and their distribution among the agencies, no grade-level standards are being established.

The key element in evaluating the difficulty and responsibility of dispatcher positions is the extent of the knowledge which the dispatcher must have of the organization and the geographic area served and of the characteristics and capacity of the transportation equipment being dispatched. The grade levels of these positions are also affected by the nature and finality of decisions made and actions taken. Although the dispatcher seldom is the designated supervisor of the operators of the equipment, he usually schedules and directs their activities. Therefore, the nature and extent of such control over the work of these operators also is a consideration. Although the number of pieces and variety of equipment dispatched and the number of operators

available are not of themselves determinants of the level of the dispatcher positions, these data sometimes rather directly reflect the difficulty and responsibility of the dispatching function. The extent to which the dispatcher is required to determine the piece of available equipment best suited for the particular purpose requested and the extent to which he is authorized to commit the use of vehicles for extended time and/or distance are also significant considerations in the evaluation of these positions.

Although many motor vehicle and automotive equipment dispatchers are able, and some are required, to drive one or more types of vehicles, this is not usually a primary or significant feature of the dispatcher's position and seldom affects the grade level.