

POSITION DESCRIPTION (Please Read Instructions on the Back)

HUMAN RESOURCES COPY Agency Position No. 4-2000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Extension (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field*		4. Employing Office Location Shreveport, LA		5. Duty Station 667-Shreveport		6. OPM Certification	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code TO1	
						14. Agency Use 0065			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	SUPPLY CLERK (Typing)	GS	2005	3	HK	4-12-00
e. Recommended by Supervisor or Initiating Office	SUPPLY CLERK	GS	2005	3		

16. Organization Title of Position (If different from the official title)
SUPPLY CLERK (TYPING)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Veterans Affairs

a. First Subdivision
VA Medical Center, Shreveport, LA

b. Second Subdivision
Administrative Service

c. Third Subdivision
Environmental Management Service

d. Fourth Subdivision
Sanitation Section

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Paul R. Houdermilk, Assistant Chief, EMS

Signature: *Robert McFarland* Date: **4-11-00**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Robert McFarland, Chief, EMS

Signature: *Robert McFarland* Date: **4-11-00**

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM CLASS STDS for Supply Clerk & Tech, SERIES, GS-2005-15-115, 5492, Typing Grade Equal Guide.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
Carolyn G. Gray, Chief, HRMS (05)

Signature: *Carolyn G. Gray* Date: **4/12/00**

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)							S		S	
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

I. **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Incumbent serves as supply clerk in Environmental Management Service, and is responsible for ordering and maintaining a basic inventory of supplies, and equipment for which Environmental Management Service is responsible. Is responsible for receiving, storing, issuing and accounting for all routine cleaning supplies used in Environmental Management Service.
- B. Performs simple equipment maintenance, and repairs of equipment used in Environmental Management Service. Schedules equipment maintenance (PMR's) assuring that such equipment is kept at maximum level of operating efficiency. Initiates the appropriate requests, if needed, to assure equipment is maintained at satisfactory levels.
- C. Conducts periodic inventories of all equipment under the control of Environmental Management Service by physically viewing each item, assuring that counts agree with records. Initiates the appropriate requests, if needed, to assure the equipment is maintained at satisfactory levels.
- D. On a daily basis, fills supply requests completed by housekeepers assigned to specific areas of the medical center. Maintains accurate records of amount of supplies issued to each area, to assure that they are economically used, and protected from leaving the work area.
- E. Responsible for the operation of the Hermes Engravograph Machine, the ordering of materials, and the maintenance of the machine.
- F. Maintains accurate records of the location of all equipment in the Hospital for which Environmental Management Service is responsible.
- G. Maintains a clean work area and clean areas for storage of equipment.

II. **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION:**

A.

III. **FACTOR 2. SUPERVISORY CONTROLS:**

Incumbent is under the controls of the Chief, Environmental Management Service. But receives instructions from the Housekeeping Aid, Supervisor, assigned to the 7:00 a.m. to 3:30 p.m. tour. Regularly works without supervision in checking and preparation of cleaning supplies for distribution.

IV. **FACTOR 3. GUIDELINES:**

A.

V. **FACTOR 4. COMPLEXITY:**

VI. **FACTOR 5. SCOPE AND EFFECT:**

VII. **FACTOR 6. PERSONAL CONTACTS:**

VIII. **FACTOR 7. PURPOSE OF CONTACTS:**

IX. **FACTOR 8. PHYSICAL DEMANDS:**

I. Knowledge Required by the Position:

(1-2-200points) Knowledge of basic or commonly used rules, procedures, or operations that typically require some previous training or experience. Basic skill to operate equipment requiring some previous training or experience – Engravograph machine.

I. Supervisory Controls:

(2-2-125points) The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

III: Guidelines (Guides used in General Schedule occupations include, for example, desk manuals, established procedures and policies, traditional practices, and reference materials, such as dictionaries, style manuals, engineering handbooks, etc.)

(3-1-25points) Specific, detailed guidelines covering all important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

IV. Complexity

(4-2-75points) The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations.

Actions to be taken 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.

V. Scope and Effect:

(5-1-25points) The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

VI. Personal Contacts

(6-1-10points) The personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units.

The contacts are with members of the general public in very highly structured situations, e.g., the purpose of the contact and the question of with whom to deal are relatively clear. Typical of contacts at this level are purchases of equipment or cleaning supplies.

VII Purpose of Contacts

(7-1-20points) The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; i.e., the facts or information may range from easily understood to highly technical.

VII. Physical Demands:

(8-1-5points) The work is sedentary, Typically, the employee sits comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.

IX Work Environment

(9-1-5points) The environment involves everyday risks or discomforts that require normal safety precautions typical of such places or offices, meeting and training rooms, libraries, residences, or commercial vehicle, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Position requires a qualified typist

POSITION EVALUATION STATEMENT

FACTOR EVALUATION SYSTEM

NATURE OF PROPOSED ACTION

Redescription

POSITION NO.

667-4207-0

CLASSIFICATION TITLE

Supply Clerk (Typing)

SCHED.

GS

SERIES

2005

GRADE

3

ORGANIZATIONAL TITLE

Supply Clerk (Typing)

NO. POSITIONS

1

ORGANIZATION

VAHQ Shreveport, LA

SUBDIVISION

EMS Service

LOCATION

Sanitation Section

EVALUATION FACTORS

POINTS ASSIGNED

STANDARD USED
(Give Benchmark No.,
Factor Level No., etc.)

COMMENTS

1. KNOWLEDGE REQUIRED BY THE POSITION

200

FL 1-2

Common used rules procedures

2. SUPERVISORY CONTROLS

125

FL 2-2

Initiative recurring

3. GUIDELINES

25

FL 3-1

Specific detailed

4. COMPLEXITY

75

FL 4-2

Related steps, processes

5. SCOPE AND EFFECT

25

FL 5-1

Specific Routine

6. PERSONAL CONTACTS

—

FL 6-1

Immediate Orgou, Gen Pub

7. PURPOSE OF CONTACTS

30

FL 7-a

exchange information,

PHYSICAL DEMANDS

5

FL 8-1

Sedentary

9. WORK ENVIRONMENT

5

FL 9-1

Everyday Risks

SUMMARY

TOTAL POINTS

490

455-650
GRADE CONVERSION

GS-

3

REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)

Incumbent is responsible for ordering cleaning supplies and equipment and maintaining an inventory. The appropriate title and series is Supply Clerk, GS-2005.

Total points earned was 490, which equates to GS-3 level work.

The position requires a qualified typist.

The position is classified as Supply Clerk (Typing), GS-2005-3.

Position is FLSA nonexempt

INCUR

Joni J. Shley

DATE

4/12/00

EVALUATED BY

[Signature]

DATE

4/12/00

TITLE AND/OR ORGANIZATIONAL LOCATION

Actg. Chf. HRMS

TITLE

Personnel Mgt. Spec.

POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

667/Overton Brooks VA Medical Center, Shreveport, LA

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Supply Clerk (Typ), GS-3

POSITION DESCRIPTION NUMBER (PD #)

4207-C

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL
National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	5

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
 - NONCRITICAL SENSITIVE
 - CRITICAL SENSITIVE
 - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

NATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)