

HUMAN RESOURCES COPY

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. 7983-0		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location Dallas TX		5. Duty Station Dallas TX		6. OPM Certification No.		
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		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"/> Exempted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code X01		
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review		Personal Effects Worker				WG	7601	04	pd	05-06-2008
e. Recommended by Supervisor or Initiating Office		Program Support Clerk				GS	0303	03		
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency, or Establishment Department of Veteran Affairs						c. Third Subdivision Medical Administration Service				
a. First Subdivision VA Hospitals						d. Fourth Subdivision Patient Clothing Section				
b. Second Subdivision VA North Texas Health Care System						e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>				
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 CHRISTOPHER SANDLES Assistant Chief, MAS						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> CLIFFTON E. HENRY Chief, Medical Administration Service				
Signature _____ Date 4-4-08						Signature _____ Date 4-4-08				
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 OPM FWSJ Family Personal Services, WG-7600				
Typed Name and Title of Official Taking Action for PATRICIA HILSGEN Chief, Human Resources Management						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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.				
Signature _____ Date 5/15/08										
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										
24. Remarks Full Performance Level Risk Level: Low										
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>										

Personal Effects Worker, WG-7601-04

INTRODUCTION

The primary purpose of this position is: To receive patient clothing and personal effects; issues hospital attire such as pajamas, robes, etc.; maintain records; conduct inventories; and, maintain an orderly clothing area.

The organizational location of the position is: Patient Clothing Section, Medical Administration Service, VA North Texas Health Care System, Dallas, Texas.

DUTIES**Clothing Activities:**

1. Receives and stores all items of clothing, valuables, baggage and/or other items of personal effects for all beneficiaries admitted as bed patients. Issues hospital clothing (pajamas, robes, etc.) to patients when clothing is received.
2. Prepares appropriate 3x5 cards for each individual having clothing for storage. Inventories and accurately records all valuable received.
3. Receives from patient all medication not authorized by attending physician or head nurse. Ensures all medication received are turned over to Pharmacy for further disposition.
4. Annotates all valuables on VA Form, valuables envelope. Places items in the locked storeroom safe.
5. At time of discharge, leave of absence or other disposition of patient, the incumbent physically checks all valuables in storage against items on 3x5 cards, obtains signature of beneficiary as to receipt, and releases valuables to him.

Clothing Accounts Activities:

1. Reviews all receptacles for beneficiary's valuables prepared by Admission Clerk or night Medical Administrative Assistant for accuracy and content.
2. Conducts daily inventory of all valuables received into storeroom for preceding day. Verifies accuracy of articles listed on 3x5 cards against items in storage.
3. Receives oral or written complaints regarding alleged missing clothing and/or valuables. Investigates authenticity of complaint by locating missing articles or recommending appropriate action satisfying the veteran's claim.
4. Conducts semi-annual audits of clothing and valuables performed by representatives of management and EMS. Pulls 3x5 card or VA Forms. Locates clothing or valuables record of

each individual checked. Corrects deficiencies noted at time of audits and recommends corrective measures to preclude recurrence of errors.

5. Ensures good order and cleanliness of the Patient Clothing Room. Maintains area in a highly satisfactory manner, free from dust. Neatly and orderly arranges racks, uniforms and patient clothing.

Skill and Knowledge: The work requires receiving skills as identifying incoming items, knowing the specific locations established for items, and how these locations are identified. Applying this knowledge to storing incoming personal effects. To further ensure items are properly stored, placing and arranging items in consideration of established procedures. The worker uses identification skills to retrieve items from storage and issue hospital clothing. The work also requires inventorying skills and knowledge to prepare the forms of the work area.

Responsibility: The supervisor assigns work through oral and written instructions that clearly indicate where and how items are to be stored, maintained in storage, issued, signed out, and checked in.

The worker is expected to complete repeated assignments with little review during their progress.

The supervisor explains methods and procedures for any new assignments, and checks to see that completed work meets requirements.

Physical Effort: The work is performed on hard surfaces and in work areas that requires standing, stooping, and bending.

Working Conditions: The work is generally done in areas that are well lighted, heated, and ventilated.

ADDENDUM**PATIENT SAFETY COMPETENCY STATEMENT**

The incumbent will be responsible for promoting a culture of safety and will fully cooperate in efforts to improve patient safety and eradicate potential events including the reporting of events resulting in actual or potential injury to a patient. Incumbent must demonstrate knowledge of the reporting procedures involving safety issues relating to patients.

POSITION EVALUATION STATEMENT

Nature of Action: New**Position No:** 7983-0**Proposed Title, Series, Grade:** Program Support Clerk, GS-0303-03**Final Title, Series, Grade:** Personal Effects Worker WG-7601-04**Organization:** Medical Administration Service**Discussion**

This is a new position in the Medical Administration Service (MAS). Previously the work has been performed in the Environmental Management Service. The primary purpose of this position is to receive patient clothing and personal effects; issues hospital attire such as pajamas, robes, etc.; maintain records; conduct inventories; and, maintain an orderly clothing area.

References: (a) Introduction to the Federal Wage System Job Grading System TS--44 Sep 1981, TS-13 Sep 1970, TS -1 Sep 1968;
 (b) OPM Handbook of Occupational Groups and Families January 2008;
 (c) PART II Trade, Craft, or Labor Job Families and Occupations, 7600 – Personal Services Family

Pay Plan, Series, and Title Determinations

A position is exempt from the General Schedule (GS) if its primary duty involves the performance of physical work that requires knowledge or experience of a trade, craft, or manual labor nature. It is subject to the General Schedule, however, even if it does require physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual labor work. The primary duties of this position involve the custody and control of patient clothing and personal effects. The work involves the receiving and storing of bed patients' clothing and personal effects, simple record keeping, inventorying and maintaining an orderly storage area. The checking of patient clothing involves physical work (collecting, lifting, marking, and storing clothing) and is akin to the personal services rendered by locker-room attendants and wardrobe handlers. Work of this type falls under the Federal Wage System (FWS). It is covered by the Personal Services, WG-7600, family, which is defined as work "providing grooming, beauty, or other personal services to individuals, patrons, guests, passengers . . . or attending to their personal effects."

The Personal Services, WG-7600, family covers the primary duties, but has no series specifically established for collecting, storing, or safeguarding personal effects. This job family includes occupations concerned with providing grooming, beauty, or other personal services to individuals, patrons, guests, passengers, entertainers, etc., or attending to their personal effects. Jobs that cannot be identified with an established occupation within their family are assigned to the miscellaneous 01 series of the family. Hence, the work is coded to the WG-7601 series.

No title has been prescribed for the WG-7601 series. However, VA has established a Personal Effects Worker title for the 7601 series.

Grade Determination

There are no grading criteria for positions assigned to the WG-7601 Series. Positions are evaluated by cross referencing an occupational series involving similar work. Tools and Parts Attending, 6904 Series criteria are being used to evaluate the work this position.

The WG-04 Tools and Parts Attendant's work involves performing various tools and parts room receipt, storage, identification, issue, minor repair, and inventory tasks according to clear and specific instructions on where and how to do the work. This work is very similar to that performed by the Personal Effects Worker position that receives patient clothing and personal effects; issues hospital attire such as pajamas, robes, etc.; maintains records; conducts inventories; and, maintains an orderly clothing area.

Skill and Knowledge: Grade 4 attendants apply such receiving skills as checking numbers and names of items on container labels of incoming stock, and matching this information with that shown on receiving reports; know the specific locations established for items, and how these locations are marked, tagged, or otherwise identified; They apply this knowledge to store incoming stock and to put away items returned by using personnel. To further insure

items are properly stored, Grade 4 attendants place, arrange, and rotate some items in consideration of their shelf life, age, and code date. Grade 4 attendants select and obtain items from stock through routine identification skill. The Personal Effects Worker is not involved with rotating items in the personal effects area but the worker must have the skills to locate and identify a patient's personal items when they are discharged from the facility. At this grade level the attendants know how to complete such entries as issue and turn-in dates, item names, and stock or part numbers on issue and turn-in forms. At this level the worker counts items in bin and other storage locations during inventory of stock on hand, and give such information to the supervisor or to supply personnel responsible for the inventory. Although the work is not identical, they are similar skills and knowledge requirements. The position meets the WG-04 skill and knowledge level.

Responsibility: The supervisor assigns work through oral and written instructions that clearly indicate where and how items are to be stored, maintained in storage, issued, signed out, and checked in. Grade 4 attendants are expected to complete repeated assignments with little review during their progress. The supervisor explains methods and procedures for any new assignments, and checks to see that completed work meets requirements. The position meets the WG-04 level for responsibility.

Physical Effort: The work is performed on hard surfaces and in work areas that requires standing, stooping, and bending.

Working Conditions: The work is generally done in areas that are well lighted, heated, and ventilated.

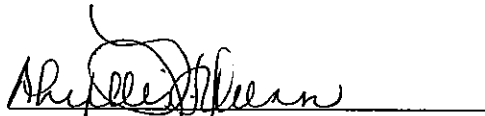
Final Classification Determination: Personal Effects Worker, WG-7601-04.

FLSA Determination: Nonexempt.

Bargaining Unit Determination: This position is inside the bargaining unit.

Competitive Level: X01

Risk Level: Low



PHYLLIS N. DUNN

Human Resources Specialist (CLASSIFICATION)

May 06, 2008

Date



STATION NUMBER/ORGANIZATION

549/136

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Personal Effects Worker, WG-7601-04

POSITION DESCRIPTION NUMBER (PD #)

7983-0

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 and 732.201.

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	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	7

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
- NON-CRITICAL SENSITIVE
- 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)

Intoya Butler-Cleveland 5-21-08

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

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)

Phyllis N. Dunn
PHYLLIS N. DUNN, Human Resources Specialist

05/06/2008