

POSITION DESCRIPTION (Please Read Instructions on the Back)

PERSONNEL SERVICE COPY

1. Agency Position
07367-A

Reason for Submission: Redescription New Reassignment Other (Show any positions replaced)

3. Service: Hdqtrs Field

4. Employing Office Location: VAMHCS - Baltimore

5. Duty Station: Perry Point

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements: Executive Personnel Financial Other

10. Position Status: Competitive Excepted SES (Gen.) SES (CR)

11. Position is: Supervisory Managerial Neither

12. Sensitivity: 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive

9. Subject to IA: Yes No

13. Competitive Level: X01

14. Agency Use:

Statement of Difference for Parent Pd #00052A,
Materials Handler. WG-6907-05, dated
02/13/93

3. Classified/Graded by:	Official Title of Position	Pay Plan	Occupation	Gra	Initial	Date
U.S. Office of Personnel Management						
Department, Agency or Establishment						
Second Level Review						
First Level Review						
Recommended by Supervisor or Initiating Office	Materials Handler	WG	6907	4	JMC	

6. Organization Title of Position (If different from the official title)

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

First Subdivision
VA Maryland Health Care System

Second Subdivision
Position and Materiel Management Service

c. Third Subdivision
Storage & Distribution Section

d. Fourth Subdivision
Administrative Services

e. Fifth Subdivision

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

Signature of Employee (optional)

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.

10. **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

Type Name and Title of Immediate Supervisor
RICHARD E. STRONG, Chief, Storage & Distribution Section

Signature: *Richard E. Strong* Date: 10/19/04

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
DANIEL E. ZELASKO, Acting Assistant Director, A&MM Service

Signature: *Daniel E. Zelasko* Date: 10/19/04

11. **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

Typed Name and Title of Official Taking Action
JEFFREY M. CRAIG, Human Resources Management Officer

Signature: *Jeffrey M. Craig* Date: 11-1-04

Information for Employees. The standards, and information on their application, 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.

3. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
Employee (optional)										
Supervisor										
Classifier										

Remarks: THIS IS A BARGAINING UNIT POSITION. BUS CODE 0065

Description of Major Duties and Responsibilities (See Attached)

MATERIALS HANDLER, WG-6907-04

This position is located in the Storage and Distribution Section of A&MM Service and provides warehouse support to an active affiliated medical center and satellite activities.

MAJOR DUTIES

Incumbent assists in the receipt, inspection, storage and issue of all supplies and equipment as are required to support a Medical Center, Outpatient Clinic, Regional Office and other satellites.

Incumbent opens crates, boxes, cartons and other shipping containers as necessary. Removes contents and checks received items against receiving reports for accuracy. Inspects all items received for condition. Advises Supervisor of any discrepancies in quantity or condition.

Incumbent is responsible for delivery of incoming supplies and equipment to requestors and for obtaining proper receipts therefor. Incumbent is responsible for pick-up of turned in property of all sorts and for issuance of receipts therefor.

FACTOR 1 - Knowledge Required by the Position

Ability to read and interpret instructions and to perform mathematical functions sufficient to receive, count and inspect various supply and equipment items in accordance with published procedures and regulations.

Ability to perform mechanical functions and use basic hand tools following written instructions for assembly of equipment components and routine supply items.

A working knowledge of warehousing, techniques including handling of rotating stock, cleanliness and safety requirements.

FACTOR 2 - Responsibility

Incumbent is responsible for accuracy and timeliness of receipts and pick-ups assigned and for accuracy of related documentation.

FACTOR 3 - Supervisory Controls

Incumbent receives daily work assignments from the Chief, Storage and Distribution Section. Work assignments may be completed independently or with assistance depending on complexity.

MATERIALS HANDLER, WG-6907-04

FACTOR 4 - Physical Demands

Incumbent pushes carts which may weigh in excess of several hundred pounds and frequently carries supplies and equipment weighing as much as 70 pounds. Adequate materials handling equipment is available.

Work involves standing, stooping, bending and a large amount of walking. Work may also be performed in tiring and uncomfortable positions.

FACTOR 5 - Working Environment

Work is performed by the incumbent in both indoor and outdoor locations under greatly varying climatic conditions including work in damp, drafty and poorly lighted areas.



STATION NUMBER/ORGANIZATION

#512 - VA MARYLAND HEALTH CARE SYSTEM

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

MATERIALS HANDLER WG-04

6907

POSITION DESCRIPTION NUMBER (PD #)

07367A

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

LUCY FLEMING, INFO SECURITY OFFICER

DATE (MM/DD/YYYY)

10/20/2004

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

MARIE JACKSON, HR SPECIALIST

DATE (MM/DD/YYYY)

10/28/2006