

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.
872A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Phoenix, AZ	5. Duty Station VA Medical Center	6. OPM Certification No.
review		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	
		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"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical Sensitiv <input type="checkbox"/> 2-Noncriti cal <input type="checkbox"/> 4-Specta l	
				13. Competitive Level Code X01	
				14. Agency Use	

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	Electrician	WG	2805	10	JH	11/13/07
e. Recommended by Supervisor or Initiating Office	Electrician	WG	2805	10		

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

17. Name of Employee (if vacant, specify)
J. Duran, S. Green, B. Winchester, A. Garcia

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Facilities Services
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision
b. Second Subdivision Carl T. Hayden VA Medical Center	e. Fifth Subdivision

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. Type Name and Title of Immediate Supervisor Sam Pullano, Supervisor, Special Systems Section	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature <i>Sam Pullano</i> Date <i>10/31/07</i>	Signature _____ Date _____

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
FWS Job Grading Standard for Electrician, 2805, (TS-55, 06/89)

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
Diane Tinsley, HR Specialist

Signature *Diane Tinsley* Date *11/13/07*

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

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

ELECTRICIAN

WG-2805-10

PD # 872A

I. PRIMARY DUTIES

Incumbent's duties include, but are not limited to, replacing defective incandescent, fluorescent, and mercury vapor lamps, and ballasts, preventive maintenance inspections and repairs, minor and major troubleshooting and repair of various electrical systems and equipment, switchgear, motors and control circuits up to 600 volts.

Incumbent must be able to coordinate and work with outside vendors and contractors on various electrical equipment. Projects, both minor and major will be performed with the use of blueprints when available. Testing of new equipment, maintenance and repair of existing equipment will be performed with the use of equipment repair manuals, when available. In cases when these documents are unavailable, the incumbent will rely on his expertise to complete the assigned task in a timely manner.

Incumbent will also keep an accurate record of time spent on assigned jobs and will enter this data on the work order by DHCP/VistA-AMES MERS.

Incumbent must be able to determine materials, supplies, and parts necessary to accomplish any phase of electrical work and furnish correct and concise information to his supervisor for procurement by use of DHCP/VistA-AMES MERS. An accurate account of materials and parts costs will be kept and entered, by the incumbent on the work order.

Maintains and supports the ADP Security Program as outlined in VA policy. This includes maintaining physical security of equipment and software, and maintaining security of electronic data on the screen and printout.

II. SKILLS AND KNOWLEDGE:

Incumbent must have a thorough working knowledge of various electrical systems, equipment, and control installations, as well as the operation and interface with other types of equipment, etc.

Incumbent must plan, install, and in general, perform the work with and without the aid of building plans, such as "as built", blueprints, wiring diagrams, engineering drawings, electrical maintenance and repair manuals, in order to accomplish the desired results.

Incumbent must have Journeyman skill levels in the use of conduit benders, both hand and power tools and a wide variety of test equipment and correct test procedures.

III. RESPONSIBILITY

Incumbent installs, modifies, and repairs a variety of electrical system components such as

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conduit, couplings, connectors, straps, boxes, panels, relays, circuit breakers, lighting fixtures, transformers, motors and controls, power circuits for computer equipment and data lines, automatic electric doors and security systems.

Incumbent must be able to prepare requests for procurement of repair parts, materials, and shop stock in correct format and request by use of DHCP/VistA-AMES MERS.

Incumbent works under the general supervision of the Shop Supervisor. Some instructions are detailed; other instructions are general and require the incumbent's skill and initiative to work out details with a minimum amount of supervision. Close attention to the work performed and directions received is demanded. When troubleshooting and analyzing operational difficulties sound judgment must be exercised.

IV. PHYSICAL EFFORT

This position requires, at times, considerable physical effort, such as lifting and carrying heavy loads up stairs, ladders, and across rooftops. Work is often performed in ceiling and crawl spaces while climbing over, on, and through beams, pipes, joists, and other construction materials. On most jobs, incumbent will work without assistance.



STATION NUMBER/ORGANIZATION
Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Electrician, WG-2805-10 872A

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 (checked). B. SCOPE OF OPERATIONS: WORLDWIDE, GOVERNMENTWIDE, MULTI-AGENCY, AGENCY (checked). C. PROGRAM RISK LEVEL: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked).

STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

Table with 3 columns: LINE NO., RISK FACTOR, RISK POINTS. Rows include Degree of Public Trust, Fiduciary Responsibility, Importance to Program, Program Authority, Supervision Received, and Total Risk Points (Sum of Lines 1-5) = 5.

STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

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. SENSITIVITY LEVEL: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked).

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 (checked).

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 (checked), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK. Sensitivity Level: NO ADJUSTMENT (checked), 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 (checked).

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR DATE (MM/DD/YYYY)
Marie Turley 6/22/06

JOB CLASSIFICATION EVALUATION STATEMENT

Current Classification: Electrician, WG-2805-10

Requested Classification: Electrician, WG-2805-10

I. REFERENCES

Federal Wage System Job Grading Standard for Electrician, 2805, dated June 1989.
Handbook of Occupational Groups and Families, dated August 2002.
Introduction to the Federal Wage System Job Grading System, dated September 1981.

II. BACKGROUND

This evaluation is the result of a review relating to the reorganization of the Carl T. Hayden VA Medical Center. The job is located in the Electrical/Electronic Section of the Engineering Department. The supervisor of this job has certified that the duties are correct.

III. FAMILY DETERMINATION

The incumbent of this job is responsible for the installation, test, maintenance, troubleshooting and repair of a variety of electrical system components and equipment. Such work is consistent with the family definition for Electrician, WG-2805.

The approved titles for non-supervisory jobs in this family are Electrical Worker and Electrician depending on the grade assigned. Based on the analysis below, the job is titled Electrician.

IV. GRADE LEVEL DETERMINATION

This job grading standard has defined three grade levels: WG-8 Electrical Worker and WG-10 and 11 Electrician. The grading of this job was derived from the most appropriate grade value, overall, of the total job and not the mechanical addition of the individual factors.

General: The incumbent duties include replacing various types of lamps, and ballasts, preventative maintenance inspections, troubleshooting and repair of various electrical systems and equipment. Incumbent must be able to perform projects with use of blueprints when available. Incumbent must rely on own expertise to complete the assigned task whenever guidance is unavailable. Such work is consistent with the WG-10 level

The WG-11 level work involves nonstandard industrial or research and development application which lack clear precedent and require extensive adaptation of methods.

Skills & Knowledge: The incumbent must have Journeyman skill levels in the use of conduit benders, both hand and power tools and a wide variety of test equipment and correct test procedures. Such knowledge and skill meet the Grade 10 level.

The Grade 11 level requires thorough knowledge of the construction, installation, operation, and troubleshooting of sophisticated circuitry and controls associated with unique projects.

The Grade 11 level requires thorough knowledge of the construction, installation, operation, and troubleshooting of sophisticated circuitry and controls associated with unique projects.

Responsibility: This job meets the WG-10 description. Incumbent must plan, install, modify and repair variety of electrical system components such as conduit, couplings, panels, relays, power circuits for computer equipment and data lines.

The WG-11 level often works directly with engineers, scientists, and sponsors to build or modify electrical circuits on the basis of rough notes and desired performance criteria.

Physical effort: Physical effort at this grade is the same as that described at grade 8 level.

Working conditions: Working conditions at this grade are the same as those described at the grade 8 level.

The grade for this job is determined to be WG-2805-10.

V. CONCLUSION

Job remains properly classified as Electrician, WG-2805-10.

FLSA: Non-exempt

LMR: This job is a bargaining unit job

Vanessa Lawson, Human Resources Specialist Intern, 11/05/2007