

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
03614-0

2. Reason for Submission  
 Redescription     New  
 Reestablishment     Other  
 Explanation (Show any positions replaced)

3. Service  
 Hdqtrs     Field

4. Employing Office Location  
VAACC

5. Duty Station  
Columbus, OH

6. OPM Certification

7. Fair Labor Standards Act  
 Exempt     Nonexempt

8. Financial Statements Required  
 Executive Personnel     Employment and Financial

9. Subject to IA Action  
 Yes     No

10. Position Status  
 Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen)     SES (CR)

11.      Neither  
 12. Sensitivity  
 1-Non-Sensitiv     3-Critical  
 2-Noncriti     4-Special

13. Competitive Level Code  
 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                             | Laborer Leader (Motor Vehicle Operating) | WL       | 3502         | 4   | UCLL    | 8/9/10 |
| e. Recommended by Supervisor or Initiating Office |  |          |              |     |         |        |

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

17. Name of Employee (if vacant, specify)

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

a. Third Subdivision  
Engineering Service

a. First Subdivision  
Veterans Health Administration

b. Second Subdivision  
Chalmers P. Wylie Ambulatory Care Center

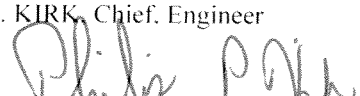
d. Fourth Subdivision

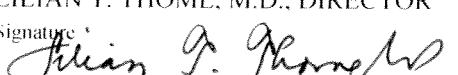
e. Fifth Subdivision

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. Type Name and Title of Immediate Supervisor  
 PHILIP T. KIRK, Chief, Engineer  
 Signature:  Date: 7/6/2010

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 LILIAN T. THOME, M.D., DIRECTOR  
 Signature:  Date: 8/11/10

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  
 See attached position report.

Typed Name and Title of Official Taking Action  
 TERI L. MZOZOYANA, Chief, HRMS  
 Signature:  Date: 8/9/10

**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.

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

24. Remarks

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

03614-0

**POSITION DESCRIPTION Laborer Leader (MOTOR VEHICLE OPERATING)  
WL-3502-4**

**I. PRIMARY DUTIES:**

This position is located in the Engineering Service at the Columbus Veterans Affairs Ambulatory Care Center (VAACC). The primary duty of this position is to assist in the coordination and planning of the valet parking program. The employee will maintain close coordination with the Supervisor in the Engineering Service to create work schedules and adjust workload based on needs and peaks.

**II. SKILL AND KNOWLEDGE:**

Employee must possess a current valid state driver's license and Physical Fitness Inquiry for Motor Vehicle Operator, SF-47. Knowledge of problem solving skills / techniques in order to obtain meaningful input to arrive at solution of identified problems. The employee must have knowledge of computer applications as they apply to the processing of statistical reports. Employee must be able to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work. Employee must have the ability to discern colors, contrast, and depth. The employee must have knowledge of and skill in operating manual and automatic transmissions. Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Knowledge of federal, state, and local safety and traffic rules and regulations for operating vehicles. Employee must be skilled in defensive driving techniques. Employee must maintain safe driving record both as Government Operator and while operating private vehicles over public roads. Reliability and dependability necessary to meet deadlines. Employee must be able to converse with all people with many different levels of education, and must maintain a courteous and pleasant disposition.

**III. RESPONSIBILITIES:**

Employee is under the supervision of the Supervisory General Engineer. The employee will maintain close coordination with the Supervisor in the Engineering Service to create work schedules and adjust workload based on needs and peaks. Employee insures all information from daily traffic sheets for reporting of statistical data is correct. Employee handles complaints received from co-workers and professional staff and reconciles on the spot problems of veterans and families. The employee must maintain a courteous rapport with veterans, relatives, and law enforcement officials at all times. Employee must use tact and diplomacy in denying requests for services when indicated. The leader responsibilities include duties such as: accomplishing a variety of specialized administrative services; assigns, directs work of the motor vehicle operators and carries out the training of the motor vehicle operators; addresses veteran complaints. It is

recognized that the leader must also engage in the day-to-day work of the program. Employee provides interpretations of instructions applicable to this section. Employee provides guidance by evaluating, suggesting, and developing methods to better serve the veterans. Employee must demonstrate the ability, knowledge, and potential for performing in a variety of section positions in the absence of other motor vehicle operators. Employee is responsible for communicating information to the section personnel through regular meetings, day-to-day contacts or individual encounters. Employee will solve day-to-day problems, bringing to the attention of the Supervisory General Engineer such matters that may affect the effectiveness of the section. Employee insures that new employees receive necessary training. Employee keeps the Supervisory General Engineer informed as to workloads, accomplishments, and any potential problem areas.

#### **IV. PHYSICAL EFFORT:**

Physical effort is light to moderate. Work requires reaching, turning, or moving hands, arms, feet, and legs to operate vehicles. Must have good eyesight, depth, and color perception and use of all limbs, and must be alert and follow prescribe safety precautions and procedures. Employee sustains a high level of mental application throughout the workday exerting continuous concentration to anticipate the demand of valet services. Employee observes all safety regulations and requires all passengers to do the same.

#### **V. WORKING CONDITIONS:**

The employee works mostly outside and operates vehicles in all kinds of weather. The employee is exposed to dirt, fumes, and weather extremes. Employee will navigate lanes of traffic while walking.

#### **VI. SPECIAL REQUIREMENTS:**

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statues and policy, and VHS&RA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access agreement that the employee signs.

#### **VII. INFORMATION SECURITY:**

In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Health Insurance Portability and Accountability Act (HIPPA) of 1996, Public Law 104-91, and Department of Health and Human Services Privacy Rule, December 2000, concerning the patient's right to privacy and confidentiality of all records relating to patient care. The incumbent is responsible for (1) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion; (2) following

applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in an automated information system security access agreement, which incumbent signs. This position is designated as non-sensitive. Safeguards privacy data/sensitive policy-making data against unauthorized disclosure. Safeguards his/her user access code(s) from authorized disclosure and use. Notifies ISO or designated alternate upon disclosure or suspected disclosure of sensitive data by others. Regularly follows and adheres to established policies and procedures of the VAACC's Automated Information System (AIS) security program, as specified in Clinic Memorandum IRM-02.

#### **VIII. GEMS:**

The VA Green Environmental Management System (GEMS) seeks to cost-effectively meet or exceed compliance with applicable Federal, state and local environmental; public health; and resource protection laws, regulations, and VA requirements. Employees need to be aware of and familiarize themselves with how their activities, including purchasing, consumption, and recycling decisions, impact VA's goal to implement sound stewardship practices that are protective of the air, water, land, and other natural and cultural resources.