

POSITION DESCRIPTION (Please see Instructions on the Back)						1. Agency Position No. 652-2561					
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Richmond, VA		5. Duty Station Richmond, VA 652		6. OPM Certification No.			
Replaces PD#652-1845A		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 Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code T01			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in _____) <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 type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		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		Educational Technician (CA)				GS	1702	07			
e. Recommended by Supervisor or Initiating Office		Education Training Technician				GS	1702	07			
16. Organization Title of Position (If different from the official title) Education Training Technician						17. Name of Employee (if vacant, specify) Vacant					
18. Department, Agency, or Establishment Department of Veterans Affairs						c. Third Subdivision VAMC Richmond, VA					
a. First Subdivision Veterans Health Administration						d. Fourth Subdivision Education Service					
b. Second Subdivision Mid-Atlantic Healthcare Network						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 Kristin Windon, ACNSE						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Lenore Joseph, MD, ACOSE					
Signature <i>Kristin Windon</i>			Date 4/7/11			Signature <i>Lenore M. Joseph</i>			Date 4/7/2011		
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 ORM PCF for Education and Training Series, GS-1702, TS-109 dated October 1991; ORM Grade Level Guide for Clerical and Assistance Work, TS-91 dated June 1989					
Typed Name and Title of Official Taking Action Rachel Breedlove HR Specialist (Classification) VISN 6						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.					
Signature <i>Rachel Breedlove</i>			Date 4/26/11								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks Position is at the full performance level. BUS Code: 1272 Position Risk/Sensitivity Level: Tier 1/NACI/SF85											
25. Description of Major Duties and Responsibilities (See Attached)										# 2643	

Educational Technician (OA)
GS-1702-07

Introduction

The position is located in the Department of Veterans Affairs (VA), Veterans Health Administration (VHA), Mid-Atlantic Health Care Network (VISN 6), in the Richmond VA Medical Center, Education Service, Richmond, VA. The primary purpose of the position is to coordinate innovative, comprehensive, and goal directed educational systems for all employees. Assists with arrangements for speaker services from private companies and institutions, as necessary, with consideration to target audience, program requirements, costs, and facilities; and arranges for appropriate contracting specification. Responsible for providing training as required. Responsible for local travel and training requests; assisting with affiliation agreements for trainees; and assists with a number of other departmental initiatives.

Major Duties

Registration, Notification, Eligibility Determination, Quota Management and Student Counseling **50 %**

Performs work directly related to student registration processes. Retrieves data and provides specialists with reports on status of enrollment, etc. Adjusts data field options as appropriate and recommends changes in registration system as appropriate. Provides input in training program planning, based on activity in automated system. Performs duties associated with quota management. Coordinates quota requirements for multiple organizations, and/or across organizational lines. Maintains and allocates quotas, comparing available quotas with the training program roster to ensure compatibility. Transmits information on substitutions, cancellations, and additional quota requirements via a manual process or automated system. Insures consistency with regulatory requirements. Performs work directly related to tuition and travel requests. Allocates assigned educational space in a manner that forecasts hospital-wide needs and ensures effective use of overall space. Markets educational events through appropriate means. Maintains a master calendar of events which projects educational planning for the next 12-15 months. Summarizes participant training data on mandatory topics for VISN requested quarterly reports. Maintains and troubleshoots the VA Education program system and provides employees, staff and supervisors training on system user interface. Manages the administrative components for nursing affiliations with regard to initiating and preparing initial Affiliation Agreements and their renewals.

Assists instructors in presenting instruction in one or more subject areas using established lesson plans or outlines. Analyzes student evaluations and recommends improvements to the Program of Instruction.

Contract Support, Records Management, Course Logistics and Support 50%

Performs logistical support work necessary to ensure the effective operation of training program activities. Coordinates and controls the use of training facilities, equipment and materials including special needs and or logistical problems. Provides logistical support and training records management to training programs through the VA Education System Manager functions. Identifies and recommends ways of eliminating, combining, simplifying, or improving procedures and processes, provides technical advice and assistance to clinical instructors and programs regarding training records management. Performs clerical or technical duties associated with developing, revising, maintaining, and/or instructing training courses. Maintains tuition and travel requests and EISP/NNEI transactions with all related documents, ensures timely entry of approved requests and subsequent documents/documentation, and follows through with record management of all associated documents.

The incumbent purchases goods and services for amounts up to \$2500.00. Completes 1358's, 2237's, public vouchers, and reconciles payments for each order. Refers concerns that are beyond the scope of job responsibilities to the appropriate person. Upon receiving codes from Information Technology, Fiscal Service, or Material Management Service, keeps a confidential log for reference for future travel and tuition.

Factor 1, Knowledge Required by the Position

Requires practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform the full range of education and training support assignments such as course registration, or course logistics and to resolve recurring and non-recurring problems. Applies knowledge where the objectives are generally defined and can be accomplished by precedents or standard practice. Information necessary for assignments typically can be secured by application of conventional analytical and investigative techniques. Problems presented are generally straightforward; unknown factors and relationships are primarily matters of factual nature, and the procedures for solving problems are fairly well understood.

Factor 2, Supervisory Controls

As an Educational Technician, serves as member of the Medical Center's Education Service (ES) and under the auspices of the Associate Chief of Staff for Education and the Associate Chief of Nursing/Education. The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3, Guidelines

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Guidelines include laws, regulations, agency policy, accepted education procedures, and accepted training standards. The employee analyzes results and recommended changes.

Factor 4, Complexity

The work consists of education and training support duties that involve related steps, processes, or methods. The employee must be capable of accomplishing support processes for education and training programs such as: maintaining and managing an automated registration system, coordinating quota requirements for multiple organizations, and assisting in the management of course materials. The decision regarding what needs to be done involves various choices requiring 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 information, the kind of transactions or entries, or other differences of a factual nature.

Factor 5, Scope and Effect

The purpose of the work is to support a training development program for employees and managers. The incumbent must deal with a variety of problems, questions, and situations in accordance with established criteria. The work affects the efficiency and effectiveness of supervisors, managers, and employees, and ultimately the ability of the organization to meet training goals and objectives. The incumbent, serving as a focal point for the educational process, must function in a prudent, timely, and effective manner,

Factor 6, Personal Contacts

The personal contacts are with employees in the same agency and outside the immediate organization. Individuals contacted include professional, technical, and administrative staff at various organizational levels in headquarters offices and/or regional offices. May also contact representatives of State and local school systems, private institutions, and contractors on education matters when the contacts normally are established on a routine basis.

Factor 7, Purpose of Contacts

The purpose is to plan, coordinate, or advise on work efforts, resolving operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Factor 8, Physical Demands

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, small parts; or driving an automobile, etc. No special physical demands are required to perform the work.

Factor 9, Work Environment

Work is usually performed in offices, meeting rooms, classrooms, schools or similar settings involving everyday risks or discomforts. The work area is adequately lighted, heated, and ventilated.

Other Significant Facts

Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security

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 statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Evaluation Statement

I. References:

- (A) Position Classification Flysheet for Education and Training Series, GS-1702, TS-109 dated October 1991;
- (B) OPM Grade Level Guide for Clerical and Assistance Work, TS-91 dated June 1989;

II. Series and Title Determination

Reference (A) covers nonprofessional work of a technical, specialized, or support nature in the field of education and training. The position performs clerical and technical support duties that facilitate the work of the Richmond VA Medical Center's Education Service. The position's work requires a practical knowledge of the Medical Center's education program and its objectives, policies, procedures, and requirements. Therefore, the position is assigned to Reference (A) for series.

Reference (A) does not contain grade level criteria and indicates that positions are to be evaluated by the criteria in standards or guides for work that is most closely related to the position. Reference (B) covers the work of processing transactions and performing various office support and miscellaneous clerical and assistance duties within a framework of procedures, precedents, or instructions. Reference (B) defines assistance work as performing technical work to support the operation of the programs of an organizational unit. The work requires a working knowledge of the processes and procedures of an administrative field and the mission and operational requirements of the unit.

In addition to the knowledge of the education program, the position requires a practical knowledge of standard procedures in a technical field (education), requiring extended training or experience, to perform the full range of education and training support assignments such as course registration, or course logistics and to resolve recurring and non-recurring problems. *Educational Technician* is the authorized title for nonsupervisory positions at grades GS-4 and above involved in training support. Since the position also requires office automation duties and the skill of a qualified typist, that requirement is reflected in the parenthetical title *Office Automation*.

The correct title of the position is *Educational Technician (Office Automation)*.

III. Grade Determination (Application of Reference (B))

Reference (B) provides general criteria for use in determining the grade level of non-supervisory clerical and assistance work. The Guide describes the general characteristics of each grade level from GS-1 to GS-7 and uses two factors for grading purposes (1) nature of assignment, which includes knowledge required and complexity

of the work, and (2) level of responsibility, which includes supervisory controls, guidelines, and contacts.

Nature of Assignment

At the GS-6 grade level, technical or assistance work requires considerable evaluative judgment within well-defined, commonly occurring aspects of an administrative program or function. The work may involve providing direct assistance to specialists or analysts by performing a segment of their work, or it may involve responsibility for a stream of products or continuing processes based on direct application of established policies, practices and criteria. Assignments involve a relatively narrow range of situations that occur in a broad administrative program or function. This work typically involves identifying issues, problems, or conditions and seeking alternative solutions based on evaluation of the intent of applicable rules, regulations, and procedures.

At this level, assignments requiring evaluative judgment are narrowly focused, address a single product or action, and are relatively clear cut. The employee usually deals with problems that remain stable and resemble past problems or situations. There may not be one absolutely correct solution, only a best or most appropriate one. Work requires practical knowledge of guidelines and precedent case actions relating to a program area equal to that acquired through considerable work experience or specialized training. The work also requires the skill to recognize the dimensions of a problem and express ideas in writing.

At the GS-7 grade level, work consists of specialized duties with continuing responsibility for projects, questions, or problems that arise within an area of a program or functional specialty. Assignments involve a wide variety of problems common to the function for which the employee is responsible. Typically, assignments consist of a series of related actions prior to final completion. Decisions or recommendations are based on development and evaluation of information that comes from various sources. The work involves identifying and studying factors and determining their interrelationships to the defined area of work. The employee must be concerned about taking or recommending actions that are consistent with the objectives and requirements of the program.

The work at the GS-7 grade level requires knowledge and skill to recognize the dimensions of the problems involved, collect the necessary information, establish the facts, and take or recommend action based on established guidelines. The work also requires practical knowledge, developed through increasingly difficult, on-the-job training or experience dealing with operations, regulations, principles, and peculiarities of the assigned program function or activity.

The GS-7 grade level is met. The position retrieves and collects information for the Educational Service and has continuous and final administrative responsibility to manage those functions, as described at the GS-7 level. The position requires practical

knowledge of standard procedures in a technical field, requiring extended training or experience, to perform the full range of education and training support assignments such as course registration, of course logistics and to resolve recurring and non-recurring problems. The incumbent applies this knowledge where the objectives are generally defined and can be accomplished by precedents or standard practice. The complexity of the work consists of education and training support duties that involve related steps, processes, or methods. The employee must be capable of accomplishing support processes for education and training programs such as maintaining and managing an automated registration system, coordinating quota requirements for multiple organizations, and assisting in the management of course materials. The decisions regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken by the incumbent or response to be made differ in such things as the source information, the kind of transactions or entries, or other differences of a factual nature.

The incumbent identifies or studies factors or conditions and determines their interrelationships prior to completion as typical of the GS-7 grade level.

Level of Responsibility

At the GS-6 grade level, the supervisor assists with precedent assignments by providing an interpretation of policy or the concepts and theories of the occupation. Completed work is evaluated for appropriateness and effectiveness in meeting goals. Guidelines such as regulations, instructions, evaluation criteria, and prior case files are available, but are often not completely applicable to the assignment or have gaps in specificity. The employee uses judgment to interpret and adapt guidelines to specific problems. Decisions and recommendations are based on facts and conventional interpretations of guides rather than on theory or opinion. The employee contacts others to provide, receive, or develop information to identify problems, needs, or issues and/or to coordinate work or resolve problems.

At the GS-7 grade level, the supervisor makes assignments in terms of objectives, priorities, and deadlines. The employee independently completes assignments in accordance with accepted practices, and resolves most conflicts. Completed work is reviewed for appropriateness and conformance to policy. Guides, such as regulations, policy statements, and precedent cases tend to be general and descriptive of intent, but do not specifically cover all aspects of the assignment.

The guides apply less to specific actions and more to the operational characteristics and procedural requirements of the function. Employees must use significant judgment and interpretation to apply guides to specific cases and adapt procedures to accommodate unusual situations. The contacts and their purpose are usually the same as GS-6 grade level. However, the employee, to a greater degree, serves to as a central point of

contact to provide authoritative explanations of requirements, regulations, and procedures, and to resolve operational problems or disagreements.

The GS-7 grade level is fully met. The assignments are broadly defined by procedures and instructions typical at the GS-7 level. The position works independently and work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Guidelines include laws, regulations, agency policy, accepted education procedures, and accepted training standards. The employee analyzes results and recommends changes. The incumbents' personal contacts are with employees in the same agency and outside the immediate organization, such as medical center employees, veterans, vendors, contractors, etc. Individuals contacted include professional, technical, and administrative staff at various organizational levels in headquarters offices and/or regional offices. The incumbent has contacts with representatives of State and Local school systems, private institutions, and contractors on education matters when the contacts normally are established on a routine basis. The purpose of the contacts are to plan, coordinate, or advise on work efforts, resolving operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

IV. Summary

By comparison with the Guide, the duties and responsibilities of the position are at the GS-7 grade level.

Nature of Assignment:

Knowledge	7
Complexity	<u>7</u>
Level:	7

Level of Responsibility:

Supervisory Controls	7
Guidelines	7
Contacts	<u>7</u>
Level:	7

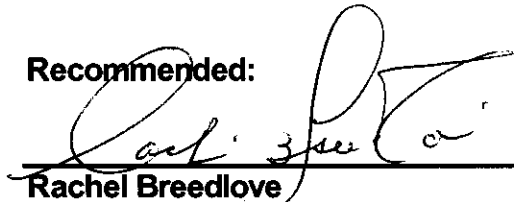
V. FLSA Determination

The duties have been reviewed for FLSA coverage against the exemption criteria established in 5 CFR 551.205-207. The exemption criteria was not met under the Executive Exemption Criteria, Administrative Exemption Criteria or the Professional Exemption Criteria and is therefore covered by the Act and are referred to as FLSA non-exempt under Part 551.

VI. Decision

Educational Technician (OA)
GS-1702-07
FLSA – Non-Exempt

Recommended:

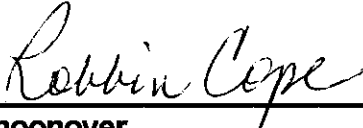


Rachel Breedlove
HR Specialist (Classification) VISN 6

4/26/11

Date

Concur:



Sandra Schoonover
Supervisory, HR Specialist (Classification) VISN 6

4/26/2011

Date

Position Designation of National Security and Public Trust Positions

Position Designation Record

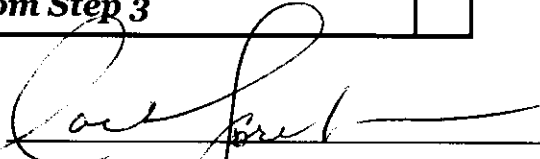
Agency Department of Veterans Affairs
Position Title Educational Technician (OA)
Series and Grade/Pay Band GS-1702-07
Position Description Number PD# 2561

Duties	Degree of Potential for Compromise or Damage
<i>Protection of government funds</i>	Limited impact One or more of the following: <ul style="list-style-type: none"> • Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million • Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations • Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause limited impact on government programs or operations
<i>Protection of personal, private, sensitive, but unclassified/controlled unclassified, or proprietary information (including PA and FOIA, etc.)</i>	Limited impact Access to personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level

Adjustment for program designation and level of supervision	
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Designation Level	Suitability	
	Investigation	Form Required
Tier 1	NACI	SF 85

Total Points Designation	
Total Initial Position Designation Points from Step 2	2
Adjusted Position Designation Points from Step 3	12

Signature:  Date: 4/25/2011

Name: Rachel Breedlove, HR Specialist
 (Classification), VISN 6

For Official Use Only

POSITION DESCRIPTION (Please Read Instructions on the Back) **HUMAN RESOURCES COPY**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Richmond, Virginia	5. Duty Station 652	1. Agency Position No. 652-1845A 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 Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in _____) <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 Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	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	Education Technician (OA)	GS	1702	5	FC	12/8/05
e. Recommended by Supervisor or Initiating Office	Education Technician (OA)	GS	1702	5		

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

17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Chief of Staff
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Education Service Line
b. Second Subdivision 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 Lygia L. Arcaro, RN, Associate Chief Nurse/Education	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Karen M. Sanders, MD, Associate Chief of Staff/Education
Signature: <i>Lygia L. Arcaro</i> Date: <i>12/8/05</i>	Signature: <i>Karen M. Sanders</i> Date: <i>12/8/05</i>

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.

Typed Name and Title of Official Taking Action FRAN CLARK, HR Specialist	22. Position Classification Standards Used in Classifying/Grading Position OPM PCF for Education and Training Series GS-1702, Oct 1991, JPF Assistance work in HR, GS-200, Dec 2000, PCG for Clerical and Assistance Work, GS-303, Nov-1990.
Signature: <i>Fran Clark</i> Date: <i>12/8/05</i>	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
BUS: 0065 Cancelled as of 4/26/07 Explained by PD # 2559, 2560, 2561

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