

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.
3031A

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.	
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 checked="" type="checkbox"/> Yes <input 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"/> 2-Noncriti cal <input type="checkbox"/> 3-Critical Sensiti <input type="checkbox"/> 4-Specia		13. Competitive Level Code 201	
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	Laundry Worker	WG	7304	02		12/14/07
e. Recommended by Supervisor or Initiating Office	Laundry Worker	WG	7304	02		

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 Facilities Services
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Environmental Management Division
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 John Flowers, Assistant Administrator EMD Signature <i>John A. Flowers</i> Date 11-9-07	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Signature _____ Date _____
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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 Laundry Working, 7304, TS-2, 09/68

Typed Name and Title of Official Taking Action
Diane Tinsley, HR Specialist

Signature *Diane Tinsley* Date 12/14/07

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

Description of Major Duties and Responsibilities (See Attached)

LAUNDRY WORKER

WG-7304-2

PD # 3031A

I. PRIMARY DUTIES

Performs such tasks as sorting, classifying, and weighing soiled linen; folding, counting, bundling, and stacking rough dry linen and special items; feeding linen into the flatwork ironer; receiving, counting and stacking ironed linen; and filling racks, baskets, or carts with clean linen items.

Incumbent unloads washed linen items from washer-extractor machines and transports washed linens either to the flatwork ironer or to the driers using a hoist and overhead monorail system.

Loads and unloads driers utilizing overhead monorail and carts. Sets and operates driers in the absence of the Drier-man.

The incumbent will be required to participate in laundry area cleaning activities.

II. SKILL AND KNOWLEDGE

Incumbent must be able to understand and follow oral and written direction. Must work according to predetermined procedures for loading and unloading driers and unloading washer-extractors and must keep within established production standards. Employee is required to have some familiarity with and infrequently perform the setting of drier formula functions on driers when the Drier-man is on leave. Incumbent is not frequently required to load, set formulas for, or run washer-extractors; but will receive training in this area in the event he/she is needed to temporarily fill-in for the Washer-man. Incumbent must perform linen classification, sorting, and stacking.

III. RESPONSIBILITY

Incumbent is under the direct supervision of the Textile Care Processing Facility Manager. Training is given for all existing procedures and tasks by the Textile Care Processing Facility Manager. Continuous observation and on-the-spot correction of errors is also made by the Textile Care Processing Facility Manager.

Initiate a leave request in the computer, make written reports of accidents, injury or job acquired illnesses.

IV. PHYSICAL EFFORT

Is required to continually stand, walk, bend, lift, push, and carry to satisfactorily accomplish his/her duties. Workers continually handle stacks, bags, or bundles of laundry weighing up to 10-

POSITION DESCRIPTION

20 pounds; and routinely lift bulk linen bags or bundles weighing over 45 pounds. Workers will obtain assistance from co-workers when lifting in excess of 50 pounds.

V. WORKING CONDITIONS

Is subject to extremes of heat, humidity, noise, and airborne lint.

Must continually be safety conscious, exercising caution when working around machinery and slippery floors.

Is required to wear properly adjusted comp vest back brace while unloading washer/extractors.

When required to sort laundry from patients, must wear protective mask, gloves, gown, and comp vest.

Must continually be safety conscious, exercising caution when working around machinery and slippery floors.

VI. OTHER SIGNIFICANT FACTS

In the performance of official duties, the employees has access to printed and electronic files containing sensitive information which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws and regulations.

The employee is responsible for

- 1) protecting that information from unauthorized release or from loss, alternation, or unauthorized deletion, and
- 2) following applicable regulations and instructions regarding access to computerized files release of access codes, etc. as set out in the computer agreement and VA Policy Memorandum.

JOB CLASSIFICATION EVALUATION STATEMENT

Current Classification: Laundry Worker, WG-7304-2

Requested Classification: Laundry Worker, WG-7304-2

I. REFERENCES

Federal Wage System Job Grading Standard for Laundry Working, 7304, TS-2, dated September 1968.

II. BACKGROUND

This evaluation is the result of a review relating to the reorganization of the Carl T. Hayden VA Medical Center. The supervisor of this job has certified that the duties are correct.

III. JOB AND TITLE DETERMINATION

The incumbent of this job is required to perform work such as receiving, sorting, and marking soiled linen; processing flatwork items; assembling and issuing clean laundry. Such work is consistent with the job definition for Laundry Working, WG-7304. The approved title this job is Laundry Worker.

IV. GRADE LEVEL DETERMINATION

This job grading standard has defined two grade levels: WG-1 and 2 Laundry Worker. 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.

The incumbent must work according to predetermined procedures for loading and unloading driers and unloading washer-extractors and must keep within established production standards. The supervisor provides continuous observation and on the spot correction of errors. The incumbent is required to continually stand, walk, bend, lift, push, and carry to satisfactorily accomplish his/her duties. Working conditions is subject to extremes of heat, humidity, noise, and airborne lint. The grade for this job is determined to be WG-7304-2.

V. CONCLUSION

Job remains properly classified as Laundry Worker, WG-7304-2.

Vanessa Lawson, Human Resources Specialist Intern, 11/13/2007



LOCATION NUMBER/ORGANIZATION
Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Laundry Worker, WG-7304-02 3031A

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, 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. 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, 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) (checked), 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 (checked)
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) 6/22/06