

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

1. Agency Position No. **23151A**

2. Reason for Submission:  Redescription  New  Reestablishment  Other

3. Service:  Hdqtrs  Field

4. Employing Office Location: **VAPSHCS**

5. Duty Station: **Seattle VAMC Am Lk Seattle**

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-Noncritiv  4-Special

13. Competitive Level Code: **X01**

14. Agency Use: **DD65**

Explanation (Show any positions replaced): **\*see below**

Pen & Ink word change updates of WG-5 Warehouse PD.

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	<b>Materials Handler</b>	<b>WB</b>	<b>6907</b>	<b>5</b>	<b>RLA</b>	<b>7-14-06</b>
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Dept. of Veterans Affairs**

a. First Subdivision: **VHA**

b. Second Subdivision: **VAPSHCS**

c. Third Subdivision: **Facilities Mgmt**

d. Fourth Subdivision: **Warehouse Supply Service**

e. Fifth Subdivision

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

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 statues or their implementing regulations.

a. Type Name and Title of Immediate Supervisor: **Keith Deakings, Warehouse Manager., FMS**  
Signature: **Keith A. Deakings** Date: \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **Mark A. Huff, Logistics Manager, FMS**  
Signature: **Mark A. Huff** Date: **6-14-06**

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: **Ronald L. Classen, HR Specialist**  
Signature: **Ronald L. Classen** Date: **7-14-06**

22. Position Classification Standards Used in Classifying/Grading Position: **Materials Handler, WB-6907, TS-58, 9/90.**

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: **\* Replaces P.D. #23151A, Materials Handler, WB-6907-5, dtd 10-1-93. Position requires regular + recurring driving of 5% ton vehicle - new hires must undergo drivers record review!**

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

## MATERIALS HANDLER (WG-6907-5)

### I. SKILL AND KNOWLEDGE

- a. Incumbent is required to maintain pending delivery files by segregating purchase orders according to obligation numbers, logging same, and filing according to vendor and delivery dates. Reviews pending delivery files to identify orders with expired delivery dates; logs and forwards delinquent purchase orders, and updates pending delivery files. Incumbent notifies Purchasing Section and Personal Property Section regarding receipts which are discrepant, over, short, or damaged. Incumbent maintains shipping and receipt logs, and must be familiar with forms used for shipping and mailing. These duties are performed without direct supervision; completed results are reviewed by the Warehouse Manager.
- b. Incumbent automatically inventories processed stores levels as requests are filled and issues are made.
- c. Incumbent is required to operate a government vehicle in the performance of his/her duties. Driving consists of both on and off station deliveries of medical supplies and material, including prosthetic items within the local area. Scheduled deliveries of excess property are driven to the American Lake holding area. The incumbent must be familiar with methods employed to secure both covered and uncovered cargo for safe transport. Driving duties are rotated on a monthly basis.
- d. Incumbent must be able to identify hospital type items, and various supply documents used for excess, turn-in, and receipt, including those forms utilized by the VA, GSA and NAC Center. Incumbent will process and sign freight bills by inspecting for damage and making daily UPS shipping manifests. These duties are performed without direct supervision; results are reviewed by the Warehouse Manager.
- e. Incumbent, when designated, will assume the full duties of the Subsistence Warehouseman. Subsistence items include staple goods, packing house products, perishables, and frozen items. All perishable items must be inspected for conformance with detailed specifications. Frozen and perishable items will be weighed periodically to assure compliance with stated weights and measurements.
- f. Incumbent is responsible for proper processing of partial and final receiving reports, and must check every item received for damage, shortage, overage, and correctness as indicated on the purchase document. Results are reviewed by the Warehouse Manager.

- g. Incumbent will assist coworkers in the unloading of large shipments of supplies from vendors, freight companies, and shipments from NAC Center. Packs and stores stock items. Must be familiar with nomenclatures and documents for processing and signing receipts as storekeeper. Incumbent must be familiar with authorized fund control point and CMR official signatures, and will obtain signatures from using services as receipts for all supplies delivered. Incumbent will pack merchandise for shipment to prevent breakage or damage while in transit by parcel post, UPS, motor freight, and air carriers.
- h. Incumbent must know general layout of established bin, bulk, and other storage locations, in addition to being fully familiar with the general warehouse plan. He/She will be required to stack, palletize, rotate, mark, and tag items. Items will be selected and assembled for shipment and issue; stacks and palletized loads will be stored. These tasks will be performed without direct supervision, and incumbent must be able to direct lower-grade employees in these duties.
- i. Incumbent will operate silver recovery unit, without direct supervision. Results will be monitored by the Warehouse Manager.
- j. Incumbent must be constantly aware to practice safety and proper handling of fragile supplies and to prevent accidents while lifting heavy cartons of supplies, drugs, etc., and heavy equipment which is required to be moved. Pallet jacks, Raymond bars, carts, flatbed trucks, forklifts, conveyor system, walkie stacker, and automated shelving are some of the types of equipment to be used in this position.
- k. Incumbent is required to have knowledge of stock management and control procedures. Issue documents will be reviewed during stock pulls by incumbent to identify problems in stock balances; Employee must be familiar with CIV's, Availability Listing, and Transaction Register to prevent, identify and solve problems in this area. This activity is closely supervised by the Warehouse Manager.
- l. Incumbent will be required to assemble basic furniture, according to directions supplied by the manufacturer, using such basic hand tools as screwdrivers, hammers, pliers, and wrenches both open and socket.

## II. RESPONSIBILITY

Under the supervision of the Warehouse Manager, incumbent is responsible for the inspection, receipt, issue, inventory, and delivery of supplies and equipment used throughout the medical center. Incumbent generally does not work under direct supervision; finished results are reviewed by the Warehouse Manager.

### III. PHYSICAL EFFORT

Incumbent performs work on hard surfaces and in work areas that require standing, stooping, bending, and working in tiring and uncomfortable positions. He/She may be required to work at a rapid pace for long periods of time. Frequently lifts and carries supplies, materials, and equipment that weigh up to 70 pounds. The Warehouse Worker may handle items that weigh over 70 pounds.

### IV. WORKING CONDITIONS

Warehousing work is done inside and outside. The incumbent may work inside in areas that are hot, cold, damp, drafty, or poorly lighted. He/She may work in bad weather in such outside areas as open docks and storage yards. The work may be dirty, dusty, and greasy. The Warehouse Worker is frequently exposed to the possibility of cuts, scrapes, and bruises; falls from ladders; or injuries from materials handling equipment.

**Department of Veterans Affairs POSITION RISK AND SENSITIVITY LEVEL DESIGNATION**

STATION NUMBER/ORGANIZATION  
663/ VA Puget Sound Health Care System

SUBJECT NAME (Optional)	POSITION TITLE/GRADE Materials Handler, WG-6907-5	POSITION DESCRIPTION NUMBER (PD #) 23151A
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**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)**

<b>A. IMPACT ON EFFICIENCY OF SERVICE</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	<b>B. SCOPE OF OPERATIONS:</b> <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	<b>C. PROGRAM RISK LEVEL</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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<b>STEP 2 - POSITION RISK POINTS</b> See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2	<b>STEP 3 - POSITION SENSITIVITY LEVEL</b> National Security Classified Information
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LINE NO.	RISK FACTOR	RISK POINTS	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.
1.	Degree of Public Trust	1	<b>SENSITIVITY LEVEL</b> <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE  <b>STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER</b> <b>NOTE:</b> All positions are reviewed by Information Security Officer for access to VA information systems. <input checked="" type="checkbox"/> CONCUR WITH RISK LEVEL (See STEP 2) <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK
2.	Fiduciary Responsibility	1	
3.	Importance to Program	3	
4.	Program Authority	1	
5.	Supervision Received	1	
6.	Total Risk Points (Sum of Lines 1-5) ▶	7	

<b>RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK/NONSENSITIVE	<b>JUSTIFICATION</b>
	SIGNATURE OF INFORMATION SECURITY OFFICER Eileen Gormley, ISO
	DATE (MM/DD/YYYY) 7-14-06

**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.

<b>Risk Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK	<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE SENSITIVITY LEVEL TO: <input type="checkbox"/> NONCRITICAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> SPECIAL SENSITIVE
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**STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION**

<b>FINAL POSITION RISK LEVEL</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	<b>FINAL SENSITIVITY LEVEL DESIGNATION</b> <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE
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SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR Ronald L. Classen, HR Specialist	DATE (MM/DD/YYYY) 7-14-06
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## Evaluation of Materials Handler, WG-6907-5, PD#23151A

### **Service Line:**

Facilities Management Services, Maintenance and Operations Section, Am Lk & Seattle Divisions.

### **Background:**

This position description (pd) redescribes Materials Handler, WG-6907-5, PD#2351A. The title, job family and grade requested by the service line is: Materials Handler, WG-6907-5.

A telephone conversation with Keith Deakings, Warehouse Supervisor, information contained in this PD and in the PD being revised, were used in the evaluation of this position.

### **Job Family & Title Determination:**

This position is properly classified in the Materials Handler, WG-6907 job family.

According to the pd, this position receives, inventories, stores and distributes various hospital type items and various other supplies used by hospitals during their course of business. This requires the use of various types of equipment, such as pallet jacks, forklifts, carts, walkie stackers, etc. and knowledge of storage methods and layout such as bin, bulk, and other storage locations. The work also requires the ability to stack, palletize, rotate, mark, and tag items. The incumbent also has knowledge of stock management and control procedures sufficient to identify problems in stock balances and to spot and solve problems.

This work is encompassed by the Materials Handlers duties described in the standard, where work involves receiving, storing, shipping and distributing a wide variety of bin and bulk supplies, materials, and equipment using

mechanized, automated, and manual material moving equipment. The work in the 6907 series involves ability to log pertinent data, the ability to move, stack, bin, and position materials and equipment. Regular use of fork lifts and motor vehicles are also often required.

This position also contains regular and recurring duties of driving a 5 ½ ton truck to pick-up and deliver supplies at the two Division facilities as well as a one or two time per month trip to the Regional Offices downtown. The driver is responsible for loading and unloading the truck, sometimes receiving help from others in performing this task. This work is classifiable under the Motor Vehicle Operator, WG-5703 family standard.

A review of the 5703 standard shows these duties grade to the WG-4 level. Though the incumbent drives a vehicle slightly bigger than the weight limit in the standard for the grade, the incumbent drives on the same route every time to the same destination. The work does require driving on the highway and on some city streets; however, the work does not reach the WG-5 level.

At the WG-5 level, drivers receive various trip assignments, must be able to read a road map and determine the best route. The incumbent of this position is not required to do this. Although the incumbent is responsible for loading and unloading the vehicle, the incumbent does not use the kinds and variety of chains, binders, tie-downs and straps, etc. as referred to in the WG-5 standard. The incumbent also does not make emergency vehicle repairs or use tow equipment as described for the WG-5 level.

Since a level must be fully met in order to be credited, the driving duties of this position grade out to a WG-4, and therefore the Motor Vehicle Operation duties are not title or grade controlling. They also do not involve a majority of the incumbent's time. The Warehouse Supervisor indicates he rotates the driving duties amongst three Materials Handlers, with each worker driving for three months and then another worker is rotated into the driving position for three months. So for at least six months of the year, the incumbent is not performing driving duties. Also, during the three months of driving duties, the incumbent is driving for only approximately 1 ½ to 2 hours per day.

The standard's designated title for nonsupervisory positions in the Materials Handler, WG-6907 job family is Materials Handler. This title is approved for use by the VA in VA Manual MP6, Part V, Appendix F, Section I, Table III, pg 61.

Title and job family determination:  
Materials Handler, WG-6907.

### **Grade Determination:**

The WG-6907 job grading standard (JGS) contains job grading criteria expressed in the form of four factors: 1) Skill and knowledge, 2) Responsibility, 3) Physical effort, and 4) Working conditions. A job is graded as a whole against the level of demands found at differing grades. Single factors are not considered by themselves, but, rather, in relation to their impact on the other factors. Jobs are classified to the grade that best represent the **overall** demands of the work. The final grade for Materials Handler jobs is based on due consideration of the four grading factors of the total job.

#### *Factor 1 - Skill & Knowledge*

This job fully meets the intent of the skill and knowledge requirements for the WG-5 level.

At this level the jgs states Material Handlers (MHs) work independently and are assigned a wide range of duties requiring specialized knowledges, such as warehouse plans, methods, procedures and techniques. At this level MHs are able to operate a variety of mechanized equipment, independently complete shipping and receiving documents, use automated equipment and have a good working knowledge of manned and unmanned electromechanical devices and systems.

This position requires knowledge of purchase order, shipping and receipt logs, freight bills, UPS shipping manifests, receiving report processing, stock management, stock control procedures, CIVs, Availability Listing, and the Transaction Register. The incumbent knows the proper way(s) to load,



unload, inspect, store and dispense staple goods, packing house products, perishables, frozen items, and other bin, bulk and miscellaneous items.

Also required of this position is ability to use mechanized equipment, such as: pallet jacks, Raymond bars, carts, flatbed trucks, forklifts, conveyor system, walkie stacker, and automated shelving. The incumbent independently completes and maintains shipping and receipt logs and forms, inventorying processed store levels as requests are filled and issues made.

This position exceeds the WG-4 level where workers have only a general knowledge of the general warehouse and knowledge to perform routine and repetitive tasks. This position does not meet the WG-6 level requirements where established guidelines are sometimes not available, workers work alone (this position has three interchangeable workers who work concurrently) and are assigned responsibility for a major commodity segment or equipment group.

#### *Factor 2, Responsibility*

This position meets the requirements for the WG-5 level.

At this level the jgs states MHs are responsible for document processing and verification of quantity and condition of materials, receive general instructions from the supervisor, and tasks are usually completed without guidance as to methods, procedures or techniques. Work is spot checked upon completion.

The incumbent of this position is responsible for processing both invoices and purchase orders, inspecting goods, issuing and inventorying supplies, reporting damaged or missing items, and for making and processing final reports. General instructions are given, but the incumbent generally does not work under direct supervision. Finished results are reviewed by the supervisor.

This position exceeds the WG-4 level, where handlers work under supervisory guidance and generally perform repetitive tasks and work is spot checked in progress. The WG-6 level is not met, where the MHs are responsible for a major segment of the warehouse, determining supply

storage location, sequences of loading, unloading and making space utilization decisions independently. Work at the WG-6 level receives supervisory concern only for whether or not schedules are being kept and anticipated results are being achieved.

*Factor 3, Physical Effort*

This position meets the requirements of the WG-5 level.

At the WG-5 level, the jgs indicates MHs have the same physical requirements as those at both the WG-4 and WG-6 level. Therefore, this factor is not used to differentiate the grade level of work performed.

*Factor 4, Working Conditions*

Working conditions are the same for the WG-4/5/6 grade levels. Therefore, this factor is also not used to differentiate the grade level of work performed.

*Summary*

The final grade is based on consideration of all four of the grading factors as applied to the total job. In this case, the job equates to the WG-5 level for all four factors.

**Final title, job family & grade determination:**

Materials Handler, WG-6907-5



Ron Classen, HR Classification Specialist

7-14-06

Date