

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
**644/1587**

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

3. Service  
 New  Dept'l  Field

4. Employing Office Location  
**VAMC Phoenix, AZ**

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Employment/Financial Stmt Required  
 Yes  No

9. Subject to IA Action  
 Yes  No

10. Position Status  
 Competitive  
 Excepted (Specify)

11. Position is  
 Supervisory  
 Managerial  
 Neither

12. Sensitivity  
 Critical  
 Noncritical  
 Nonsensitive

13. Competitive Level Code  
**X01**

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Secretary (Typing)	GS	318	5	<i>CP</i>	04-10-92
e. Recommended by Supervisor or Initiating Office	Secretary (Typing)	GS	318	5		
16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacancy, specify) <b>Kawasaki</b>					

18. Department, Agency, or Establishment  
**Veteran Affairs**

a. First Subdivision  
**Carl T. Hayden VAMC, Phoenix, AZ**

b. Second Subdivision  
**Chaplain Service**

c. Third Subdivision  
**Office of the Chief**

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

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

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. Typed Name and Title of Immediate Supervisor  
**FLOID D. PARKER**  
**Chief, Chaplain Service**

Signature: *[Signature]* Date: **04-09-92**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards

22. Standards Used in Classifying/Grading Position  
**Secretary Series GS-318, 01/79 and Typing & Stenography Grade Evaluation Guide, 11/90.**

Typed Name and Title of Official Taking Action  
**O.P. FOUT, III**  
**Classification Specialist**

Signature: *[Signature]* Date: **04-10-92**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

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

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

Secretary/Typing, GS- 318-5

MAJOR DUTIES:

This position is located in Chaplain Service which serves the spiritual needs of patients, family members and staff.

The incumbent participates in the functions of Chaplain Service by performing routine administrative and miscellaneous clerical work. Based on a good working knowledge of the organization and programs of Chaplain Service, the incumbent resolves problems associated with the administrative and clerical work of the office. Within this basic structure, the incumbent performs the following duties:

- Daily maintain Chaplain's Card File of patients; clear incoming and outgoing mail; post Gains and Losses sheet, Surgery Schedule, Seriously Ill Roster and Daily Bulletin; serves as unit timekeeper; receive patients and families and make appointments for chaplains as needed; receive phone calls and relay pertinent information or calls to chaplains. Print daily computer list of all inpatients; prepare recordings of daily three minute devotional.
- Compile agenda and take minutes at staff meetings with appropriate distribution.
- Prepare Protestant bulletins for Sunday service including typing, arranging for printing and folding. Prepare special holiday bulletins as needed.
- Prepare monthly AMIS reports; maintain support files for information necessary to compile AMIS reports; prepare semi-annual AMIS report for chapel funds; keep records for statistical indicators; prepare monthly RCS 10-0141 report.
- Maintain ledger and invoices for Protestant and Catholic Chapel Funds; order literature as needed; prepare invoices and submit payment as needed.
- Maintain administrative files for service; prepare reports in final form without need of draft; prepare needed correspondence for chaplains in the pursuit of their duties; maintain budget records for service; order office supplies; maintain operational file for major faith groups; maintain hospital P&O Manual, Disaster Plan, Fire and Safety Plan and hospital goals; order religious supplies as needed; record baptisms, confirmations and marriages for service and Military Ordinariate; prepare travel vouchers for chaplains as needed.
- Open mail, screen and prepare replies on those items not requiring attention of chaplain; check outgoing mail for proper procedures and grammatical accuracy.

- Handle all memorandums requiring routine information involving administrative matters pertaining to the service such as requests for information from Library Service, requests for representatives in various campaigns, equipment requests, budget requests, etc., and prepare appropriate response.
- Maintain files for minutes of various committee meetings throughout the hospital especially those attended by chief; advise chief of agenda upon arrival and brief on any follow-up information in minutes of prior meetings; review minutes with chief after meetings and take appropriate action as it pertains to the service.
- Provide clerical support for all chaplains such as typing of manuscripts, articles and correspondence for professional and community activities.
- This position requires the utmost confidentiality as it deals with sensitive areas in the spiritual lives of patients and family members. It is of the greatest importance that patients and family members be dealt with in an atmosphere of compassion and understanding in matters relating to crises and death.
- Maintain audio-library and other literature and assist patients in selection of cassettes or literature as well as maintain a record of those items loaned.
- Assigned as Computer Applications Coordinator for Chaplain Service. The incumbent will be responsible for maintaining and supporting the ADP security program as outlined in VA, facility and/or service policy. He/She is responsible for maintaining physical security, software security, data security, and applications security.
- In the performance of official duties, the employee 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, alteration, 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 access agreement and VA Policy.
- The employee is responsible for maintaining a safe work environment. Incumbent shall follow required safety procedures and wear appropriate protective clothing at all times. All accidents, (potential hazards) regardless of the severity, are to be immediately reported to the supervisor. Violations of established safety practices will be noted by the supervisor. Employee should make all reasonable efforts to attend a fire and safety training session annually.

## FACTOR 1. KNOWLEDGE REQUIRED

### Knowledge Type III

- Knowledge of the program and services of Chaplain Service as they relate to clerical and administrative functions for the service.
- Knowledge of general office routine including filing, receptionist routines and handling phone calls.
- Knowledge of grammar, spelling, punctuation and required formats sufficient for preparation of correspondence and reports.
- Skill in operating a typewriter. Qualified typist is required.
- Knowledge of procedures to obtain support services such as printing, maintenance and supplies, as well as requesting various types of personnel training or services.

### Situation A

This service includes 7 chaplains (3 full-time, 3 part-time, and 1 intermittent). Internal procedures are simple and informal with coordination of work accomplished by chief through face-to-face discussions with staff.

## FACTOR 2. SUPERVISORY CONTROLS

The Chief, Chaplain Service, establishes the overall objectives and priorities of the service. The secretary independently plans and carries out the daily work of the office in accordance with established instructions, policies, priorities and program goals. Work is spot-checked to ensure compliance with established procedures and timely accomplishment of the work of the office.

## FACTOR 3. GUIDELINES

Guidelines typically include dictionaries; style manuals; agency instructions concerning matters as correspondence or the handling of classified information; and operating policies of the organization served.

Specific guidelines are available as needed for reference purposes. They include directives pertaining to administrative practice and clerical procedures, security regulations, correspondence manuals, and prescribed filing systems. Incumbent uses judgment in selecting guidelines for application to individual cases. Specific guidelines for ecclesiastical matters are received from the respective chaplains.

#### FACTOR 4. COMPLEXITY

The work consists of duties involving several related sequential steps, processes, and methods. Decisions made by secretary in performing situations such as recognizing situations requiring immediate or scheduled chaplain care. Differences in actions taken and responses made by secretary depend on the source of information, type of transaction, or other factual matters.

#### FACTOR 5. SCOPE AND EFFECT

The purpose of the position is to relieve the chief of the routine administrative and miscellaneous clerical work and to manage the Chaplain Service offices. The work affects the accuracy and reliability of further processes.

#### FACTOR 6. PERSONAL CONTACTS

Personal contacts involve employees from other offices within the agency, patients, family members, visiting clergy, and members of religious organizations. Secretary is required to clarify why the individual is calling in order to relate requests with appropriate faith group. Discretion is needed to determine when a contact should be referred to a chaplain by paging.

#### FACTOR 7. PURPOSE OF CONTACTS

The incumbent plans and coordinates the work of the office. This includes contacts for purposes such as clarifying or exchanging information, scheduling, and arranging meetings, making travel arrangements and providing other agency employees, families, and church officials with guidance and help on applicable procedures.

#### FACTOR 8. PHYSICAL DEMANDS

The work places no special physical demands on the employee. The work includes some walking, standing, bending, and carrying of light items such as paper and books.

#### FACTOR 9. WORK ENVIRONMENT

The work environment involves the normal risks and discomforts typical of an office.

**POSITION EVALUATION STATEMENT**  
 FACTOR EVALUATION SYSTEM

NATURE OF PROPOSED ACTION

POSITION NO.

1587

CLASSIFICATION TITLE  
*Secretary (Typing)*

SCHED. 65 SERIES 318 GRADE 5

ORGANIZATIONAL TITLE  
*Secretary, Chief of Chaplain Service*

NO. POSITIONS 1

ORGANIZATION  
*Chaplain Service*

SUBDIVISION

LOCATION

EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED (Give Benchmark No., Factor Level No., etc.)	COMMENTS
1. KNOWLEDGE REQUIRED BY THE POSITION	350	FL 1-3	Knowledge Type III Work Situation A
2. SUPERVISORY CONTROLS	275	FL 2-3	
3. GUIDELINES	125	FL 3-2	
4. COMPLEXITY	75	FL 4-2	
5. SCOPE AND EFFECT	75	FL 5-2	
6. PERSONAL CONTACTS	25	FL 6-2	
7. PURPOSE OF CONTACTS	50	FL 7-2	
8. PHYSICAL DEMANDS	5	FL 8-1	
9. WORK ENVIRONMENT	5	FL 9-1	

SUMMARY ▶	TOTAL POINTS	985	
	GRADE CONVERSION	GS- 5	

REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)

04.10.92: Position was reviewed for office automation functions, there are none at present. Does have access to computer terminal for E-mail but no word processing software available. Typing skill is normal for type of position and equal to a GS-3.

Position remains properly classified as Secretary (Typing), GS-318-5.  
 J. Jent, III, CA.

DATE  
 EVALUATED BY  
*Nancy J. Campbell*  
 DATE  
*11-23-87*

TITLE AND/OR ORGANIZATIONAL LOCATION  
 TITLE  
*Classification Specialist*

DESK AUDIT OF POSITION

1. DATE OF AUDIT

04.09.92

CLASS TITLE, SERIES, AND GRADE OF POSITION

Secretary (Typing) GS-318-5

3. POSITION NO.

1587

4. ORGANIZATIONAL TITLE OF POSITION, IF ANY

5. ORGANIZATION (Department, service, division, etc.)

Chaplain Service

6. NAME OF EMPLOYEE

Louis L. "Saki" Kawasaki

7. NAME OF IMMEDIATE SUPERVISOR

Floyd D. Parker

8. DOES EMPLOYEE HAVE A COPY OF HIS CURRENT POSITION DESCRIPTION?

YES  NO

9. DATE OF CLASSIFICATION OF CURRENT POSITION DESCRIPTION

11.23.87

10. DATE OF LAST VALIDATION

12/90

11. WHAT DUTIES SHOWN IN THE POSITION DESCRIPTION ARE NO LONGER BEING PERFORMED BY THE INCUMBENT?

All duties performed

12. WHAT SIGNIFICANT DUTIES DOES THE EMPLOYEE PERFORM WHICH ARE NOT IN HIS POSITION DESCRIPTION?

None noted.

13. HAS THERE BEEN A SIGNIFICANT CHANGE IN SUPERVISORY CONTROLS OVER THE POSITION?

YES  NO (If "Yes," explain.)

14. HAS THE SUPERVISORY CONTROL WHICH THE INCUMBENT EXERCISES OVER OTHER EMPLOYEES CHANGED SIGNIFICANTLY SINCE ORIGINAL DESCRIPTION?

YES  NO (If "Yes," in what way?)

15. IF ITEMS 11 THROUGH 14 HAVE CHANGED, WHAT EFFECT, IF ANY, WILL THIS HAVE ON THE CLASSIFICATION OF THE POSITION?

Employee was audited to determine if there is any office automation functions inherent in the position. There are none.

16. RECOMMENDATIONS

Position remains properly classified as Secretary (Typing) GS-318-5.

17. SIGNATURE OF CLASSIFIER

*[Signature]*

18. DATE

04.09.92

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

STATION NUMBER/ORGANIZATION  
44/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional)	POSITION TITLE/GRADE SECRETARY, GS-318-05	POSITION DESCRIPTION NUMBER (PD #) 1587
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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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**STEP 2 - POSITION RISK POINTS**  
See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	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

**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

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  
 INCREASE RISK LEVEL TO:  
 MODERATE RISK  
 HIGH RISK

**Sensitivity Level:**  
 NO ADJUSTMENT  
 INCREASE SENSITIVITY LEVEL TO:  
 NONCRITICAL SENSITIVE  
 CRITICAL SENSITIVE  
 SPECIAL SENSITIVE

**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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NATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR: *Deane Truitt*      DATE (MM/DD/YYYY): 10/19/06