

POSITION DESCRIPTION (Please read Instructions on the Back)

1. Agency Position No.
517- 2865

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" 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 Beckley, WV		5. Duty Station 517/Beckley VAMC		6. OPM Certification	
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 Yes <input checked="" 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"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 3-Critical Sensitiv <input type="checkbox"/> 4-Special		13. Competitive Level Code L03	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pav 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	Motor Vehicle Operator Leader	WL	5703	07	JA	8/24/10
e. Recommended by Supervisor or Initiating Office	Motor Vehicle Operator Leader	WL	5703	8		

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 VA Medical Center - Beckley	
a. First Subdivision Veterans Health Administration		d. Fourth Subdivision Facilities Management Service	
b. Second Subdivision Mid-Atlantic Health Care Network (VISN 6)		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 William E. Green, Maintenance and Operations Supervisor Signature <i>William E. Green</i> Date 11/30/10		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Clayton L. Helms, Facilities Management Service Line Chief Signature <i>Clayton L. Helms</i> Date 6/14/10	
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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
OPM FWS JGS for Motor Vehicle Operating, 5703, 04/1991;
OPM Intro to the FWS JGS, 09/1968;
OPM FWS JGS for Leader WL/NL, TS-39, 01/1980.

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 Code: 1272
Sensitivity Level: NACI SF-85

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

2169

**Motor Vehicle Operator Leader
WL-5703-07**

INTRODUCTION:

The position is located in the Department of Veterans Affairs (VA), Veterans Health Administration (VHA), Mid-Atlantic Health Care Network (VISN 6), at the Beckley VA Medical Center (VAMC). The primary duties of this position are as a work leader and transporting patients, medical equipment, supplies, linen, VAMC personnel, and other items essential to the operation of a VA Medical Center. This position is located in the Facility Management Service at the VAMC.

DUTIES:

The incumbent provides guidance to four motor vehicle operators (MVO) to assure that activities are being performed in accordance with established procedures. Ensures work assignments of the team are carried out by performing a range of duties such as:

- Assesses daily workload and leads in performing required tasks;
- Distributes and balances the workload among employees in accordance with established work flow or job specialization, and assures completion and timeliness of the work;
- Frequently reviews the status and progress of work, and makes day-to-day adjustments in accordance with established priorities, referring unusual problems to the supervisor, such as backlogs. Provides instruction to employees on specific tasks and job techniques, and assures written instructions, reference materials and supplies are readily available;
- Provides on the job training to new employees in accordance with established procedures and practices, and other VA/VHA and General Services Administration (GSA) rules, regulations, and tracking compliances regarding MVOs;
- Keeps abreast of new and up to date operations, special knowledge and certifications required to answer questions of other employees on procedures, policies, and directives; and acquire other information or decisions from supervisor regarding unfamiliar problems as warranted;
- Reviews work in progress and completed work for compliance and timeliness, based on the supervisor's workload objectives;
- Amends or rejects work not meeting established standards, referring to supervisor any questions, matters, or problem not covered by or meeting performance standards;
- Resolves simple, informal complaints of employees and refer others to supervisor;

- Reports to supervisor on employee performance, progress, training needs, or on behavior problems; provides information requested concerning promotions, reassignment, recognition of outstanding performance, and other personnel needs.
- Reconciles monthly credit card statements; check for fraud or misuse. Monitors vehicle usage; to include, recording number of trips and passenger totals and types. Ensures vehicle fleet is sized and maintained to VA and GSA requirements.
- Primary contact for GSA and responsible for providing vehicle utilization and GSA reports; responsible for the Comprehensive Automotive Reporting System (CARS), Federal Automotive Statistical Tool/Office of Management and Budget (FAST/OMB) programs.
- Serves as the Technical advisor to the Maintenance and Operations (M&O) Supervisor at Beckley VAMC. Provides information regarding fleet systems modifications, specific requirements, and compliance standards, policies, and governing directives.

Incumbent is required to operate the following types of equipment, straight-in-line trucks, a 26-passenger bus, vans (including wheelchair vans), trucks (including 2 ½ ton), station wagons, sedans and other necessary equipment in order to carry out the functions of the Laundry Unit. Incumbent transports patients, medical equipment, supplies, linen, VAMC personnel and other items essential to the operation of this Medical Center. All vehicles are driven off station and are regular and recurring functions of this position. Incumbent operates gasoline or diesels powered vehicles of all types with heavy loads and are required give guidance and assist with loading and unloading vehicles.

Incumbent is completely responsible for proper cargo loading placement and binding. Incumbent is responsible for stabilizing and weighing cargo to prevent axle overload or cargo damages, caused by shifts or spills.

Incumbent performs courier duties and responsibilities, at a minimum, between the Beckley VAMC and the Richmond VAMC and its associated community-based outpatient clinics. Driving duties includes maneuvering through city traffic, state roads, and interstate highways. Incumbent performs routine driver's maintenance on vehicle in operation. The Incumbent is knowledgeable of emergency maintenance and safety procedures, and uses judgment accordingly. Incumbent uses and is familiar with the Operation Guide for each vehicle driven, to include GSA vehicle books and regulations.

Incumbent manages the GSA Fleet maintenance system (GSA and VA owned). Incumbent must possess and maintain a valid state driver's license, Class B, and Commercial Driver's License (CDL). The incumbent routinely operates vehicle exceeding 26,000 gross vehicle weight requirement (GVWR) and capable of operating air brakes.

SKILL AND KNOWLEDGE:

Incumbent must be well versed in state, federal, municipal and VAMC laws and regulations governing the operation of motor vehicles. Incumbent must be qualified and experienced to operate vehicles, which have a gross vehicle weight of over 26,000 pounds and operate passenger buses. Incumbent maneuvers vehicles within close tolerances when driving and backing over uneven ground, narrow or congested areas, between buildings and other vehicles, and when positioning vehicles at loading docks. The vehicles have heavier loads to secure and control, and are equipped with air brakes. The incumbent must have the skill and knowledge to operate these vehicles over a variety of roads including interstate highways, narrow country roads, and on steep winding grades. Incumbent must identify alternative routes which may be used if emergency situations arise. Incumbent must direct and assist in the arranging of cargo and spread the load for best support and to insure the proper unloading sequence. Incumbent must check to make sure that the cargo is secured to prevent shifting or falling while in transit, and to minimize the possibility of vehicle swaying. Incumbent must be mentally and physically alert to any problems, which might occur and take action to resolve problems. Incumbent must remain attentive and maintain a defensive attitude while making interstate drives at highway speeds for extended periods, to include night driving.

RESPONSIBILITY:

Incumbent receives instructions from the M&O Supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, and deadlines to be met. Incumbent must determine the route to be followed or follow prescribed routes and identify acceptable alternative routes for use in emergency situations. Incumbent works under the direct supervision of the M&O Supervisor, and is responsible for the satisfactory completion of all jobs assigned. Incumbent is responsible for safe operation of utilized vehicles to prevent injury to others and damage to property. Incumbent is responsible efficiently completing all assignments to avoid delays. Incumbent must manage assignments with virtually no supervision, and is responsible for the safe transport of cargo and or the comfort of passengers on extended trips; and keep the M&O Supervisor informed of location at all times after being dispatched and of any changes that might occur. Work is evaluated for efficiency and compliance with established policies, procedures and instructions pertinent to the driving mission. Incumbent inspects vehicles to be sure they are clean, and in safe operating condition. Incumbent washes and cleans vehicles as warranted. Incumbent performs tasks with minimum of instructions or supervision use judgment on assignments when away from the Medical Center.

PHYSICAL EFFORT:

The daily duties performed by incumbent consist of climbing in and out of vehicles, moderate to heavy physical effort in climbing on or in to load or tie down cargo. Incumbent works in all weather conditions, pushing and pulling laundry carts and wheel chairs; sometimes lifting heavy freight equipment, supplies, etc., climbing steps, loading and unloading patients in wheel chairs in vans, and driving long hours on trips. Incumbent must be physically sound and

have good coordination of eyes, hands, feet, and vision and depth perception. Incumbent must be mentally alert to traffic hazards and dangers of the highway.

WORKING CONDITIONS:

Incumbent operates vehicles in all types of traffic and weather situations and preparation for driving on public roads; which may include snow and ice removal during extreme circumstances or emergency situations. The Incumbent is exposed to the danger of serious accidents; heavy traffic and highway speeds over complicated road, and interchange systems. In addition the Incumbent may be exposed to dirt and fumes, and the possibility of cuts, bruises, and broken bones as a result of accidents while driving or from falling objects when loading and unloading the vehicle; and to potentially contagious patients and soiled linens. Protective personal gear is required under vulnerable circumstances.

OTHER SIGNIFICANT FACTORS:

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.

Automated Data Processing (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 Report

I. References:

- (A) OPM FWS JGS for Motor Vehicle Operating, 5703, dated 04/1991
- (B) OPM Introduction to the FWS JGS, dated 09/1968
- (C) OPM FWS JGS for Leader WL/NL, TS-39 dated 01/1980

Background

The position is located in the Department of Veterans Affairs (VA), Veterans Health Administration (VHA), Mid-Atlantic Health Care Network (VISN 6), at the Beckley VA Medical Center (VAMC), under Facility Management Service. The primary duties of this position are as a work leader; transporting patients, VAMC personnel, medical equipment, supplies, linen, and other items essential to the operation of a VA Medical Center.

II. Series and Title Determination:

Reference (A) states, "nonsupervisory work involved in the operation of gasoline, diesel, or electric powered wheeled vehicles to haul cargo and fuel, transport passengers, or to tow or recover equipment. Jobs covered by this standard are to be titled Motor Vehicle Operator. Furthermore, Reference (C) states, "working leaders must have the ability to lead three or more other workers to accomplish trades and labor work, including as a paramount requirement, sufficient skill in and knowledge of the trades and labor work performed by the group led to effectively carry out the duties of working leaders. Jobs covered by this standard which involve leading other workers to accomplish trades and labor work are identified by adding the word "Leader" to the job title of the occupation in which the working leader is qualified and which reflects the nonsupervisory work performed."

The duties of this position are those of work leader, and also responsible for operating various motor vehicles to transport patients, medical equipment, supplies, linen, VAMC personnel, and other items essential to the operation of a VA Medical Center.

The incumbent of this position provides guidance and deliver instructions to four MVO employees. The incumbent receives instructions and deadlines from supervisor; updates and advise other workers; and responds to questions regarding the overall work operations, assignments, and problems. Sets up, operates, and provides guidance on a wide variety of MVO, delivery, and transportation tasks. Assure tasks are in accordance with supervisor's instructions on work sequence, procedures, methods, and deadlines by working with others and taking the lead, checking and verifying completed assignments; reporting status of the work and potential delays to the supervisor.

Therefore this position is assigned to References (A) and (C) for title and series, and officially titled *Motor Vehicle Operator Leader*.

III. Grade Determination: (Application Reference (A))

Skill and Knowledge:

Reference (A) states, "At grade 07 level, drivers know how to operate vehicles that are larger and longer than those driven at the lower grade levels; have heavier loads to secure and control; have air brakes and are more susceptible to sliding and tipping; and are difficult to maneuver, especially when turning and backing. Drivers have skill and knowledge to operate these vehicles over a variety of roads including interstate highways, narrow country roads, and on steep winding grades. Also, because of the size and weight of these vehicles, drivers are knowledgeable about which routes may be legally driven and the overpass clearances and other restrictions on such routes."

Reference (A) states, "At grade 08 level, Drivers at this grade level operate and perform operator maintenance on straight-in-line trucks which typically have an approximate gross vehicle weight of more than 14,400 kilograms (32,000 pounds). Also, at this grade level are drivers who operate truck tractors with semi-trailers or full trailers, and motor coaches. Drivers at this level have skill to maneuver oversize vehicles safely in narrow and confined locations which are often congested with other vehicles; maneuver these vehicles between buildings and at loading docks. They direct the arranging of cargo or sometimes assist in this operation to spread the load for best support and to insure the proper unloading sequence. They check to make sure that the cargo is secured to prevent shifting or falling while in transit, and to minimize the possibility of vehicle sway. These drivers drive heavy load vehicles on over public roads, select the safest, most direct, and legally allowed route; and carry large groups of people on trips where long periods of day and night driving are involved. Grade 08 level drivers apply more skill and knowledge in driving their vehicles without mishap in complicated traffic situations. Also, they have skill to remain attentive and maintain a defensive attitude while making interstate drives at highway speeds for extended periods."

Incumbent must be well versed in state, federal, public and VAMC laws and regulations governing the operation of motor vehicles. Incumbent must be qualified and experienced to operate vehicles, which have a gross vehicle weight of more than 26, 0000 pounds and operate passenger buses. Incumbent is required to operate straight-in-line trucks, a 26-passenger bus, vans (including wheelchair vans), trucks (including 2 ½ ton), station wagons, sedans and other necessary equipment in order to carry out the functions of the Laundry Unit. Incumbent transports patients, medical equipment, supplies, linen, VAMC personnel and other items essential to the operation of this Medical Center. Incumbent maneuvers these vehicles within close tolerances when driving and backing over uneven ground and in narrow or congested areas, between buildings and other vehicles, and when positioning vehicles at loading docks. These vehicles are equipped with air brakes, and have heavier loads to secure and control. The incumbent must have the skill and knowledge to operate these vehicles over a variety of roads including interstate highways, narrow country roads, and on steep winding grades; must identify alternative routes which may be used if emergency situations arise; and must direct and assist in the arranging, loading, and unloading of cargo to prevent shifting or falling while in transit. Incumbent must use proper language and call codes while operating radio equipment. Incumbent must be mentally and physically alert and attentive to handle and

resolve problems; and maintain a defensive attitude while driving on the highway for extended periods including at night.

Even though the work of this position requires knowledge and skills to operate and maneuver vehicles in confined challenging, secure and assist with loading, unloading, and sequencing heavy cargo; take the appropriate route, resolve emergency issues, and adhere to state and federal laws is to transport patients, medical equipment, supplies, linen, mail, VAMC personnel and other items essential cargo over public highways for extended periods; this position do not operate nor required to handle or perform maintenance on motor vehicles with gross weight limitations that exceeds 32,000 pounds as describe at grade level 08, therefore, this position is consistent with grade level 07 under Reference (A).

Responsibility

Reference (A) states, "Drivers at grade 07 receive instructions from the dispatcher or supervisor as to the type of vehicle to be operated, destination, cargo, passengers or patients to be transported, purpose of the trip, deadlines to be met, and any special information important to the mission. Additionally, determines the route considering clearance; and or takes assigned prescribed routes; and responsible for knowing acceptable alternative routes for use in emergency situations. Some grade, 07 drivers are responsible for performing or overseeing the loading and unloading of bulky, cumbersome cargo and assuring that it secured in the vehicle for balance and stability to decrease shifting and vehicle to tipping. Passenger buses are larger and longer and are able to carry more people than vehicles at the grade 6 level. The driver must use expert judgment in making wide turns, braking, and backing, turning the bus around competently and safely, and maneuvering the buses in difficult traffic and in a variety of constricted locations. Maintains time schedules, and do not permit more passengers than legally allowed. Accomplishes assignments with considerable independence and responsible for the safe operation of vehicles, equipment, and special purpose accessory equipment. Work is evaluated in terms of timeliness and driving competence."

Reference (A) states "Drivers at grade 08 level receive instructions from the dispatcher or supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, and deadlines to be met. Drivers at this level either determine the route to be followed or follow prescribed routes and identify acceptable alternative routes for use in emergency situations. Drivers who operate tractor-trailer or truck and full trailer combinations are responsible for overseeing or assisting others with the loading and unloading of cargo and making difficult judgments concerning the arrangement and securing of that cargo. This responsibility is greater than described at the grade 07 level because the size and type of the vehicle increase the tendency of the trailer to sway and the driver to lose control of the vehicle."

The incumbent receives instructions from the Maintenance Supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, and deadlines to be met. Incumbent must determine the route to be followed and identify acceptable alternative routes for use in emergency situations. Incumbent is responsible for

overseeing the loading and unloading of cargo and making difficult judgments concerning the arrangement and securing of the cargo. The incumbent works under the direct supervision of the Maintenance Supervisor and is responsible for the satisfactory completion of all jobs assigned. Incumbent is responsible for inspecting vehicles to be sure it is clean, and in safe operating condition; and for keeping Supervisor informed of location and any changes that might occur. Incumbent performs tasks with minimum instructions and uses judgment to accomplish assignments away from Medical Center.”

This position do not fully meet grade 08 level because of the control needed to operate the oversized type of vehicle utilized to prevent swaying and or jackknifing; such as semi or full-trailer capacity vehicles. Therefore, this position is consistent with grade level 07 under Reference (A).

Physical Effort

Ref. (A) grade 07 level states,” In addition to the physical effort described at the grade 6 level, drivers at this level exert moderate physical effort in operating, turning, backing, and controlling vehicles which carry heavier loads or larger numbers of people than vehicles at the grade 06 level”.

Reference (A) grade 08 level states “Drivers at this grade may exert moderate to heavy physical effort in climbing on tractors to hook up service lines, lower landing gears, and in climbing on the trailer to load or tie down cargo. Otherwise, the physical effort is the same as described at the grade 07 level”.

The daily duties consist of climbing in and out of vehicles, moderate to heavy physical effort in climbing on or in to load or tie down cargo. Incumbent works in all weather conditions, pushing and pulling laundry carts and wheel chairs; sometimes lifting heavy freight equipment, supplies, climbing steps, loading and unloading patients in wheel chairs in vans, and driving long hours on trips. Incumbent must be physically sound and have good coordination of eyes, hands, feet, and vision and depth perception. Incumbent must be mentally alert to traffic hazards and dangers of the highway.

The physical effort of this position is consistent with grade level 07 under Reference (A).

Working Conditions

Reference (A) grades 07 and 08 levels states,” The working conditions are the same as those described at the grade 05 level.”

Ref. (A) grade level 05 states,” In addition to the working conditions described at the grade 4 level, at this level drivers operate vehicles in all types of traffic and weather on public roads (or the equivalent), and are exposed to the danger of serious accidents. They drive in heavy traffic and at highway speeds over complicated road and interchange systems”.

Incumbent operates vehicles in all types of traffic and weather on public roads, and is exposed to the danger of serious accidents; drive in heavy traffic and at highway speeds over

complicated road and interchange systems. Incumbent may be exposed to dirt and fumes, and to the possibility of cuts, bruises, and broken bones as a result of accidents while driving or from falling objects when loading and unloading the vehicle. Incumbent may also be exposed to patients and linen with all types of diseases, viruses, etc. In inclement weather the incumbent may be required to remove snow and ice during extreme circumstances or emergency situations.

The working conditions of this position are consistent with grade level 05 under Reference (A).

IV. Job Grading Criteria

Reference (C) states, "Working leader jobs are graded on the basis of the highest level of nonsupervisory work led. The resulting leader grade reflects the relative worth of the working leader job being graded in comparison with other working leaders, and its direct pay relationship to the employees led. A minimum of three workers led is required for coverage under this standard. The highest level employee assigned to the group led may do work in an occupation in which the working leader is not fully qualified. The level of such work should be used to grade the working leader job only where the leader, although not fully qualified, has enough knowledge of the occupation to lead the work involved (for example, pass on instructions from the supervisor, assign immediate tasks to be performed, demonstrate work methods, check work, and report to the supervisor on work status or cause of work delays)."

This position requires knowledge of leading, training, and assuring compliance of Motor Vehicle Operators, in order to complete assignment according to specifications VA/VHA and GSA requirement, policies and standards. In addition this position is responsible for demonstrating work methods and procedures to include electronic tracking and databases used to satisfy GSA compliances. This position is responsible for making independent decisions, adhering to and monitoring safety, and reporting status to and any delays to the immediate supervisor. The incumbent responds to inquiries from other workers regarding, procedures, policies, instructions, and other directives. Furthermore, this position determines material, equipment and manpower needs to accomplish work sequences ranging from basic loading to complex placement and stability of cargo with minimal supervision and leads work in progress. Leads and provides guidance, and deliver instructions to four WG-07 assigned Motor Vehicle personnel.

V. Summary

WG-5703 Motor Vehicle Operator

Skills and Knowledge	07
Responsibility	07
Physical Effort	07
Working Conditions	<u>05</u>
Grade Level Determination:	07

VI. Conclusion

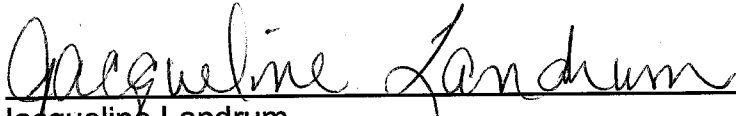
The paramount and highest level of nonsupervisory work led is WG-07. This position leads four workers, pass on instructions from the supervisor, and demonstrate work methods, checks and reports work status and potential delays to the supervisor. The position fully meets the Job grading criteria of Reference (C), and is therefore assigned the grade of WL-07.

VII. FLSA Determination:


Position is non-supervisory wage grade, and therefore, non-exempt from coverage under the FLSA in accordance with 5 CFR 551.204.

VIII. Decision:

**Motor Vehicle Operator Leader
WL-5703-07
FLSA – Non-exempt**



Jacqueline Landrum
Human Resources Specialist (Classification), VISN 6



Date

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency VHA/VA/VISN 6/Beckley VAMC/Facilities Management Service

Position Title Motor Vehicle Operator Leader

Series and Grade/Pay Band WL-5703-07

Position Description Number # 2865

Duties	Degree of Potential for Compromise or Damage
<i>Government service delivery, including customer service and public liaison</i>	Moderate impact Duties involve customer service responsibilities and/or public liaison that could cause moderate damage to individuals, business entities, or government programs or operations

Adjustment for program designation and level of supervision	
<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Agency impact
<i>Adjustment for level of supervision or other controls</i>	Periodic, ongoing review - ability to act independently a lot 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	15
Adjusted Position Designation Points from Step 3	15

Signature: *Jacqueline Landrum* Date: 8/24/2010

Name: Jacqueline Landrum, HR Specialist
 (Classification), VISN 6

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