

**POSITION DESCRIPTION**

#1. Agency PDCN ~~50103000~~ **D0811000**

Reason for Submission:  Redescription  Reestablishment  New  Other

3. Service:  HQ  Field

4. Empl Office Location: \_\_\_\_\_

5. Duty Station: \_\_\_\_\_

6. OPM Cert #: \_\_\_\_\_

7. Fair Labor Standards Act:  Not Applicable

8. Financial Statements Required:  Exec Pers Financial Disclosure  Employment & Financial Interests

9. Subject to IA Action:  Yes  No

10. Position Status:  Competitive  Excepted (32 USC 709)  SES (Gen)  SES (CR)

11. Position is:  Supervisory  Managerial  Neither

12. Sensitivity:  1-Non-sensitive  2-Noncrit Sens  3-Critical Sens  4-Special Sens

13. Competitive Level: \_\_\_\_\_

14. Agency Use:  Dual Status

15. Classified/Graded by:  a. US Office of Pers Mgt  b. Dept, Agency or Establishment  c. Second Level Review  d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Electronic Integrated Systems Mechanic Supervisor	WS	2610	12	mhd er	12 Nov 93

16. Organizational Title (if different from official title): \_\_\_\_\_

17. Name of Employee: \_\_\_\_\_

18. Dept/Agency/Establish - National Guard Bureau

a. First Subdivision - State Adjutant General

b. Second Subdivision - ANG

c. Third Subdivision - \_\_\_\_\_

d. Fourth Subdivision - \_\_\_\_\_

e. Fifth Subdivision - \_\_\_\_\_

19. Employee Review - This is an accurate description of the major duties and responsibilities of my position. Employee Signature/Date (optional): \_\_\_\_\_

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. False or misleading statements may constitute violations of such statutes or their implementing regulations.

Name and Title of Immediate Supervisor: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Name and Title of Higher-Level Supervisor or Manager (Optional): \_\_\_\_\_ Signature/Date: \_\_\_\_\_

21. Classification/Job Grading Certification - I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standard applies, consistently with the most applicable published standards.

MARVIN H. DALLEY  
Personnel Management Specialist  
Signature/Date: *Marvin H. Dalley* 12 Nov 93

22. Position Classification Stds Used in Classifying/Grading Psn: USOPM JGS for Federal Wage Systems Supervisors, Dec 92; USOPM JGS for Electronic Integrated Systems Mechanic, WG-2610, Jul 81.

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 USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.

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

24. Remarks: Released from NGB-HR-WC, ID # CRA93-1013, 12 Nov 93

#1 Skill	Shred	Sub	#2 Skill	Shred	Sub	#3 Skill	Shred	Sub

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

D0811000  
~~50103000~~

25.

**a. INTRODUCTION:**

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Electronic Integrated Systems Mechanic, WG-2610-12.

**b. DUTIES:**

- (1) Planning. Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
- (2) Work Direction. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.
- (3) Administration. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.
- (4) Performs the nonsupervisory work of the function as needed.
- (5) Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- (6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.
- (7) Performs other duties as assigned.

**c. RESPONSIBILITY:**

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.

**d. PHYSICAL EFFORT:**

Light to moderate physical exertion is required in lifting and carrying items weighing from 10 to 40 pounds and occasional objects weighing in excess of 40 pounds. Required to stoop, bend, and stand for extended periods of time on concrete or composition floors.

**e. WORKING CONDITIONS:**

Work is performed inside in well lighted, heated, and ventilated areas; on the aircraft; and sometimes outside in inclement weather. Subject to injuries such as cuts and bruises, as well as burns caused by electrical shock, RF energy and soldering irons.

## **POSITION DESCRIPTION ADDENDUM**

### **OTHER SIGNIFICANT FACTS:**

***Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.***

***The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.***

## **EVALUATION STATEMENT**

A. Title, Occupational Code and Grade: Electronic Integrated Systems Mechanic Supervisor, WS-2610-12.

B. References:

1. USOPM JGS for Federal Wage Systems Supervisors, Dec 92.
2. USOPM JGS for Electronic Integrated Systems Mechanic, WG-2610, Jul 81.

C. Background: This description reflects the implementation of the revised JGS for FWS Supervisors, Dec 92.

D. Occupational Code, Title and Grade Determination:

1. Occupational Code: The primary purpose of this position is to serve as a supervisor over work classified to the WG-2610 code. The occupational code of a supervisory job is the same as the code for the kind of work supervised.
2. Title: FWS supervisory jobs are identified by the job title of the occupation supervised followed by the title of "Supervisor." Therefore, the correct title for this position is Electronic Integrated Systems Mechanic Supervisor.
3. Grade: There are three factors used in determining the grade of FWS supervisory positions:
  - a. Nature of Supervisory Responsibility: The incumbent of this position plans and distributes work to subordinates on a weekly basis; explains work requirements; recommends individuals for vacancies, promotions or reassignments; counsels employees and adjusts informal complaints and grievances with workers and union representatives; and maintains production reports and establishes performance standards. This meets Situation #2 of the standard.
  - b. Level of Work Supervised: The occupation and highest level of nonsupervisory work which best reflects the primary purpose of the organization supervised is WG-2610-12.
  - c. Scope of Work Operations Supervised: This factor is divided into three subfactors, which are subdivided into levels with points assigned to each level. The total points are given a letter code (e.g., A, B, C) which is then used on the Grading Table (Factor III) along with the level of work supervised (Factor II) to determine the grade of the supervisor.
    - (1) Subfactor A - Scope of Assigned Work Function and Organizational Authority: This measures the scope of the assigned work function or mission, i.e., the purpose for establishing the job in the organization, extent and nature of the job's authority in relation to the organizational assignment, and importance of the job's decisions. This position meets level A-2 in that the supervisor has first or second level supervisory and decision authority over an organizational segment which typically has been established on the basis of being a distinct work function, maintains a balanced workload and makes necessary adjustments, makes decisions involving work or assignments and how they will be completed. This equates to 45 points.
    - (2) Subfactor B - Variety of Functions: This measures the difficulties of supervising work functions which may vary from being essentially similar to markedly different. This position meets level B-3, as the incumbent directs the work of subordinates in one or more similar or related functions within the organizational segment, with a base level of work at grades 8-13. This equates to 50 points.
    - (3) Subfactor C - Geographic Dispersion: This measures the difficulties associated with supervising personnel who vary from collocated to widely dispersed. In the normal National Guard work situation, subordinates are located in the same contiguous work area with the supervisor, therefore, no points are given for this factor.
    - (4) The total point conversion equals 95 points which falls within Level B.

- d. Based on the Grading Table for Situation 2, with the scope of work operations supervised (Factor III) at level B and the level of work supervised (Factor II) at WG-12, the supervisory grade is WS-12.
- E. Conclusion: Based on the above evaluation, this position is classified as Electronic Integrated Systems Mechanic Supervisor, WS-2610-12.

Classifier: M. Dalley/E. Ross Region: NGB-HR-WC Date: 12 Nov 93

**FWS SUPERVISORY GUIDE**

**POSITION EVALUATION SUMMARY**

**FACTOR I: Nature of Supervisory Responsibility**

Supervisory Situation (1-4): 2

FACTOR II: Level of Work Supervised

Step 1. Occupation: 2610

Step 2. Credited Level of Work Supervised (Nonsupervisory): 12

OR Constructed Level of Work Supervised (If applicable):

**FACTOR III: Scope of Work Operations Supervised**

Level Points

Subfactor A: Scope of Assigned Work Function

& Organizational Authority: A-2 45

Subfactor B: Variety of Functions Supervised: B-3 50

Subfactor C: Geographic Dispersion: 0

SUMMARY: TOTAL POINTS: 95

LEVEL: B

FINAL CLASSIFICATION: Electronic Integrated Systems Mechanic Supervisor, WS-2610-12.

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REMARKS:

Classifier: M. Dalley/E. Ross Region: NGB-HR-WC Date: 12 Nov 93