

# Instructions for Completing Position Description Cover Sheet (AD-332) For L/A and STEP Positions Covered by the General Schedule

## **Section: Reason for this Position**

- \* Note: Since a block does not exist for inserting the Position Number, enter the Position Number in the blank space beside the heading "Reason for this Position."

Blocks 1 - 3 Leave blank.

## **Section: Recommended**

Blocks 4-8 Leave blank.

Block 9 Enter the name of the employee that will be placed into this position.

## **Section: Official**

Block 10 Official classification title. Copy official classification title from the top of the first page of the standard position description (e.g., Biological Science Aid).

Block 11 Official pay plan. Enter "GS."

Block 12 Official occupational series. Copy numerical occupational series from standard position description (e.g., 404).

Block 13 Leave blank.

Block 14 Official grade of the position. Copy grade level from standard position description (e.g., 03).

Block 15 Date position was classified. Enter the date the standard position description was classified which is at the bottom of the last page (e.g., August 13, 1996).

Block 16 Place an "X" in box in front of the word No.

Block 17 Leave blank.

### **Section: Organizational Structure**

Block 18 1st line, enter “Agricultural Research Service” then 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc., organizational structure titles.

### **Section: Supervisor's Certification**

Blocks 19-20 Supervisor must sign and date certify that the duties and responsibilities in the position descriptions are accurately stated.

Block 21 Typed name and title of supervisor.

Blocks 22-24 Leave blank.

### **Section: Factor Evaluation System**

Blocks 25-26 Copy information from standard position description which is found in parenthetical by the factor. Below is a brief description of each factor.

Factor 1 Knowledge Required - This factor answers two questions: what kind and level of knowledge and skills are needed; and how are they used in doing the work.

Factor 2 Supervisory Controls - This factor includes: how the work is assigned; what the employee's responsibility is for carrying out the work; and how the work is reviewed.

Factor 3 Guidelines - This factor has two subfactors: the kind of guidelines used in doing the work; and how much judgment is needed to use them.

Factor 4 Complexity - The three parts of this factor consider: the nature of the assignment; what the employee considers when deciding what must be done; and how difficult and original are the employee's actions or responses.

Factor 5 Scope and Effect - This factor includes: the purpose of the work; and the impact of the work product.

- Factor 6      Personal Contacts - This is a one part factor covering the people contacted and the conditions under which the contacts take place. Creditable contacts are those made both face-to-face and by telephone. Does not include contacts with supervisors, they are credited under Factor 2.
- Factor 7      Purpose of Contacts - This one part factor explains the purpose of the contacts described in Factor 6.
- Factor 8      Physical Demands - This one part factor describes the nature of physical demands placed on the employee. Efforts such as climbing, lifting, stooping, and reaching can be important. The factor level states how often and how intense the activity is and should include any physical characteristics or special abilities needed, such as specific agility or dexterity requirements. This factor relates to the application of the knowledge and skills mentioned in Factor 1.
- Factor 9      Work Environment - This one part factor describes the physical surroundings in which the employee works and any special safety regulations or precautions that the employee must observe to avoid mishaps or discomfort. This factor relates to the application of the knowledge and skills mentioned in Factor 1.
- Block 27      Total Points - Information to be taken off the standard position description which can be found at the end of the standard position description. Enter the number of total points for this position in this block.
- Block 28      Grade - Information to be taken off the standard position description. Enter the grade of the position in this block.

**Section: Classification Certification**

Blocks 29-31   Leave blank.

Block 32      Enter the following: “FLSA: E”; “FPL” and pay plan/grade as listed in Block 28. (e.g., “FPL: GS-03”); and enter the duty station if different than that shown in Block 18. (e.g., “Duty Station: Baltimore, MD”).