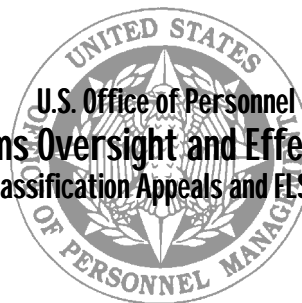


U.S. Office of Personnel Management
Office of Merit Systems Oversight and Effectiveness
Classification Appeals and ELSA Programs



Atlanta Oversight Division
75 Spring Street, SW., Room 972
Atlanta, GA 30303

Classification Appeal Decision
Under Section 5112 of Title 5, United States Code

Appellant: [Appellant]

Agency classification: Supply Technician (OA)
GS-2005-5

Organization: Department of the Navy

OPM decision: Budget Technician (OA)
GS-561-5

OPM decision number: C- 0561-05-02

Kathy W. Day
Classification Appeals Officer

9/4/98

Date

rd#0561051

As provided in section 511.612 of title 5, Code of Federal Regulations, this decision constitutes a certificate that is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the government. The agency is responsible for reviewing its classification decisions for identical, similar, or related positions to ensure consistency with this decision. There is no right of further appeal. This decision is subject to discretionary review only under conditions and time limits specified in the Introduction to the Position Classification Standards, appendix 4, section G (address provided in appendix 4, section H).

Since this decision changes the title and series of the appealed position, it is to be effective no later than the beginning of the fourth pay period after the date of this decision, as permitted by 5 CFR 511.702. The servicing personnel office must submit a compliance report containing the corrected position description and a Standard Form 50 showing the personnel action taken. The report must be submitted within 30 days from the effective date of the personnel action.

Decision sent to:

[Appellant]

[Director
Human Resources Office]

Mr. David Neerman
Director for Classification, Staffing and
Compensation (OCPM Code C20)
Office of Civilian Personnel Management
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Introduction

On May 29, 1998, the Atlanta Oversight Division, Office of Personnel Management (OPM), accepted an appeal for the position of Supply Technician (OA), GS-2005-5, [organizational location], Department of the Navy, [geographical location]. The appellant is requesting that her position be changed to Budget Technician, GS-561-6.

The appeal has been accepted and processed under section 5112(b) of title 5, United States Code. This is the final administrative decision on the classification of the position subject to discretionary review only under the limited conditions and time outlined in part 511, subpart F, of title 5, Code of Federal Regulations.

General issues

The appeal record shows that the position description under which the appellant currently works was classified in June 1997. The Human Resources Office (HRO) staff has performed three advisory classification evaluations on this particular position. The first two were in September 1997 and May 1998. The September 1997 advisory recommended the position remain classified as Supply Technician, GS-2005-5, with the parenthetical title Office Automation (OA). The May 1998 advisory resulted in a recommendation that the position be classified in the GS-561 Budget Technician series at grade GS-6 since it was determined that budgetary work was the predominant activity involving 55 percent of the appellant's time. The advisory was forwarded to the organization notifying the [management officials] that the position would have to be announced for open competition as it would be an accretion of duties promotion in a different series. However, no action was taken by the department due to a study in progress on the feasibility of consolidating all GS-500 related functions at another installation. Additionally, the command was anticipating a possible Reduction-in-Force and had frozen accretion-based promotions. The appellant subsequently appealed the classification of her position directly to OPM. Prior to forwarding the appeal packet, the HRO staff re-examined the advisory recommendation that the position be classified as a GS-561-6, Budget Technician. The agency determined that none of the appellant's work exceeded the GS-5 level, and the appropriate series and grade for the work was Budget Technician, GS-561-5.

The appellant believes that the duties she currently performs are more appropriately classifiable to the GS-561, Budget Technician Series, at grade GS-6.

In reaching our classification decision, we have carefully reviewed all information furnished by the appellant and the agency, including information obtained from telephone interviews with the appellant, her current supervisor, and the agency classification specialist evaluating the position. We found that the appellant's position description does not include the budget functions she presently performs. The position description should be rewritten to correctly describe the budget responsibilities and to indicate the percentage of time spent in the various functions the appellant performs.

Position information

The appellant is presently assigned to position description [#]. The appellant and her supervisor state that this position description does not reflect the additional budgetary duties assigned to the position as a result of installation downsizing and reorganizations. The agency provided a statement that this is a non-standard position which only the appellant occupies.

The appellant independently plans and carries out standard assignments related to maintaining the departmental budget for materials, supplies, equipment, travel, and tuition necessary to carry out the mission of the [organization]. Upon receipt from the comptroller, the appellant enters allocated funds for specific line items into the departmental database. She uses the database to track expenditures and monitor the availability of funds for purchasing needed goods and services. She maintains records of line item expenditure authorizations and balances; performs periodic trend analyses and required audits and reconciliations of spending; compiles the annual budget based on historical data related to spending for various line items; develops forecasts of future funding needs and requirements; and prepares justification of allocation requests to reflect changes in departmental needs and mission. The appellant develops briefings and presentations to support requests for increases or decreases in funding or the movement of funds between line items. She provides current information regarding the status of available funds and the need for requesting additional funds to the [organization's managers]. She prepares reports transmitting information regarding the status of funds and expenditures to the comptroller and other higher level organizations. The supervisor estimates 55 percent of the appellant's time is spent on these activities and the HRO staff agree.

The appellant is also responsible for the purchase, rental, and leasing of equipment, services, and supplies using the government credit card. She researches and prepares information related to specifications, prices, discounts, requirements, and authorized vendors, etc., for forwarding to General Services Administration (GSA) and the installation for goods and services which are subject to open market bids or are contract purchases. She updates the automated tracking system to ensure that obligations of funds are properly recorded; processes requisitions for items which are not obtainable with the credit card; performs reconciliation and balances requisitions and receipts; resolves problems involving discrepancies and errors in what was requisitioned and what was actually received; ensures that contract specifications and delivery dates are met; determines acceptable substitutions and revokes payment for requisitioned items that do not meet pre-set purchase requirements and specifications. She maintains all records related to the acquisition, receipt, and distribution of equipment and supplies and the expenditure of funds to pay for them. She provides information regarding specifications, pricing, and requirements to personnel responsible for obtaining contract materials and supplies, as well as vendors providing them. It is estimated by the supervisor that 25 percent of the appellant's time is spent in activities related to her acquisition and supply responsibilities. The HRO estimate is that 45 percent of her available time is spent on this activity.

The appellant also functions as the departmental hazardous material coordinator with responsibility for the ordering/requisitioning of these materials; maintaining lists of authorized users and amounts distributed; and ensuring the distribution and maintenance of safety information on these materials

for employees handling or working with them. She is responsible for ensuring the issuance of these materials to authorized users, and that usage, storage, transportation and disposal are in conformance with applicable safety requirements. The amount of the appellant's time spent in this function is estimated at approximately 20 percent by the supervisor.

The position description indicates that less than 10 percent of the appellant's time is spent in activities related to performing as custodian of minor property. During the telephone interview, the supervisor stated that activity in this area will be decreasing significantly as a result of changes in the value of items that must be bar coded for accountability purposes.

The appellant must use a personal computer and various software in the performance of her duties. The position description indicates that a qualified typist is required.

The appellant is supervised by the Administrative Officer, [organizational location], who provides specific guidance on new or unusual situations. The appellant performs her day-to-day work independently; however, the supervisor stated that she performs a general review of 95 percent of the appellant's completed work.

Standard determination

Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500, December 1997.
Supply Clerical and Technician Series, GS-2005, May 1992.
Purchasing Series, GS-1105, March 1993.
Office Automation Grade Evaluation Guide, November 1990.

Series determination

The GS-561, Budget Clerical and Technician Series, includes positions that involve performing clerical or technician work in support of budget analysis and administration when such work requires primarily knowledge of the procedures which facilitate budgeting as conducted in the Federal service. The work requires practical understanding and skill in the application of administrative rules, regulations, and procedures associated with recording, reporting, processing, and keeping track of budgetary transactions (e.g., the credit, receipt, transfer, allotment, withdrawal, obligation, or outlay of funds). Budget clerks and technicians participate in the budget formulation process by compiling, consolidating, checking, and arranging funding data in requests to cover projected annual operating expenses. Employees may also submit organizational funding requests in the proper format through channels for inclusion in the budget request prepared by higher echelons in the agency.

The primary function of the appellant's position involves maintaining information on and tracking the organizational budget for materials, supplies, travel, and tuition. The appellant compiles the organization's annual budget; maintains the database containing information regarding allocated funds, authorizations and accounts; tracks all expenditures; and generates reports providing

information on fund activities to higher echelons. She develops justifications for requested funds; performs audits and reconciles purchases; analyzes trends to determine the need to transfer funds or request additional funding; and ensures allocated funds are placed in the correct line items. She develops forecasts and projections related to future funding needs and requirements of the organization; prepares presentations to support requests for funds; and ensures that managers within the organization are provided current information regarding the status of fund availability and expenditures. Budget work represents 55 percent of the appellant's time. In addition, the supervisor indicated that the primary recruitment source for filling this position would be individuals with knowledge and skills in the budget function. The appellant's position is properly classified in the Budget Technician Series, GS-561.

Title determination

Budget Technician is the title authorized for all nonsupervisory positions GS-5 and above.

Grade determination

BUDGET TECHNICIAN DUTIES

The Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-500, is written in the Factor Evaluation System (FES) format. Under the FES, positions are placed in grades on the basis of their duties, responsibilities, and the qualifications required as evaluated in terms of nine factors common to nonsupervisory General Schedule positions.

A point value is assigned to each factor based on a comparison of the position's duties with the factor-level descriptions in the standard. The factor point values mark the lower end of the ranges for the indicated factor levels. For a position factor to warrant a given point value, it must be fully equivalent to the overall intent of the selected factor-level description. If the position fails in any significant aspect to meet a particular factor-level description in the standard, the point value for the next lower factor level must be assigned, unless the deficiency is balanced by an equally important aspect which meets a higher level. The total points assigned are converted to a grade by use of the grade conversion table in the standard.

Under FES, positions which significantly exceed the highest factor level or fail to meet the lowest factor level described in a classification standard must be evaluated by reference to the Primary Standard, contained in Appendix 3 of the Introduction to the Position Classification Standards. The Primary Standard is the "standard-for-standards" for FES.

Factor 1 - Knowledge Required by the Position:

This factor measures the nature and extent of information or facts that a worker must understand to do acceptable work, such as the steps, procedures, practices, rules, policies, theories, principles, and concepts; and the nature and extent of the skills needed to apply this knowledge. Illustrations are

included to provide a frame of reference for identifying the application of FES concepts. Users of the standard are cautioned not to rely solely on the illustrations when evaluating positions but to use them to match the intent of the factor levels and find concepts and examples which apply to the position being evaluated. The agency credited Level 1-3 for this factor.

At Level 1-3, the work requires knowledge of a body of standardized regulations, requirements, procedures, and operations associated with clerical and technical duties related to the assigned accounting, budget, or financial management support function. This would include, for example, knowledge of the various steps and procedures to perform a full range of accounting, budget, or financial management support duties related to recurring or standardized transactions (e.g., verifying the availability of funds by account and obligating necessary dollar amounts); knowledge of various accounting, budget, or other financial processing procedures to support transactions that involve the use of different forms and the application of different procedures (e.g., knowing how to process an action involving multiple documents such as processing the full range of travel related expenses where the sale of a residence, personal transportation, and the shipment of some household freight are involved); and knowledge of the structure and content of financial management documents (e.g., invoices, travel orders, payroll forms, etc.) to investigate and resolve routine or recurring discrepancies, check documents for adequacy, or perform comparable actions covered by established procedures.

At Level 1-4, the work requires in-depth or broad knowledge of a body of accounting, budget, or other financial management regulations, procedures, practices, and policies related to specific financial management functions. This includes knowledge of a wide variety of interrelated steps, conditions, and procedures or processes required to assemble, review, and maintain complex accounting, budget, or other fiscal transactions (e.g., adjusting tax accounts or processing tax returns involving numerous supporting schedules, reconciling accounts in accounting systems involving extensive subdivision of accounts, or extensive balancing and reconciling of detailed summary accounts, etc.).

Level 1-3 is met. The appellant's duties require a knowledge of standardized regulations, requirements, procedures, and operations to perform a full range of financial management support duties related to recurring or standardized transactions. Many of the appellant's procedural duties closely match those given in the second illustration provided for Level 1-3 (i.e., reviewing purchase orders, contracts, and other claims against obligated funds; verifying contract payment provisions; reviewing files for accuracy and compatibility with various accounting systems; monitoring account balances; receiving, extracting, recording, and balancing data in automated systems, etc.). Other duties performed by the appellant closely match those in illustration seven (i.e., reviewing documents to verify budgetary account codes and dollar amounts; adjusting account balances to reflect the effect of allotments, transfers, obligations, expenditures, and other actions which change the amount of funds available and provide information regarding the budget process and status of funds to program managers; preparing recurring reports on account balances and status of funds, etc.).

Level 1-4 is not met. The appellant's work does not require the degree of in-depth knowledge of interrelated steps, conditions, procedures or processes to assemble, review, or maintain complex accounting, budget, or fiscal transactions described at this level. The overall departmental budget for the current year totaled only \$277,900 and was limited to funding supplies, services, tuition, and travel.

Level 1-3 is credited for 350 points.

Factor 2 - Supervisory Controls:

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility for carrying out assignments, and how completed work is reviewed. The agency credited Level 2-3 for this factor.

At Level 2-2, the supervisor or other designated employee provides general standing instructions on recurring assignments by indicating what is to be done, applicable policies, procedures and methods to follow, data and information required, quality and quantity of work expected, priority of assignments and deadlines. Additional specific instructions are provided for new, difficult, or special assignments. This may include suggested procedures, sources of information including the location and type of written material that is an aid in completing the assignment. The supervisor provides additional, specific guidance on assignments not covered by standing instructions.

At Level 2-3, the highest level for this factor in the standard, the supervisor assigns work with standing instructions on objectives, priorities, and deadlines and provides guidance for unusually involved situations. The employee independently processes difficult technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices. The supervisor evaluates completed work in terms of overall technical soundness and conformance with agency policies, legal, or system requirements.

Level 2-3 is met. The appellant independently plans and carries out standing assignments by following established procedures and guidelines and, where necessary, develops more efficient methods for accomplishing the work. The [supervisors] are notified of any unusual or long range problems that are encountered. Like the situations illustrated at this level, the appellant determines the types and sources of information she needs and whether standard methods and procedures are applicable. The supervisor performs a general review of 95 percent of the appellant's completed work and provides guidance for new and unusual assignments or as requested by the appellant.

Level 2-3 is credited for 125 points.

Factor 3 - Guidelines:

This factor covers the nature of guidelines used, and the judgment needed to apply them. The agency credited Level 3-2 for this factor.

At Level 3-2, a number of established procedures and specific guidelines in the form of agency policies and procedures, Federal codes and manuals, specific related regulations, precedent actions, and processing manuals are readily available for doing the work and are clearly applicable to most transactions. The number and similarity of guidelines and work situations require the employee to use judgment to identify and select the most appropriate procedures to use, choose from among several established alternatives, or decide which precedent action to follow as a model. The employee is expected to use some judgment and initiative to handle aspects of the work not completely covered and may make some minor deviations in guidelines to adapt to specific cases. Situations to which guidelines cannot be applied or which require significant deviations are referred to the supervisor.

At Level 3-3, guidelines are the same as Level 3-2, but because of the complicating nature of the assignments, they lack specificity, frequently change, or are not completely applicable to the work requirements, circumstances, or problems. The employee uses judgment to interpret guidelines, adapt procedures, decide approaches, and resolve problems referred by others at lower levels within the organization. The employee recommends changes to the guidelines and develops control mechanisms, training, and guidance on procedural handling of documents and information.

Level 3-2 is met. The appellant uses a number of guides such as agency policies and procedures, Federal codes, standard accounting procedures and processes, etc., which are available and usually applicable to the transactions she handles. She identifies which procedures to use for each situation and may make minor deviations when necessary. Unusual cases or cases to which the standard guidelines do not apply are referred to her supervisor.

Level 3-3 is not met. The appellant's guides are generally applicable to her work, and her work is not of such a complex nature as to require her to routinely deviate from the guides or frequently adapt her procedures. Although she may suggest improvements in some of her local procedures, she is not responsible for developing or changing the guides and standardized procedures, developing training or establishing control mechanisms nor is she responsible for resolving budget-related problems referred by others at lower levels. These responsibilities are vested at higher levels within the organization.

Level 3-2 is credited for 125 points.

Factor 4 - Complexity:

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The agency credited Level 4-3 for this factor.

At Level 4-3, the work involves performing various accounting, budget, or financial management support related duties or assignments that use different and unrelated processes, procedures, or methods. The use of different procedures may result because transactions are not completely

standardized; deadlines are continually changing; assigned functions are relatively broad and varied; or transactions are interrelated with other systems and require extensive coordination with other personnel. At this level, employees determine what action to take by identifying the nature of the problem, question, or issue, and determining the need for and obtaining additional information through oral or written contacts or by reviewing regulations and manuals. The employee may have to consider previous actions and understand how these actions differ from or are similar to the issue at hand before deciding on an approach. For example, employees use different established procedures to review and reconcile various financial documents and records; resolve a variety of problems through coordination with vendors or employees; and review and reconcile various types of transactions involving multiple funds or a number of different control accounts or contracts.

Level 4-4, the highest level described for this factor in the standard, is distinguished from the previous level by (1) the variety and complexity of examinations, transactions, or systems involved; (2) the nature and variety of problems encountered and resolved; and (3) the nature of the independent decisions made by the employee. Typically at this level, the work may require analysis, development or testing of a variety of established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, or recommendations. The work involves application of many different and unrelated processes and methods relating to examination or analysis of complex and unusual transactions requiring substantial research and thorough understanding of a wide variety of transactions and accounts. Decisions regarding what needs to be done include assessing unusual circumstances or conditions, developing variations in approach to fit specific problems or dealing with incomplete, unreliable, or conflicting data.

Level 4-3 is met. The appellant's work involves the performance of various financial management support functions requiring different and unrelated processes, procedures and methods. Transactions may not be completely standardized, and coordination with other personnel is required as the transactions are interrelated with other systems. The appellant uses historical data and precedents in determining the best method for resolving problems and developing forecasts and projections of the organization's funding needs and requirements. She must review and reconcile various transactions for different accounts related to purchases, travel, service contracts, etc., and work closely with employees and vendors in doing so.

Level 4-4 is not met. The appeal record and interviews do not support that the appellant is, on a regular and recurring basis, required to assess unusual circumstances or conditions, develop variations in approach to fit specific problems, or deal with incomplete, unreliable or conflicting data as envisioned at this level. The supervisor stated that the work performed by the appellant is relatively structured and straightforward.

Level 4-3 is credited for 150 points.

Factor 5 - Scope and Effect:

This factor covers the relationship between the nature of the work, as measured by the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. The agency credited this factor at Level 5-2.

At Level 5-2, the purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of related accounting, budget, or financial management clerical or technical tasks, duties, and assignments that are covered by well-defined and precise program procedures and regulations. The work affects the adequacy and efficiency of the accounting and budget or financial management function and can affect the reliability of the work of analysts and specialists in related functions. The work may also affect the accuracy of further processes performed by related personnel in various organizations. It also affects the reliability of the organization's financial support services provided to users, customers, etc.

At Level 5-3, the highest level described in the standard for this factor, the purpose of the work is to apply conventional practices to treat a variety of problems in accounting, budget, or financial management transactions. The work affects the quality, quantity, and accuracy of the organization's records, program operations, and service to clients. For example, the effect of the work ensures integrity of the overall general ledger, its basic design and the adequacy of the overall operation of the accounting system and the various operating programs; the amount and timely availability of money to pay for services; the economic well-being of employees being serviced; or compliance with legal and regulatory requirements.

Level 5-2 is met. The purpose of the appellant's work is to apply specific well-defined regulations and procedures to a variety of budget and accounting and financial management tasks. The work performed by the appellant primarily affects the adequacy, efficiency, effectiveness and reliability of the [organizational] transactions. It also affects the accuracy of the information regarding departmental funding used by managers to make decisions regarding support services provided to employees carrying out the organizational mission.

Level 5-3 is not met. The appellant's work is not of such scope and effect that it affects the overall general ledger, its basic design, or the adequacy of the accounting system or operation programs outside the immediate organization.

Level 5-2 is credited for 75 points.

Factor 6 - Personal Contacts and Factor 7 - Purpose of Contacts:

Factors 6 and 7 measure face-to-face contacts and telephone dialogue with persons not in the supervisory chain and the purpose of these contacts. The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, and objectives. The personal contacts which serve as the basis for the

level selected for Factor 6 must be the contacts which are the basis for the level selected for Factor 7. The agency credited Level 2b for these factors.

Persons Contacted

At Level 2, contacts are with employees in the same agency, but outside the immediate organization. For example, contacts may be with personnel in other functional areas. Contacts at this level may also be with employees in other agencies who are providing requested information. Contacts may also be with members of the general public in a moderately structured setting, such as someone explaining why a payment is late or someone trying to expedite a transaction.

At Level 3, contacts are with members of the general public. For example, contacts are with persons in their capacities as representatives of others such as attorneys and accountants, contractors, public action groups, or congressional staff members making inquiries on behalf of constituents. The contacts are not recurring or routine and the purpose, role and authority of each party must be established each time in order for the employee to determine the nature and extent of information that can be discussed and released.

Level 2 is met. The appellant's routine and recurring contacts are typically with employees in her organization, and administrative and managerial employees in other organizations throughout the installation such as personnel in the comptroller's office, accounting and budget personnel, warehouse personnel at the [facility], and base operating personnel. The appellant also has contacts with employees of GSA on matters involving requisitioning items requiring competitive bidding or the acquisition under contracts, as well as contacts with private sector vendors and their representatives.

Level 3 is not met. The appellant does not routinely have contact with individuals such as attorneys, congressional staff, and public action groups as described at this level.

Purpose of Contacts

At Level b, the purpose of the contacts is to plan and coordinate actions to correct or prevent errors, delays, or other complications occurring during the transaction cycle. This may involve obtaining a customer's cooperation in submitting paper work or other information, requesting other personnel to correct errors in documentation or data entry, or assisting others in locating information.

At Level c, the purpose of the contacts is to persuade individuals who are fearful, skeptical, uncooperative or threatening to provide information, take corrective action, and accept findings in order to gain compliance with established laws and regulations.

Level b is met. The appellant's contacts are for the purpose of obtaining or providing information related to the status of accounts and supply and funding documents and activities. Contacts may also

be made to resolve problems related to unanticipated shortages and discrepancies requiring special handling or the use of nonroutine procedures.

Level c is not met. The appellant does not have to persuade threatening or uncooperative individuals as described.

The combination of Level 2 for *Personal Contacts* and Level b for *Purpose of Contacts* equates to 75 points according to the chart on page 26 of the standard.

Factor 6 and Factor 7 are credited with Level 2b for 75 points.

Factor 8 - Physical Demands:

This factor measures the requirements and physical demands placed on the employee in performing the work assignment, including the agility and dexterity required, and the extent of physical exertion.

Level 8-1, the only level described for this factor, is met. The appellant's work is primarily sedentary and requires minimal physical effort involving some walking, standing, and bending.

Level 8-1 is credited for 5 points.

Factor 9 - Work Environment:

This factor considers the risks and discomforts in the employee's physical surroundings, and the safety precautions required.

Level 9-1, the only level described for this factor, is met. The appellant's work is typically performed in an office setting requiring adherence to normal precautions and standard safety practices. Periodic trips to the facilities of vendors are required to purchase supplies.

Level 9-1 is credited for 5 points.

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required by the Position	1-3	350
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-3	150
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	2b	75
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	TOTAL	1060

A total of 1060 points falls within the range for a GS-5, 855 to 1100 points, according to the Grade Conversion Table in the standard.

The appellant also performs duties involving supply and purchasing activities for an estimated 25 to 45 percent of her time. These activities are evaluated using the Position Classification Standards for the Supply Clerical and Technician Series, GS-2005, and the Purchasing Series, GS-1105. The supply and purchasing work equates to the GS-5 level and has no impact on the appellant's grade. In addition, the appellant's position description indicates that she must operate a personal computer using a variety of software. The position requires a qualified typist. Office Automation work is evaluated by reference to the Office Automation Grade Evaluation Guide. The office automation duties also do not impact the grade of the appellant's position. Therefore, only summaries of the resulting factor levels and points assigned for the purchasing, supply, and office automation duties are provided below.

PURCHASING DUTIES

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required by the Position	1-3	350
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	2a	45
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	TOTAL	955

A total of 955 points falls within the range for a GS-5, 855 to 1100 points, according to the Grade Conversion Table in the GS-1105 standard.

SUPPLY DUTIES

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required by the Position	1-3	350
2. Supervisory Controls	2-3	275
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-2	75
6. Personal Contacts and 7. Purpose of Contacts	2a	45
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	TOTAL	955

A total of 955 points falls within the range for a GS-5, 855 to 1100 points, according to the Grade Conversion Table in the GS-2005 standard.

OFFICE AUTOMATION DUTIES

SUMMARY		
FACTOR	LEVEL	POINTS
1. Knowledge Required by the Position	1-3	350
2. Supervisory Controls	2-2	125
3. Guidelines	3-2	125
4. Complexity	4-2	75
5. Scope and Effect	5-1	25
6. Personal Contacts and 7. Purpose of Contacts	1a	30
8. Physical Demands	8-1	5
9. Work Environment	9-1	5
	TOTAL	740

A total of 740 points equates to a GS-4, 655 to 850 points, according to the Grade Conversion Chart in the guide.

Decision

Budget duties take 55 percent of the appellant's time, represent the paramount work of the position, and equate to the GS-5 level. Purchasing and supply duties equate to the GS-5 level, and office automation work equates to grade GS-4. The appellant's position is properly classified as Budget Technician (OA), GS-561-5.