

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., Suite 972
Atlanta, GA 30303-3109

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

Appellant: [appellant's name]

Agency classification: Electrical Engineering Technician
GS-802-9

Organization: Production Control Branch
Production Management Division
Virginia Beach Site
Navy Public Works Center
[city, state]

OPM decision: Civil Engineering Technician
GS-802-9

OPM decision number: C-0802-09-11

Kathy W. Day
Classification Appeals Officer

2/13/98

Date

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 classification 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 (5CFR 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 within 30 days from the effective date of the personnel action.

Decision sent to:

[appellant's representative]

[name]
Director, Human Resources Office
Naval Base
[address]

Mr. William Duffy
Chief, Classification Branch
Field Advisory Services Division
Defense Civilian Personnel Management
Service
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Introduction

On July 8, 1997, the Atlanta Oversight Division, Office of Personnel Management (OPM), accepted an appeal for the position of Electrical Engineering Technician, Production Control Branch, Production Management Division, Virginia Beach Site, Navy Public Works Center, [city, state]. The appellant is requesting that his position be changed to Electrical Engineering Technician, GS-802-11.

The appeal has been accepted and processed under section 5112(b) of title 5, United States Code (U.S.C.). 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

This appellant is part of a group appeal from engineering technicians at the Navy Public Works Center who perform work in various specializations. Information furnished with the group appeal compares their GS-9 position with other engineering technician positions at the same location whom they believe are performing equivalent or lower level work but are classified at a higher grade. Copies of position descriptions were provided for two Mechanical Engineering Technician, GS-802-11, positions; one Electrical Engineering Technician, GS-802-11, position; and one Electronics Engineering Technician, GS-856-11, position. Although the GS-11 position descriptions are certified by a management official, none have a classification certification or a position description number on the Optional Form 8. A certification by a management official certifies the accuracy of the position description which represents the official record of the duties and responsibilities assigned to a position. However, a classification certification indicates the position description has been placed in its proper class, title and grade in accordance with the OPM classification standards and guidelines by a person delegated classification authority. Since the GS-11 position descriptions lack a classification certification, the duties and responsibilities are not an official record of duties and responsibilities, have not been properly classified, and are neither reviewable nor appealable under the classification appeal process. Additionally, by law, we must classify positions solely by comparing their current duties and responsibilities to OPM standards and guidelines (5 U.S.C. 5106, 5107, and 5112). Since comparison to standards is the exclusive method for classifying positions, we cannot compare the appellant's position to others as a basis for deciding his appeal.

In reaching our classification decision, we have carefully reviewed all information furnished by the appellant's representative, the appellant, and the agency, including information obtained from telephone interviews with the appellant and his supervisor.

Position Information

The appellant is assigned to Position Number 7V164. The appellant, supervisor, and agency have certified to the accuracy of the position description.

During the process of adjudicating the appeal, we found that the position description does not meet the standards of adequacy as defined on pages 14 and 15 of the Introduction to the Position

Classification Standards. Evidence in the appeal record supports the fact that civil engineering technician work is a significant part of the appellant's job (over 90 percent); however, the position description does not address these duties. The position description should be rewritten to correctly identify the duties performed by the appellant.

In addition to the electrical duties included in the position description, the appellant's work involves preparing job plans, cost estimates, and construction plans for maintenance, repair, new construction, and rehabilitation of real property systems to include cleaning, painting and repairing the interior and exterior structure of buildings and replacing building hardware (doors, tile, etc.).

The appellant receives direction from the Supervisory Production Controller, GS-1152-12, who assigns work identifying major objectives and providing background information and guidance. Unusual problems are discussed by the appellant and the supervisor. The appellant determines the technical requirements of the job plans, construction plans, methods, components/materials, and cost estimates. The supervisor provides minimal technical assistance and completed work is reviewed for quality, timeliness, and adherence with instructions, guidelines, and policy.

Standards Determination

Engineering Technician Series, GS-802, June 1969.

Series Determination

The agency placed the position in the Engineering Technician Series, GS-802. The appellant does not contest the occupational series nor the title of the position.

The GS-802 series includes technical positions that require primarily application of a practical knowledge of (a) the methods and techniques of engineering or architecture; and (b) the construction, application, properties, operation, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The positions do not require professional knowledges and abilities for full performance and, therefore, do not require training equivalent in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture. The work is properly placed in the GS-802 series.

Title Determination

The title Civil Engineering Technician applies to positions that perform work concerned with buildings, structures, dams, soil mechanics, tunnels, highways, water resources, bridges, airports, railways, and other phases of civil engineering. Since the majority of the appellant's work involves preparing job plans, cost estimates, and construction plans for maintenance, repair, new construction, and rehabilitation of real property systems to include cleaning, painting and repairing the interior and exterior structure of buildings and replacing building hardware (doors, tile, etc.), the position is properly titled Civil Engineering Technician.

Grade Determination

The grading criteria in the GS-802 standard is written in the narrative format. Grade levels are discussed in terms of two factors: (1) Nature of Assignment, and (2) Level of Responsibility. The position is evaluated as follows:

Nature of Assignment

This factor considers the scope and difficulty of the project, and the skills and knowledge required to complete the assignment.

At the GS-9 level, engineering technicians typically perform a variety of work relating to an area of specialization that requires the application of a considerable number of different basic but established methods, procedures, and techniques. Assignments usually involve independent responsibility for planning and conduct of a block of work which is a complete conventional project of relatively limited scope, or a portion of a larger and more diverse project. Assignments require study, analysis, and consideration of several possible courses of action, techniques, general layouts, or designs, and selection of the most appropriate. This generally requires consideration of numerous precedents and some adaptation of previous plans or techniques. Often changes or deviations must be made during the progress of an assignment to incorporate additional factors requested after commencement of the project or to adjust to findings and conclusions which could not be predicted accurately in the original plans. The GS-9 assignments typically require coordination of several parts, each requiring independent analysis and solution. When phases or details of the project are performed by other groups or personnel outside the organizational unit, the technician reviews, analyzes, and integrates their work. In addition, assignments at this level require a good understanding of the effect that recommendations made or other results of the assignment may have on an item, system, or process and its end-use application.

The appellant provided samples of his most complex recent assignments. Samples included:

- ▶ Developing a plan for the repair of exterior coating of building 533 DAM NECK FCTC.
- ▶ Developing a plan for the renovation of room 102 in building 523 for a new mailroom. This project included visually inspecting the room, obtaining samples of the floor tile and paint to be tested for asbestos, and developing procedures for handling and disposing of asbestos contaminated tile and paint.
- ▶ Developing a plan for replacing overhead doors and hardware in building 2006, OCEANA, NAS.
- ▶ Developing a plan for cleaning and repairing the interior and exterior walls of the east wing building 240.

- ▶ Developing a plan for installing emergency exit lights in building 515.

In each case, the appellant was fully responsible for the civil aspects of the job. The appellant and supervisor indicated that the appellant's primary duties are civil; however, he may also get involved with electrical engineering work as illustrated in the last example above. The appellant and the supervisor agree that he must use judgment in coming up with solutions to the problems that arise in doing the work. However, the appellant is not creating new systems or establishing new procedures for the work. As specifically stated by the supervisor, the vast majority of the work is repair by replacement, and the appellant has state of the art civil engineering principles and systems information for reference. Thus, based on experience, the appellant is able to choose an appropriate means of accomplishing the work from procedures/systems that already have been developed and for which information is available. Accordingly, the appellant is responsible for using his experience and judgement in selecting the appropriate solutions from the body of knowledge already in place.

The appellant is given the assignments and time frame for completion by the supervisor or the production controller. Once a project is assigned, the appellant is essentially on his own and generally does not receive assistance from the supervisor in coming up with the completed assignment or in meeting with customers, vendors, or shop personnel involved in the project. In the event the appellant needs technical assistance, he consults with an engineer or another engineering technician. The appellant investigates the job site, consults with the customer, and ultimately provides a workplan, a cost estimate, and requisitions material. Once approved by the customer, the work is assigned to the appropriate work center and the appellant is responsible for providing quality assurance on the project to the workers onsite and meeting with the customer to resolve any job-related problems or concerns. Guidelines generally available to the appellant include Public Works Center and NAVFAC instructions, technical directives, procedures, engineering drawings, sketches, specifications, manufacturer's literature, precedents, and files of previous similar projects when available (these files may be available from the Base Civil Engineer, the Engineering Division, or the customer). These assignments are comparable to the GS-9 level.

At the GS-11 level, engineering technicians perform work of broad scope and complexity that requires application of (1) demonstrated ability to interpret, select, adapt, and apply many guidelines, precedents, and engineering principles and practices related to the area of specialization; and (2) some knowledge of related scientific and engineering fields. GS-11 technicians plan and accomplish complete projects or studies of a conventional nature requiring independent adaptation of a general fund of background data and information, and interpretation and use of precedents. They are typically confronted with a variety of complex problems in which considerable judgment is needed to make sound engineering compromises and decisions. Other related interests must often be considered, entailing frequent coordinative action with personnel in the fields concerned. There is a continuing requirement for contact work. Initiative, resourcefulness, and sound judgment are needed in planning and coordinating phases of assignments and in selecting which of several sound alternatives is to be used in arriving at acceptable engineering compromises. Ingenuity and creative thinking are required in devising ways of accomplishing objectives, and in adapting existing equipment or current techniques to new uses.

By comparison, technicians at lower levels receive assignments which are usually segments or phases of the type independently carried out at grade GS-11 or which involve less complex systems and facilities requiring design adaptation. GS-9 technicians apply standard engineering methods and techniques whereas GS-11 technicians are typically required to be creative in devising ways to accomplish the work. Assignments typically found at the GS-11 level include: (1) Develops cost estimates for competitive bidding for a variety of multiple-use construction projects. Determines (a) construction operations and methods involved and the time required to complete each phase or feature, (b) various types and capacities of construction equipment required and cost of operation and maintenance, (c) material types and quantities, and (d) overhead, tax, and other costs; or, (2) Prepares designs and specifications for various utility systems such as heating, plumbing, air conditioning, ventilating, pumping, gas supply, and pneumatic control systems. Assignments characteristically involve utility systems for office buildings, pumping stations, and flood control facilities, where the complexity or nonconventional nature of the buildings and facilities entails design problems requiring considerable adaptation of precedents or design of features for which precedents are not directly applicable. Technicians perform technical review of contractor-prepared designs and specifications for such systems.

The GS-11 level is not met. Larger and more complex projects generally go to the Engineering Division. The appellant's assignments deal primarily with the civil aspects of conventional construction projects, design features, drawings and contract specifications for portions or complete buildings or facilities. While the buildings being worked on are typically older, there are established national, local, industrial, and manufacturer codes, specifications, and, in some cases, files of previous work available to the appellant in order to accomplish his portions of the projects. The appellant does not generally deal with a variety of multiple-use construction projects and he does not develop new procedures/systems as is envisioned at this level. Guidance includes the Engineering Handbook, Architectural Graphic Standards, RS Mean cost estimating, NAVFAC design manuals, military handbooks, and technical bulletins and magazines. The estimates prepared by the appellant are based on historical data from other jobs, when available, and may use estimations based on Engineer Performance Standards (EPS) and the Estimator system. The EPS is used to assist in estimating jobs by identifying tasks and man-hours to accomplish the work; and the automated Estimator system is used to determine labor hours, materials, and other cost factors. The work requires the use and application of established engineering principles, methods, and techniques. In addition, where guidelines are inappropriate, impractical, or incomplete, the appellant has access to the Engineering Division or other engineering technicians for involvement/assistance.

GS-10 level assignments are not specifically described in the standard. The appellant's assignments do not in any way regularly exceed those described at the GS-9 level. Therefore, his assignments cannot properly be classified at the GS-10 level.

GS-9 is assigned for Nature of Assignment.

Level of Responsibility

This factor considers the nature and purpose of person-to-person work relationships, and the supervision received in terms of intensity of review of work and of guidance received during the course of the work cycle.

At the GS-9 level, the supervisor provides information on any related work being performed, and furnishes general instruction as to the scope of objectives, time limitations, priorities, and similar aspects. The supervisor is available for consultation and advice where significant deviations from standard engineering practices must be made. The supervisor observes the work for progress and for coordination with work performed by other employees or other sections and for adherence to completion and cost schedules. Standard methods employed are seldom reviewed, but review is made for adequacy and for conformance with established policies, precedents and sound engineering concepts and usage. Personal work contacts typically are more frequent and demanding and are primarily to resolve mutual problems and coordinate the work with that of personnel in related activities. Some contacts are made with using agencies for whom work is done and with contractors and architecture-engineer firms. The contacts are made to clear up doubtful points, to advise as to discrepancies found in meeting contract terms, to consider recommendations for acceptable substitutes, and to promote adherence to agency standards and concepts of good engineering. Contacts outside the agency are generally arranged under supervisory guidance.

The GS-9 level is met. The appellant's work is assigned by the supervisor by trade, e.g., electrical or structural, and time frames are discussed, if necessary. From this point, the appellant is expected to carry out the project with minimal supervisory involvement. The appellant sets up appointments; reviews the job; determines the requirements for sketches or drawings; prepares the sketches and drawings; prepares the job plan, funding estimates, and scoping estimate for minor or specific jobs; determines and requisitions material needed for the job/project; tracks material receipt; meets with shop supervisors to review job; provides technical assistance; writes change orders as needed; provides quality assurance; coordinates with contractors, vendors, shops, and Engineering Division as needed; and meets with customers to discuss any problems. Contacts are with the customers, facility managers, project managers, shop supervisors and tradesmen/mechanics, engineers, and vendors. Meetings are conducted with the contacts as needed, generally, without supervisory involvement.

At the GS-11 level, technicians have considerable freedom in planning work and carrying out assignments. The supervisor makes assignments in terms of the major objectives, providing background information and advice on specific unusual problems which are anticipated or on matters requiring coordination with other groups. Unusual or controversial problems, or policy questions arising in the course of a project, may be discussed with the supervisor, but technical supervisory assistance is infrequently sought or required. The supervisor is usually informally advised regarding progress, but there is little review during progress of typical assignments. Completed work in the form of recommendations, plans, designs, reports, or correspondence is reviewed for general adequacy, conformity to purpose of the assignment, and sound engineering judgment. Contacts in

the course of their work are with the same groups of individuals at lower grade levels and the purpose of the contacts is similar. Because of the increased scope of GS-11 assignments, these contacts tend to become more extensive than at lower levels. Contacts with contractors and other personnel regarding complex engineering and administrative problems are carried out without close supervision. However, the technician generally discusses with the supervisor the approach to be taken.

Although the appellant works independently under general supervision, the intent of the GS-11 level is not met. He may recommend a course of action, but he seeks technical advice on unusual problems and policy issues. The GS-11 level of responsibility assumes that the employee is performing assignments equivalent to the GS-11 level and would, therefore, have responsibility for adapting a general font of knowledge and interpreting precedents to handle complex assignments requiring the exercise of considerable judgment. In comparison, the appellant is responsible for applying conventional engineering practices, techniques, and knowledge of the codes, specifications, and regulations to his projects. He exercises some judgment in determining the applicability of the specifications, codes, and engineering principles applicable to the specific project, but consults with the supervisor on difficult problems or unusual situations. This level of responsibility does not fully meet the intent of the GS-11 level.

The GS-10 level is not specifically described in the standard. To be appropriately classified at the GS-10 level, the technician's Level of Responsibility would have to regularly and clearly exceed the level described at grade GS-9. The appellant's position does not regularly require him to perform at a level that exceeds the GS-9 level.

GS-9 is assigned for Level of Responsibility.

Summary

Both factors are evaluated at the GS-9 level.

Decision

This position is properly classified as Civil Engineering Technician, GS-802-9.