Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Pamphlet 690-500

29 January 2010

Civilian Personnel

POSITION CLASSIFICATION GUIDANCE AND STANDARDIZED JOB DESCRIPTIONS FOR KOREAN NATIONAL POSITIONS

***This regulation supersedes USFK Pamphlet 690-500, 13 January 2003.**

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Summary. This pamphlet provides position classification guidance and standardized job descriptions to be used for evaluating and describing jobs occupied by Korean National (KN) employees.

Summary of Change. This revision includes the following changes:

a. It is clarified that the series code used in US OPM position classification standards will be assigned to a variant KN job description, when the pamphlet does not have a standard job description for a certain occupational group (Paragraph 2c).

b. 22 new standardized job descriptions are added for the following positions (Appendix M & Appendix N):

- Administrative Support Assistant (OA), KGS-0303-05

- Administrative Support Assistant (OA), KGS-0303-07
- Architect, KGS-0808-11
- Civilian Pay Technician, KGS-0544-06
- Clinical Nurse, KGS-0610-09
- Human Resources Assistant, KGS-0203-07
- Language Specialist, KGS-1040-11
- Logistics Management Specialist, KGS-0346-09
- Logistics Management Specialist, KGS-0346-11
- Management Analyst, KGS-0343-12
- Medical Officer (General Practice), KGS-0602-13
- Medical Technologist, KGS-0644-09
- Recreation Aid, KGS-0189-03
- Recreation Aid, KGS-0189-03
- Sports Specialist, KGS-0030-07
- Telecommunications Specialist, KGS-0391-11
- Telecommunications Technician, KGS-0392-07
- Transportation Assistant, KGS-2102-07
- Transportation Specialist, KGS-2101-09
- Laborer, KWB-3502-02
- Material Handler (Fork Lift Operator), KWB-6907-05
- Utility Systems Repairer-Operator, KWB-4742-06

c. The following 12 standardized job descriptions are deleted (Appendix M):

- Management Analyst, KGS-0343-11, SJD-S046
- Management Analyst, KGS-0343-11, SJD-S048
- Management Analyst, KGS-0343-11, SJD-S056
- Medical Officer, KGS-0602-12, SJD-S080
- Military Pay Clerk, KGS-0545-04, SJD-S072
- Military Pay Clerk, KGS-0545-05, SJD-S073
- Security Guard-Dog Handler, KGS-0085-03, SJD-M006
- Security Guard-Dog Handler, KGS-0085-04, SJD-S008
- Security Guard-Dog Handler Supervisor, KGS-0085-06, SJD-S010
- Security Guard-Dog Handler Supervisor, KGS-0085-07, SJD-D012
- Telecommunication System Controller, KGS-0391-07, SJD-S320
- Telecommunication System Controller, KGS-0391-08, SJD-S321

d. Job title and/or series of 5 standardized jobs are changed (Appendix M & Appendix N):

- Concrete Mixer Operator, KWB-5478-05 → Concrete Mixer Operator, KWB-5401-05
- Pneumatic Tools Operator, KWB-5478-05 → Pneumatic Tools Operator, KWB-5401-05
- Surveying Technician, KGS-0807-05 → Survey Technician, KGS-0807-05
- Engineering Draftsman, KGS-0818-05 → Engineering Technician (Drafting), KGS-0802-07

e. Changes are made to the following benchmark job titles (Appendix O):

- Janitor → Custodial Worker
- Warehouseman → Warehouse Worker
- Preventive Maintenance Worker → Maintenance Mechanic
- Engineer Equipment Mechanic → Heavy Mobile Equipment Mechanic
- Refrigeration and Air Conditioning Mechanic → Air Conditioning Equipment Mechanic
- Lead Foreman → Senior Leader
- Department Manager → Retail Department Manager

f. The following benchmark jobs are added (Appendix O):

- Store Worker, KWB-4
- Boiler Plant Operator, KWB-6
- Air Conditioning Equipment Mechanic, Senior Leader, KWB-10
- Air Conditioning Equipment Mechanic, Foreman, KWB-12
- Telephone Operator, KGS-4
- Recreation Assistant, KGS-4
- Accounting Technician, KGS-5
- Supply Technician (A), KGS-5
- Accounting Technician, KGS-6
- Library Technician (B), KGS-6
- Lead Supply Technician, KGS-6
- Management Assistant, KGS-7
- Supply Technician (B), KGS-7
- Information Technology Specialist, KGS-11
- Budget Analyst, KGS-11
- Budget Analyst, KGS-12

g. The following benchmark jobs are deleted (Appendix O):

- Packer, KWB-4
- Boiler Fireman (High Pressure), KWB-6
- Machinist, Lead Foreman, KWB-10
- Clerk-Typist, KGS-3
- Supply Clerk (A), KGS-3
- Telephone Operator (Bilingual), KGS-4
- Supply Control Clerk, KGS-4
- Accounting Clerk, KGS-5
- Lead General Clerk, KGS-5
- Lead Stock Control Clerk, KGS-5
- Telephone Operator Supervisor (Bilingual), KGS-6
- General Clerk Supervisor, KGS-6
- Stock Control Clerk Supervisor, KGS-6

- Laboratory Technician, KGS-7
- Inventory Management Specialist, KGS-7
- Computer Programmer, KGS-11
- Computer Specialist, KGS-11
- Supervisory Electrical Engineer, KGS-12
- Medical Officer, KGS-12

Applicability. This pamphlet applies to the following organizations with exceptions noted:

a. All Department of Defense (DOD) components and agencies in Korea that employ direct-hire KN civilians paid from funds appropriated by the Congress of the United States (U.S.) or from funds generated by U.S. nonappropriated fund instrumentalities (NAFI). Includes the Army and Air Force Exchange Service (AAFES) -Korea and Dragon Hill Lodge (DHL).

b. USFK invited contractors except as modified by Chapter 19, USFK Regulation 690-1.

c. This pamphlet also applies to the Korean Service Corps (KSC) except as modified in Eighth Army Regulation 550-1.

Supplementation. Issue of further supplements to this pamphlet by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ) USFK (FKCP), Unit #15237, APO AP 96205-5237.

Forms. USFK forms are available at http://www.usfk.mil/usfk/ .

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained and disposed of according to applicable DOD and/or service component regulations.

Suggested Improvements. The proponent of this pamphlet is HQ USFK (FKCP). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USFK (FKCP), Unit #15237, APO AP 96205-5237.

Distribution. Electronic Media Only (EMO).

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1. Purpose

This pamphlet contains position classification guidance and standardized job descriptions to be used for evaluating and describing jobs occupied by KN employees. The basic purpose to be served in the use of this pamphlet is to--

a. Provide guidance in the classification of positions occupied by KN employees.

b. Eliminate duplication of effort in the composing of individual job descriptions.

c. Eliminate confusion that arises from variations in phraseology that do not represent variations in substance.

d. Provide managers and supervisors with a knowledge of the duty requirements and grading patterns of work performed by Korean employees and to assist supervisors in making optimum use of manpower resources when establishing or revising position structures.

2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

3. Explanation of Abbreviations

Abbreviations and terms used in this regulation are explained in the glossary.

4. Use

a. The classification guidance contained in this pamphlet is to be used to evaluate all jobs occupied by KN employees.

b. The job descriptions contained in this pamphlet cover mostly nonsupervisory jobs typically performed by KN employees. These job descriptions will be used to the maximum extent possible. Individually prepared job descriptions will not be used if a standardized job description adequately describes the major duties and responsibilities of the position. These job descriptions are meant to indicate a level of work and an area of work and to list tasks representative of such work. They are not meant to be all inclusive, or to limit an individual's performance to certain tasks described. The standard job descriptions are not written with the intent of placing a requirement on the employee to perform all of the duties listed therein.

c. Job descriptions included in this pamphlet have been coded to the series generally corresponding to similar occupations and classes described in United States Office of Personnel Management (OPM) position classification standards. This coding system has been established for convenience and to assist in position structuring. When this pamphlet does not have a standard job description for a certain occupational group, the series codes used in US OPM position classification standards for a corresponding job will be assigned to the variant KN job description. The grade levels assigned in OPM classification standards and classification guides or standardized job descriptions issued by Department of Defense (DOD) agencies will not be used in evaluating jobs occupied by KN employees.

d. All standardized job descriptions have been electronically uploaded into the Department of Army (DA) Fully Automated System of Classification (FASCLASS). Managers authenticate job descriptions by initiating a Request for Personnel Action (RPA) via their system. If you are using a standardized job description, reference the job title, series, grade and job description number on page 4 of the RPA.

e. Nonstandard work situations which are not covered by this pamphlet will be described in separate job descriptions and evaluated as variant job descriptions in alignment with the standardized job descriptions contained in this pamphlet. Grade level criteria contained in position classification standards and related guidance issued by OPM and DOD agencies, will not be used in evaluating jobs occupied by KN employees. All variant jobs will be reviewed when positions become vacant for classification accuracy, consistency, and sound position management by the servicing personnel office.

f. Classification of supervisory positions use appropriate appendices contained in this pamphlet, i.e., Appendix B - Supervisory Grade Evaluation Guide for One-Grade Interval Jobs, Appendix C - Supervisory Grade Evaluation Guide for Two-Grade Interval Jobs and Appendix D - Grade Evaluation Guide for Supervisory Jobs of all Manual Occupations, etc.

5. Titling Practices

a. Nonsupervisory titles. The purpose of a position title is to communicate an immediate understanding and identification of the job. Normally, the position title will be prescribed by the applicable Standardized Job Description. When classifying a position at variance with standard job descriptions, but in the same series, the title prescribed by the standardized job description will be used unless that title is clearly inappropriate for the new position. In this case, a constructed title may be used. Titles prescribed by Office of Personnel Management Position Classification Standards should be used. The following guidance will apply in constructing new titles:

(1) Titles should be short, meaningful, and generally descriptive of the work performed.

(2) Titles should be consistent with the occupational series titles established by OPM and/or USFK; for example, positions in occupational series involving analytical, clerical, examining, or investigating work should be titled *analyst, clerk, examiner,* or *investigator.*

(3) A constructed title cannot duplicate a title already in use for positions in another occupational series.

(4) The constructed title should be applied to all like positions within the organization.

b. Supervisory titles**.** The duties, responsibilities, and qualifications involved in supervisory work should be recognized in the titles of positions. Therefore, when supervisory qualifications and skills are needed to perform the work, as defined in Appendices B and C, the official title should be supplemented with the word Supervisory as a prefix or Supervisor as a suffix. Words such as Officer, Administrator, or Manager may be substituted to denote a level of responsibility which inherently includes supervision.

6. Benchmark Jobs

The jobs included in Appendix O are benchmark jobs used for pay determination and job classification purposes. They may be used as a cross reference to validate evaluation decisions reached for nonstandard, variant jobs.

Appendix A
References

Section I. Required Regulations
This section contains no entries.

Section II. Related Regulations

USFK Reg 690-1 (Civilian Personnel Regulations and Procedures – Korean Nationals).

USFK Reg 690-118 (Qualification Standards for Korean Employees).

USOPM Handbook of Occupational Groups and Families.

USOPM Introduction to the Position Classification Standards.

DODI 1400.25 (DoD Civilian Personnel Management System), Subchapter 511.

Appendix B
Supervisory Grade Evaluation Guide For One-Grade Interval Jobs

B-1. General Instructions
This general guide is applicable to all supervisory positions (regardless of type of job) which meet the coverage criteria within the guide unless the positions are specifically covered by separately published standardized job descriptions.

B-2. Coverage
This guide is for direct use in the classification of positions which meet the following criteria:

a. The responsibility of the position involves supervision of three or more employees engaged in work which is properly classified at one-grade intervals and at or below KGS-8 level. Included, for example, are supervisors of clerical work, office machine operation, communications equipment operation, and one-grade interval technician work.

b. The supervisory responsibility of the position at least meets the defined scope of the Level I Job Definition.

c. This guide does not apply to the exercise of "staff-type" technical supervision over employees or organizational units not under the direct line control of the incumbent.

d. This guide is not applicable to the evaluation of "assistant" type positions. Such positions may be classified in relation to the position of the "chief" or supervisor of the unit.

B-3. Grade Level Determination
In the determination of grade level--

a. Identify the highest level of "line" or production work which constitutes a significant proportion of the work under the technical and administrative supervision of the position being evaluated. This grade level will be the highest actual grade of a substantial proportion of the nonsupervisory positions established in the unit. Do not count grades of positions which are supervised administratively only, or grades which are based on extraordinary independence or freedom from supervision. Do not count grades which are dependent on a sharing of supervisor's management responsibility, such as assistant supervisor or grades of positions involved in support work rather than line activities such as accounts maintenance clerks in the stock control unit. Therefore, judgment should be used in determining what constitutes a significant proportion of the nonsupervisory positions in the unit. A single position or very few positions in the large unit should not be considered to represent a significant proportion of the work. The highest grade of work which constitutes a significant proportion of the work in the unit, as identified, is taken as the basic grade level of work supervised.

b. Compare the responsibilities of the position being evaluated, element by element, with the three defined levels of supervisory job definitions. Select the level which is considered most comparable to the responsibilities of the position being evaluated.

c. Add one grade to the basic grade level of the work supervised for the position which matches the job definition of Level I, add two grades for the position identified with the job definition of Level II and three grades for the position which matches Level III. This added grade will be the final grade level of the position being evaluated.

B-4. Series Determination
The appropriate occupational series of a position graded by this guide should be determined by reference to the base level of work supervised or series which covers the paramount qualifications required to perform the work.

B-5. Title Determination
The basic title for positions covered by this guide is determined through reference to the classification standard and/or series guidance used to determine the occupational series of the position.

a. For Level I positions, the prefix "lead" should be added to the basic title of all positions graded by application of this guide, or which meet basic requirements for coverage under this guide. For example, if the occupational series for Accounts Maintenance Clerk positions was selected and the level of supervisory responsibilities was determined to be comparable to the job definition of Level I, the appropriate job title would be Lead Accounts Maintenance Clerk.

b. For Level II and III positions, suffix the word "supervisor" should be after the title of all positions graded by application of this guide, or which meet basic requirements for coverage under this guide. For example, if the occupational series for Accounts Maintenance Clerk positions was selected and the level of supervisory responsibilities was determined to be comparable to the job definition of Level II or III, the appropriate job title would be Accounts Maintenance Clerk Supervisor.

JOB DEFINITION OF LEADER

LEVEL I

Leads three or more employees engaged in same line or closely related line of work. Also performs some nonsupervisory work of the same level or related kind of work performed by subordinate employees.

Work Planning

Maintains the flow and quality of work to assure timely accomplishment of the assigned workload. Follows step-by-step work procedures provided. Planning responsibilities are limited at this level; the workflow, methods, and procedures are established by others. Incumbents do not have authority to make major changes without prior approval. Incumbents may make minor changes in workflow and priorities and suggest major changes to their supervisor.

Work Assignment

Assigns work not specifically assigned by higher level supervisors following a well-established workflow patterns and procedures. Assists or instructs other employees in specific tasks and job techniques. Provides written instructions or reference materials and answers questions regarding work.

Reviewing Work

May check work in-progress or upon completion for compliance with instructions; is alert for ways to reduce costs; stresses economy; refers ideas to supervisor for possible reduction of costs; corrects work deficiencies or calls them to attention of a supervisor.

Personnel Management

Orients new employees to the unit and determines working and seating arrangements. Initially discusses complaints of employees, may resolve very simple matters but usually refers to the supervisor. Informs subordinates of available services and welfare activities. Provides on-the-job training in accordance with established plans and practices. As requested by supervisor, makes informal appraisal of performance of employees. Not responsible for initiating personnel actions resulting from informal appraisal.

JOB DEFINITIONS OF SUPERVISOR

LEVEL - II

General

Supervises and directs the work of a group of employees with assigned responsibility for and accountable to superior for the quantity of work, timely accomplishment of assignments, economical work operations, and efficient utilization of personnel and other resources. May perform limited non-supervisory duties as a part of the total supervisory functions.

Work Planning

Plans work assignments and methods on a day-to-day basis. Estimates time, material and personnel required. Furnishes facts on work in-process, backlog, and production rates. Maintains records of work accomplishment and time expended. Follows established work procedures but is authorized to make minor adjustments to meet temporary conditions.

Work Assignment

Assigns work to subordinates on the basis of selective consideration of the difficulty and requirements or the capability and qualifications of the employees. Establishes work priorities and maintains the flow and quality of work to assure timely accomplishment. Issues special instructions for non-routine or complex assignments.

Reviewing Work

Reviews, accepts, amends or rejects the completed work on the basis of established quality standards and special instructions given. Observes work to locate problems. Seeks solutions to problems and avoidance of future problems (adjustments are confined to operations supervised and do not affect the end result determined by higher authority). Reports above-normal rejection rates to supervisor. Expected to be alert to means of increasing efficiency and economy of operations.

Personnel Management

Adjusts informal complaints or refers to supervisor. Counsels subordinates on personal matters as requested. Reports to the supervisor on performance, progress, training needs of subordinates and on disciplinary problems. Makes recommendations to supervisor on such matters as promotions, reassignments, and the recognition of outstanding performance. Actively promotes the incentive award program and discusses with subordinates suggestion

matters dealing with work within his own area. Assists in the preparation of suggestion submission. Recommends leave schedules, notes leave abuse and recommends corrective action. Participates, with considerable weight, in the selection of employees from the list of eligibles. Makes informal appraisal of performance. Suggests ways of improving performance, for decision by supervisor.

LEVEL - III

GENERAL

Supervises and directs the work of others through subordinate supervisors. Is responsible for efficient and economical operation of subordinate units supervised, and for coordination of work operations among subordinate units and with other organizations. Participates fully in the conduct of personnel management functions.

Work Planning

Takes part with supervisor in early stages of planning. Plans weekly or monthly schedules and sets deadlines. Plans sequence of operations and sets priority order, employees to the utilized. Prepares and reports to higher administrative levels estimates regarding the unit's budgetary requirements based on past experience, anticipated workload and the production capability of his unit. Furnishes opinion to supervisor on request, regarding effectiveness of the organization structure relative to his own organization.

Work Assignment

Assigns and distributes work to subordinate supervisors and, as necessary, to employees, insuring proper balancing of overall work-load. Sets priorities and prepares schedules for completing work. Outlines the work to be accomplished by general target dates, objectives and major problems anticipated.

Reviewing Work

Spot checks performance and directs corrective action if needed. Reviews, accepts, amends or rejects work of subordinates, including work for which quality standards have not been established or work which has had preliminary lower level review. Studies equipment, materials, supplies, personnel and work procedures to achieve goals of greater economy and efficiency.

Personnel Management

Receives complaints and grievances and resolves most of them informally. Holds corrective interviews with employees and proposes disciplinary action to higher authority. Sets performance requirements, makes formal appraisal, justifies special ratings. With approval of supervisor, effects plans to improve performance. Conducts informal training of employees; broadens employee training and provides back-up skill by cross-training. Actively promotes the incentive award program and discusses with subordinates suggestions of all matters. Assists in the preparation of suggestion submission. Notes need for and recommends promotions, reassignments, or other personnel actions. Recommends the approval or disapproval of leave. Initiates request for filling vacancies or for additional personnel to meet work requirements. Interviews applicants and selects new employees.

Appendix C
Supervisory Grade Evaluation Guide For Two-Grade Interval Jobs

C-1. General Instructions
This guide is for direct use in the classification of jobs which involve supervision of three or more employees engaged in work properly classifiable in the two-grade interval pattern (i.e., KGS-5, 7, 9, 11, 12). It is also for direct use in the classification of positions which involve supervision of one-grade interval work, the base level of which is grade KGS-9 or above.

C-2. Coverage

a. This guide applies to all supervisory positions over work which can be evaluated best by reference to the base level of work performed by their subordinates (regardless of their location in the supervisory hierarchy). The supervisory responsibility of the position at least meets the defined scope of the Level I job definition.

b. This guide is not applicable to--

(1) Jobs that exercise “staff-type” supervision over employees or organizational units not under the direct line control of the incumbent.

(2) Evaluation of “full assistant” type positions. Such positions may be classified in relation to the position of the chief or supervisor of the unit and will be classified at least one grade lower than the grade of the supervisory duties of the chief or supervisor.

C-3. Series Determination
The appropriate occupational series of a position graded by this guide should be determined by reference to the subject-matter standard or series which covers the paramount qualifications required to perform the work.

C-4. Titling Determination
The prefix “Supervisory” should be added to the basic title of all positions graded by application of this guide, or which meet the basic requirements for coverage under this guide, unless the title of such position already denotes supervision or management.

C-5. Grade Level Determination
In determining the grade level--

a. Identify the highest level of nonsupervisory substantive work under the direct or indirect supervision of the position being evaluated. Substantive work is that which directly furthers the purpose for which the unit is established. Thus, in a unit with a “staff” or “auxiliary service” function, the substantive work of the unit is the performance of that function. A budget analyst in a budget office is doing the substantive work of that unit; a budget analyst in an engineering office is not doing the substantive work of that unit. The work identified as the base level must meet the following criteria:

(1) It represents a significant portion of the total substantive work of the immediate unit in which it appears. Work at a particular level represents a significant portion of the total substantive work of a unit when—

(a) Such work constitutes more than half the work of at least two of the full-time

positions supervised and

(b) About 25 percent or more of the positions engaged in that substantive work are at least at that level.

(2) It requires of the immediate supervisor substantial and recurring use of technical skills of the kind typically needed for directing work at the level, in addition to the use of supervisory skills common to all supervisory positions.

(3) It is not based on a degree of extraordinary independence or freedom from supervision.

b. In some cases, it may be necessary to establish a constructed grade level in order to determine the base level of work supervised.

(1) In units where there are trainees performing work in professional or other “two-grade interval” occupations in which nontrainee positions are normally classifiable at a higher grade level, the full performance level for such work should be projected to arrive at a constructed grade level.

(2) There may be instances other than those involving trainees where the regular performance level for some work performed in a unit is not reflected in grade levels of established positions. For example, this may occur where a unit regularly carries out projects which by reference to appropriate standards, are typically handled by incumbents of KGS-11 positions, but because of circumstances, such as inability to recruit qualified individuals at the KGS-9 level, or the need for further development of current staff members, such projects as assigned to incumbents of KGS-9 positions under greater-than-normal assistance and guidance. A constructed grade level representing the regular performance level (KGS-11 in the example) may be used in situations such as this.

c. The base level of work should not be determined by reference to grades of subordinate positions in cases in which such grades depend primarily on sharing of the supervisor’s responsibility for planning, reviewing and/or coordinating work.

d. Determine which of the following levels best describes the true nature and extent of supervisory responsibilities:

LEVEL I

Level I encompasses a broad range of supervisor responsibilities exercised over at least three employees engaged in substantive professional, technical or administrative work. Level I always includes responsibility for insuring timely performance of a satisfactory amount and quality of work, and duties of reviewing work products of subordinates and accepting, amending or rejecting work. It also involves at least three of the first four, and six of the eight following duties and responsibilities:

1. Planning work to be accomplished by subordinates. Setting priorities and preparing schedules for completion of work.

2. Assigning work to subordinates based on priorities, selective consideration of the difficulty and the requirements of the assignments, and the capabilities of the employee.

3. Evaluating performance of subordinates.

4. Giving advice, counsel, or instruction to individual employees on both work and administrative matters.

5. Interviewing candidates for positions in the unit. Making recommendations for appointment, promotion, or reassignment involving such positions.

6. Hearing and resolving complaints from employees. Referring group grievances and the more serious complaints not resolved to higher level supervisors.

7. Effecting minor disciplinary measures such as warnings and reprimands. Recommending action in more serious cases.

8. Identifying developmental and training needs of employees. Providing or making provision for such development and training.

If a position does not meet the minimum criteria for Level I, it does not have a sufficient level of supervisory responsibility to be directly evaluated by this guide. Such positions must be evaluated through considering standards and criteria not described in this guide; the total evaluation, however, may include appropriate reference to this guide for aspects which are supervisory.

LEVEL II

Level II supervisory responsibility is substantially greater than Level I. Typically, Level II positions involve direct and indirect supervision of employees engaged in substantive professional, technical or administrative work; the unit supervised is divided into two or more subunits each with its own supervisor; and on an overall basis, it is characterized by all of the following:

1. The necessity to use some subordinates in guiding and controlling work.

2. Especially significant responsibilities in dealing with officials of other units or organizations.

3. Important responsibilities in advising higher supervisory and management officials not covered by this guide.

4. Clearly greater personnel management responsibilities than those typical of Level I.

Level II positions will involve most or all of the duties described for Level I and, in addition, the following:

1. Making decisions on work problems presented by subordinate supervisors.

2. Collaborating with heads of other units to negotiate, decide on, and/or coordinate work related changes affecting other units.

3. Advising officials with broader and higher responsibilities on problems involving the relationship of the work of the unit supervised to broader programs, and its impact on such programs.

4. Evaluating supervisors and reviewing evaluations made by supervisors on other employees.

5. Making selections for nonsupervisory positions; recommending selections for supervisory positions.

6. Hearing group grievances and serious employee complaints, or ones not resolved at a lower level; reviewing serious disciplinary cases (i.e., those proposing suspensions and removal), and disciplinary problems involving key employees.

7. As needed, consulting with specialist on training needs, and deciding on training problems related to the units supervised.

The final grade for a **Level I** position is one level above the base level of work identified. The final grade for a **Level II** position is two levels above the base level of work identified.

***NOTE*:** A level equals the grade interval between grades in the normal progression in the two-grade interval structure below KGS-10 (e.g., KGS-5, 7, 9). At KGS-9 level, one level above is KGS-11. At KGS-10 and above, one level equals one grade and two levels equal two grades (i.e., KGS-10, 11, 12, 13). Thus, a supervisory position would be placed at KGS-11 if one level above and KGS-12 if two levels above the base level of work credited at KGS-9 or KGS-10.

Appendix D
Grade Evaluation Guide For Supervisory Jobs Of All Manual Occupations

These standards are to be used in the evaluation of Wage Board Supervisory jobs.

With the exceptions listed in paragraphs 3 and 4, the grade levels of Leader, Senior Leader and Foreman jobs of all occupations listed in the Standardized Job Description and/or jobs established as "variants" will be evaluated at one, three and five grades respectively above the journeyman level of the occupation concerned.

This grading system does not apply to laborer series occupation. One, two and four grades will be added to the Leader, Senior Leader and Foreman, respectively, when evaluating laborer supervisory jobs.

Foreman positions supervising fifty or more full-time personnel will be evaluated to a pay level six grades above the base level of the work directed.

Assistant Foreman positions will be classified in relation to the grade level of the Foreman position. Assistant Foreman positions are full assistants to the Foreman, they occupy a position in the direct supervisory line and shares in and assists the Foreman with respect to all phases of the operation. Assistant Foreman positions will be classified one grade lower than that of the Foreman. If the Foreman position is encumbered by U.S. military or U.S. civilian personnel, a hypothetical grade will be assigned in accordance with the Table of Supervisory Responsibilities contained in this appendix, with the Korean full assistant position evaluated accordingly.

TABLE OF SUPERVISORY RESPONSIBILITIES

LEADER SITUATION

General Responsibility

Leader performs regular nonsupervisory work coupled with immediate direction of three or more workers typically performing the same kind, or type and grade level of work. (**NOTE**: The number led does not affect the evaluation of the leader job.)

Controls Over Work

Supervisor indicates what to do, sequence of performance and how to do it by giving instructions at start or when asked; work is assigned with fixed standard of quantity, quality and time deadlines; work is subject to spot-checks in process or upon completion; effectiveness of pace setting and training of workers led is checked by review of group production data and reject, waste and safety records.

Planning

Does no long-range scheduling of work orders or work projects; no planning of material needs except to draw items needed for daily work; sequence of jobs is automatic or directed by higher authority; no authority to modify standard procedures; follows step-by-step work procedures provided or applies usual practices of trade; knowledge of work methods beyond that of journeyman level in the line of work not required.

Selecting and Evaluating Subordinates

Does not select workers. Provides supervisor with information on performance of workers. As requested by supervisor, makes informal appraisal of performance of crew members. Not responsible for initiating personnel actions resulting from informal appraisal.

Assigning Work

Supervisor assigns workers to project; leader assigns tasks to individual workers giving instructions at beginning of and during operations per instructions received from supervisor; sets pace of work for members of the group; may require that more exacting or difficult tasks be cleared with him before accomplishment. Supervisor handles coordination with other crews

Reviewing Work

May check work in progress or on completion; is alert for ways to reduce costs; stresses economy and efficiency; refers to supervisor ideas for possible reduction of costs; and corrects work deficiencies or calls to attention of supervisor.

Improving Methods

Applies journeyman level knowledge and makes suggestions for improving work methods and achieving economy. Does not participate in management studies except to answer questions asked by supervisor.

Other Personnel Tasks

Maintains discipline; notes need for and recommends action to provide employee services. Refers personnel to supervisor; does not initiate personnel actions. Does not grant leave. Receives specific assignments and trains employees in what is to be done, how it is to be done and works with them demonstrating proper procedures and production expected.

General Administration

Completes and submits work order forms; requisitions needed items; enforces elementary safety rules and use of safety equipment; promotes economy. May post time and keep other incidental records.

SENIOR LEADER SITUATION

General Responsibility

May perform some nonsupervisory duties but is mainly a supervisor concerned with leadership, instruction and direction of workers; has authority only for recommending changes in methods and procedures affecting organization of work or utilization and appraisal of workers. Receives short term assignments. Sees that work is accomplished efficiently. Has no final authority for administrative action.

Controls Over Work

Accountable to supervisor for all work assigned including maintenance of quality standards, production quotas, and deadlines; specific oral and written instructions are in terms of specific assignments, time requirements and methods and procedures; usually only sufficient work is assigned to keep entire group occupied; work is subject to spot-checks during or upon completion of work order.

Planning

Plans work assignments and methods on a day-to-day basis. Estimates time, equipment, material and personnel required. Furnishes facts on work in process, backlog and production rates. Normally is told equipment to be used. Obtains routine supplies; reports recurring failures of equipment. Follows established work procedures but is authorized to make minor deviations to meet temporary conditions.

Selecting and Evaluating Subordinates

Upon request, furnishes recommendations to supervisor concerning work records and other qualifications of subordinate employees being considered for promotion or reassignment; gives tryouts where desirable. Makes informal and formal appraisal of performance; recommends disciplinary actions; and suggests ways of improving performance.

Assigning Work

Selects from the assigned work force the individuals to be used for each operation of the project; assigns work individually indicating methods to be used; furnishes technical instructions on more difficult operations.

Reviewing Work

Makes frequent inspections to insure quality control. Observes work to locate problems. Seeks solution to problems and avoidance of future problems (adjustments are confined to operations supervised and do not affect the end result determined by a higher authority). Reports above-normal rejection rates to supervisor. Expected to be alert to means of increasing efficiency and economy of operation.

Improving Methods

Scope of responsibility is limited to own operations, major improvements must be accepted by supervisor before changes can be effected. Seeks improvements in organization workflow, machine utilization and employee attitude.

Other Personnel Tasks

Adjusts informal complaints or refers to supervisor. Counsels as requested. Notes need for and recommends provision of employee services; notes leave abuse and recommends corrective action. Reports job changes and recommends personnel actions as appropriate. Inducts new employees and conducts job training. Evaluates performance to determine individual training needs; analyzes job tasks as basis for training. With assistance of the Foreman or other staff personnel, develops training plans as needed.

General Administration

Maintains records of work orders, materials used and costs involved. Requisitions supplies, materials and tools. Issues safety equipment and insures proper use. Inspects to control supply conservation and enforce safety measures.

Foreman Situation

The foreman is primarily a supervisor of workers with authority for the immediate execution of plans and operations. Has authority to organize workers into the most productive working unit. May have subordinate supervisors but is distinct from a general foreman in that there is usually responsibility for only one organizational unit. May receive long-range assignments of work. Plans work accomplishment within schedules coordinated with higher authority. Is distinct from senior leader because of responsibility and authority for administrative actions. Typically the foreman supervises from 10 to 30 subordinates.

Controls Over Work

Supervisor holds foreman accountable for meeting quality standards, production quotas and deadlines. Follows general instructions, standard procedures and authorized policies. Normally responsible for more than one work order or project at a time. Work is subject to spot-check but this is less frequent and detailed than review of the work of a lead foreman. More responsible planning at this level than required of a senior leader.

Planning

Takes part with supervisors in early stages of planning. Consults subordinates in framing recommendations for supervisors or for immediate action if approval is not required. Plans weekly or monthly schedules and sets deadlines. Plans sequence of operations and sets priority order, employees to be utilized, equipment and materials to be used for individual work order. Coordinates with employees affected by his operations. Determines how many work orders can be handled concurrently and which operation should be deferred. Furnishes opinion to supervisor, on request, regarding effectiveness of the organizational structure relative to his own organization.

Selecting and Evaluating Subordinates

Selects workers from personnel office referrals. Initiates recommendation for promotion and reassignment of subordinates. Sets performance requirements, makes formal appraisals; justifies special ratings; initiates disciplinary action and commendations. With approval of supervisor, effects plans to improve performance.

Assigning Work

Chooses individual workers for assignments. Explains work order requirements, methods, production standards and schedules. Organizes crews. Based on experience, furnishes technical instructions on difficult operations. Checks on all problems in connection with the execution of work of his group and takes corrective action as required. Within ceiling and other management controls, establishes positions through assignment of duties and division of work in his organization.

Reviewing Work

Spot-checks performance and directs corrective action if needed. Inspects finished product of each work order to see that standards and specifications have been met. Helps inspectors and uses their findings. Studies equipment, materials, supplies, personnel and work procedures to achieve goals of greater economy and efficiency.

Improving Methods

Within own operations, seeks improvement in organization flow, machine utilization and attitudes. Aids those making management studies; helps develop and review work standards.

Other Personnel Tasks

Handles informal complaints; counsels employees, recommends provision of employee services as needed. Schedules and approves leave and corrects leave abuses. Analyzes work situations, and recommends revision of proposed plans. Within own operations, determines training needs, trains leaders and inexperienced subordinate supervisors, and gives continuing coaching.

General Administration

Maintains production cost and personnel records as required and prepares reports to supervisor. Maintains supply of tools, parts, supplies, equipment and controls their use and approves substitutions.

Assures use of safety equipment and seeks elimination of safety hazards. Recommends to supervisor safety review of new operations.

NOTES:

a. Under no circumstances will Assistant positions be established below the Assistant Foreman level.

b. The higher level of supervisory responsibilities found in General Foreman positions are normally assigned to military or U.S. civilian positions.

Appendix E
Evaluation Guide For KGS Civilian Deputy Or Assistant Positions

The supervisory duties performed by a civilian deputy or assistant will be evaluated to a lower grade than the supervisory duties of the chief. The grade will not be influenced by the military rank of the person who occupies the position of chief of the organization. When evaluating a civilian deputy of a U.S. military chief or U.S. civilian supervisor, the military chief's or U.S. civilian supervisor's position should first be evaluated as if it were a KN supervisory job. Consider only the chief's supervisory responsibilities. A full deputy is classified one grade level below that of the chief. A job that does not share the full range of the chief's managerial responsibilities is evaluated to at least two grade levels below the chief's supervisory grade. When assigned, nonsupervisory duties should be separately evaluated and considered in the overall evaluation.

Factors to consider are--

1. Extent to which it is involved in program planning.

2. If all to the same employees are creditable for the chief's base level also receive supervision by the deputy.

3. *Note*: Serving as a full deputy must be performed on a regular and recurring basis, and not simply in the absence of the chief.

Appendix F
Standard Job Definition For Junior Level Of All Manual Occupations

Performs work requiring knowledge and skills necessary for accomplishment of a portion of the total assignment for which a journeyman worker in a given occupation is normally responsible. Also included in this level are workers who assist journeyman and may perform full journeyman assignments under immediate supervision as a part of their training. Incumbents acquire knowledge of the basic trade fundamentals, perform more than the simple, routine, preparatory tasks of the helper in a semiskilled manner and progressively develop skills up to the ability to perform journeyman-level tasks. Normally these incumbents receive detailed instructions or guidance when new tasks are assigned and as skill progresses, perform those tasks without immediate supervision.

Junior level positions are frequently used for progression to positions requiring journeyman level skills and knowledge. However, most maintenance and shop activities are characterized by a considerable number of work situations requiring only junior level tasks in addition to those requiring journeyman workers. Accordingly, there are usually continuing manpower requirements for junior type positions so that assignment to such a position is not necessarily considered for purposes of training or career progression. In large organizations good position management dictates a mix of journeyman and junior level positions, e.g., 70% journeyman and 30% junior.

Junior level positions performing duties characteristic of occupations in which the journeyman level is established as grade KWB-5 and above will be evaluated at two grades below the journeyman grade level.

Junior level positions performing duties characteristic of occupations in which the journeyman level is established as grade KWB-4 and below will be evaluated one grade below the journeyman grade level.

Appendix G
Classification Guide For KGS Trainee And Advanced Trainee Positions

KGS-5

This is the basic trainee level. KGS-5 employees receive formal classroom instruction and/or on-the-job training in the principles, concepts, work processes, regulations and reference material fundamental to specialized fields. On-the-job training assignments provide a practical understanding of the organization, programs, policies and objectives of the employing agency as well as furnish experience in the application of principles, procedures and work techniques to actual operating situations. They also familiarize employees with work operations and processes; and relieve experienced personnel of detailed and simple work. Instructors or supervisors give specific instructions and guidance on all assignments and critically review completed work.

KGS-7

This is the advanced trainee level leading to KGS-9. Work assignments provide training in the analytic and judgmental aspects of the work and in the appropriate use of proper methods and techniques. Advanced trainees are given detailed instructions and explanations with each assignment. When employees at this level work on more complex assignments (i.e., those characteristic of the KGS-9 or KGS-11 levels) they normally receive continuing guidance and instruction during work progress. Completed work is subject to close review to assure adequate and accurate application of principles, guides and regulatory requirements; to determine the soundness of conclusions and recommendations; and to serve as the basis for determining rate of progress and further training needs.

Positions meeting above criteria will be coded and titled the same as the nontrainee positions within the appropriate occupational series.

Appendix H
Classification Guide For Use Of Parenthetical Titles

For some occupational series OPM has prescribed certain parenthetical titles to be used as appropriate for positions in those series. Only these designations may be used. For positions in series for which OPM has not established parenthetical titles, care should be taken. A parenthetical designation should be used only when it is decided that it would add materially to the understanding and identification of the position. Parenthetical titles should be used only where it would be helpful or necessary to identify further the duties and responsibilities involved, and such duties and responsibilities reflect special knowledge and skills needed to perform the work. The addition of parenthetical designations can be important for a variety of purposes, such as to indicate special skills for recruitment or to identify positions for pay purposes. In all cases where a parenthetical title is used, the job description must reflect the duties which support the parenthetical designation.

A parenthetical title of *Stenography, Office Automation*, or *Data Transcribing*, must be added to the official title of a position when the duties of the position require proficiency at or above minimum qualification level for one of these skills. The parenthetical designation *Office Automation* may be shortened to *OA,* if desired. When either *Stenography* or *Office Automation* is used alone in parenthesis, the Typing designation will not be used.

When a position is classified to a specialized clerical series and requires minimum qualification level stenographic skill and the same level of typing skill to perform office automation work, both *Stenography* and *Office Automation* are added parenthetically to the position title; i.e., Secretary (Stenography/OA). In any case where one of these parenthetical titles is used, the position description must state the skill level required to assure appropriate recruitment for the job.

Clerical positions KGS-3 through KGS-5 grade levels that require a qualified typist are classified in the appropriate clerical job description and the word *Office Automation* is parenthetically added to the job title to indicate that typing skills are a job requirement. <u>However, care should be taken</u>, positions that consists of general office work combined with a requirement for a fully qualified typist is to be placed in the Clerk-Typist, KGS-322, Series. Except for Secretary positions, the parenthetical title *Office Automation should not be used in classifying positions above the KGS-7 level.*

The parenthetical title *Typing* or *Office Automation* should not be used when the typing work is so infrequent or the nature or level of typing tasks are such that most or all persons who can perform the clerical work satisfactorily can also accomplish the typing work in an adequate manner either immediately upon employment or after a reasonable period of experience on the job. In other words, if the typing work does not require the services of a qualified typist, the parenthetical title should not be used.

Appendix I
Evaluation Guide For Wage Board Inspector Jobs

General Criteria

Inspection jobs which require the same knowledge, experience, skill and ability as a worker in a trade, craft or laboring occupation and in addition, performance for a substantial amount of time of inspection of components, systems and items, materials, products and/or processes by physically examining for workmanship, usability and suitability; making functional tests or inspections to determine what repairs, modifications, replacements or reconstruction is required in order to comply with specifications, blueprints and technical orders, making detailed mechanical, electrical, operational, or similar inspections or tests for the purpose of accepting or rejecting items from the standpoint of whether they are properly constructed and in acceptable working condition; or performing examination of 100 percent of items produced or examination of samples selected under sampling plan to insure compliance with specifications where the inspections made are basically of trade or manual laboring operations requiring manual dexterity and the use of the tools, techniques and work methods of a trade, craft or laboring occupation will be evaluated by determining the trade level of the worker whose work is being inspected and adding one grade for the inspector.

Series Code And Titles

1. Suffix "Inspector" after the kind of work or functions inspected, e.g., Automotive Equipment Repair Inspector, Heavy Equipment Repair Inspector, Painting or Carpentry Inspector, Custodial Work Inspector.

2. Use same occupational code applicable for the work being inspected. Where more than one kind of work is inspected, the code for the job will be that of highest level of work used as a basis for grade determination. If no single occupation predominates, the general code (01) of the predominant job family will be used.

Criteria For Multiskill Inspectors

1. Where the knowledge, experience, skill and ability of more than one trade, craft or laboring occupation is required at the worker level, determine the grade of each and if the grades are the same, add one grade for the inspector, i.e., Carpenter, KWB-6, and Pipefitter, KWB-6, appropriate grade will be KWB-7.

2. Where the knowledge, experience, skill and ability of more than one trade, craft or laboring occupation is required at the worker level, determine the grade of each and if the grades are different, add one grade to the highest grade represented for the inspector.

Other Situations

Application of the above policy does not necessarily limit all inspection jobs to one grade above the grade of the worker whose work is being inspected. It is recognized that there are atypical inspector situations that involve additional responsibilities which must be taken into consideration. If responsibilities such as quality control, contractor relationships, development of inspection and test techniques require appreciably more experience and training and responsibility, and an appreciably greater degree and continuity of mental application and physical demand and/or involve more disagreeable or hazardous working conditions, evaluation to more than one grade of the worker whose work is being inspected may be justified.

Appendix J
Evaluation Guide For Club Manager Jobs (KGS-1101)

J-1. General
This guide is intended to apply to positions charged with on-the-spot management of clubs. Assistant club manager positions can be classified relative to and after the grade level has been determined for the club manager position (whether the club manager position be military or civilian). Important considerations in evaluating assistant manager positions are--

a. The degree of authority and responsibility which has been delegated to incumbent of these positions, and;

b. The size and complexity of operations managed.

The club manager is characterized as one having responsibility for the overall planning, direction and control of all phases of club operations, including requisition, receipt, storage, selling, replenishment, accounts maintenance, reporting and personnel management. These functions are described in the attached standardized job description.

J-2. Grades
The grades of club managers are not determined by evaluating each individual function performed; but rather by evaluating their total responsibility for managing the club. All the functions listed in the attached job description are inherent in their managerial responsibilities. The absence of any of these functions is an indication that a position is somewhat less than a club manager. The level of difficulty for managing a club depends upon the size and complexity of operations managed. This is measured by applying the criteria provided in paragraph 5.

J-3. Titles
Club Manager is the authorized title for a position of overall club manager. Assistant Club Manager is authorized for a full assistant to the manager.

J-4. Classification Factors
The basic duties of club manager positions remain constant, for all practical purposes, at all grade levels. Any or all of the functions may be personally performed and directed by the club manager, or they may be delegated to subordinate supervisors or employees.

a. Supervision received by club managers is typically of a general administrative nature. The club manager's supervisor is informed on the overall activity of the club and is consulted as needed, but the manager is responsible for independently conducting the day-to-day operation of the club.

b. The nature of managerial responsibility for these positions is adequately reflected in the size and complexity of operations managed.

c. There are three primary ways to measure of the size and complexity of club operations:

(1) Volume of sales.

(2) Total number of personnel required.

(3) Line activities operated.

Each of these elements is considered to be an influencing factor of size and complexity of operations managed. Within the subject occupations the first element, "volume of sales" is generally accepted as the most important indicator of size and complexity of operations. Then, "total number of personnel required," and "line activities operated" in that order. Accordingly, point values are assigned to these elements to reflect the classification weight.

J-5. Application Of Classification Criteria To Positions

Club manager positions are characterized by responsibility for the performance of managerial duties and responsibilities identifiable with those described for club manager above, and size and complexity of operations managed.

a. Total monthly volume of sales and charges (not counting transfers, membership dues, and service charges) averaged over a period of 1 year--

Points	Sales Volume (in US$)
3	0 - 3,250
6	3,251 - 9,880
9	9,881 - 19,890
12	19,891 - 39,650
15	39,651 - 79,560
18	79,561 - 130,000

b. Size of operations is such as to require a staff of where the size of the operation requires less than five persons, the situation may not warrant a managerial position fully identifiable with the standard job description for Club Managers. The number of full-time employees should be averaged over a six month period. Part-time civilian and off-duty military are included. The number of part-time employees shall be converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equals a full-time employee).

Points	No. of Persons
3	5 - 10
6	11 - 20
9	21 - 40
12	41 - 70
15	71 - 100

c. The line activities operated. Other factors require special consideration, such as the number of regularly scheduled meals served, banquet and catering services, bingo programs, and Monte Carlo Operations. Each of these additional programs add to the complexity of the management function, requiring additional menu planning, employee scheduling, and administration. Special events source documents include Banquet Contracts, Bingo and Monte Carlo contracts and schedules.

Function	Bonus Points
More than two complete meals served daily (Full Service Menu)	1
Banquet and catering served (More than three times per month)	1
Bingo programs (More than three events per month)	1
Monte Carlo events (More than two events per month)	1
Maximum Bonus Points	4

J-6. Conversion Table

After the appropriate number of points has been determined for each of the three elements listed above, the individual sums will be totaled. Whenever the maximum criteria for any one element are greatly exceeded, the criteria may be extended and the additional points added maintaining the same rate of progression for that element. The total points will be converted into the grade levels in accordance with the following grade conversion table.

Grade Conversion Table

Total Points	Grade Levels
6 or less	KGS - 5
7 - 9	KGS - 6
10 - 15	KGS - 7
16 - 22	KGS - 8
23 - 30	KGS - 9
31 - 36	KGS - 10
37 or more	KGS - 11

J-7. Evaluation Of Assistant Club Manager Positions

Assistant club manager positions may be classified in relation to the grade level of club manager position. Where the assistant club manager is a full assistant to the club manager, occupies a position in the direct supervisory line and shares in and assists the club manager with respect to all phases of the club operation, the assistant club manager position will be one grade lower than that of the club manager.

Club Manager, KGS-1101

Supervisory Controls

Works under general supervision of the Secretary-Custodian. General instructions are provided on new and/or revised policies and procedures. Supervisor is available for consultation on any problem of a serious nature. Incumbent keeps supervisor informed of the overall activity of the club operations.

Major Duties

Serves as a manager of an open mess or club where mess, bar, amusement machines, merchandise sales, special party and other entertainment activities are operated. Is responsible for the overall management, direction, and control of all phases of the day-to-day operations of the assigned activity, the size and complexity of which is such that requires a constant service of a staff of __ persons, with an average monthly gross sales volume of $____.

1. Supervises and directs the club operations which include (a) mixing and serving beverages and bottled goods, (b) preparing, seasoning, cooking and serving foodstuffs, (c) operating various amusement machines, and (d) selling other related merchandise. Schedules and makes individual work assignments. Assures employees maintain a clean and presentable appearance. Is responsible for security of the activity to include merchandise, cash and fixed assets. Insures compliance with fire, security and safety regulations.

2. Initiates weekly and/or special merchandise requisitions; determines stock requirements, considering past experience, current conditions and the estimated future requirements. Verifies the type and quantity of items received on the shipping order. Acknowledges receipt and moves items to storage. Insures proper storage methods are used. Initiates action to transfer specified items to or from other available outlet activities when emergency needs arise.

3. Supervises the preparation of and/or prepares daily activity reports including steward's report, inventory statement (bar, snack bar, bulk sales and cigarettes), and reports on other related activities such as amusement machine operation, check conversions, etc. Is responsible for accounts maintenance activity; turns in daily cash receipts to the main office together with daily activity reports, cash register tapes and other reference documents. Supervises or participates in monthly or special inventories of items on hand.

4. Is assigned responsibility for personnel management of all employees engaged in the club operations. Evaluates work performance of subordinates. Initiates or recommends personnel actions including recruitment, separation, promotion and reassignment. Trains all club employees engaged in the various club operations and activities. Conducts training for employees to familiarize them with established working methods, techniques of serving patrons and sanitation practices.

Performs other duties as assigned.

Appendix K
Evaluation Guide For Bowling Center Manager Jobs (KGS-1101)

K-1. Exclusions
Night Manager positions are generally excluded from this standard because they do not include the full extent of the duties and responsibilities described in this standard. Instead, Night Managers are covered by the standard job description for Recreation Assistant (Sports), KGS-189-4.

K-2. Supervisory Controls
Employee works under the general direction of the Area Business Manager, Recreation Director or designated supervisor. Incumbent is held responsible for implementing the installation's policies and for efficient operation of the bowling center.

K-3. Major Duties and Responsibilities
Trains and supervises subordinate employees and schedules and assigns their duties. Interviews and prepares necessary personnel action requests on employees and prospective employees. Evaluates employee performance of duties and initiates required personnel actions to replace those not meeting minimum standards of performance.

Promotes, organizes, and schedules open and league bowling and special events and conducts bowling classes.

Maintains a daily operation record of the bowling facility, showing all income from fees and rentals. Controls and accounts for all prenumbered bowling score sheets.

Ensures that the maintenance and preventive maintenance program on all pinsetting machines and related equipment is carried out. Maintains appropriate records. May personally perform repair function.

Contacts firms to obtain prices and other information regarding items, such as purchase of equipment, accessories, and parts. Recommends acquisition of items to maintain, improve, expand, or enhance the bowling facility.

Supervises total operation of the bowling facility, including bowling balls, bags, shoes, and related equipment. May custom-measure, fit, and drill balls. May supervise vending machine and snack bar operations to ensure that the bowling participants' needs are served.

GRADING PLAN

The factors used to reflect the level of difficulty and responsibility of Bowling Manager positions are as follows:

1. Number of bowling lanes.

Number of Lanes	Points
Up to 12	1
13 to 16	2
17 to 24	3
Over 24	4

2. Staff required by the bowling center. The number of full-time employees is averaged over a year. Part-time, civilian, and off-duty military are included. The number of part-time employees shall be converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equal a full-time employee).

Number of Employees	Points
Up to 5	1
6 to 10	2
11 to 15	3
16 to 20	4
21 to 25	5
Over 25	6

3. Number of lines per lane. Determine the average number of lines bowled per lane per day considering data for the preceding 12 months.

Average Number of Lines	Points
Up to 10	1
11 to 20	2
21 to 30	3
31 to 40	4
41 to 50	5
Over 50	6

4. Management of snack bar. Add one point if the Manager is responsible for the management and direction of a snack bar that includes cooking food and serving beverages.

5. Management of pro shop. Add one point if the Manager is responsible for the management and direction of a complete pro shop that includes measuring, fitting, and drilling bowling balls.

Conversion Table

Total Points	Grade
3 to 5	KGS-5
6 to 8	KGS-6
9 to 11	KGS-7
12 to 14	KGS-8
15 to 17	KGS-9
Over 17	KGS-10

***NOTE*:** Where authorized, full assistant Bowling Center Manager positions shall be graded one grade below that of the Manager.

Appendix L
Evaluation Guide For Executive Chef Positions (KGS-1667)

L-1. General
This guide applies to those positions that involve the management and supervision of all phases of the food service program in a hotel, club, or mess, where formal dining and catering form a regular and substantial basis of the total food operation. The work involves the paramount use of increased culinary knowledge, skills, and abilities in the larger type organizations. It requires the use of innovative ideas and ingenuity in creating special menus and in overseeing the preparation of different meals each day that involves various cooking methods and presentations to patrons and guests. Incumbents of these positions are responsible for balancing the nutritional values of the menus prepared and for the quality of the overall food service program. The work entails knowledge of budgetary procedures, labor and cost elements, portion control pricing, food production methods and techniques, and management of equipment, facilities, and personnel resources.

L-2. Exclusions
Positions involving the day-to-day supervision or leading of three or more Cooks, and which require specific culinary skills will be classified in the KWB-7404 series as Cook Leader or Chef.

L-3. Titles
Executive Chef is the authorized title for these positions.

L-4. Classification Factors
For all practical purposes, the basic duties of executive chef positions remain constant at all grade levels. The nature of managerial responsibility for these positions is adequately reflected in the complexity of operations, complexity of activities, and decorum/protocol required. Supervision received by the executive chef is typically of a general administrative nature. The supervisor is informed on the overall activity of the dining facility and is consulted, as needed, but the chef is responsible for independently conducting the day-to-day operations of the facility.

L-5. Factors To Be Used In Determining The Grade Level Of The Position
The grade levels of these positions are not determined by evaluating each individual function performed, but rather by evaluating the total management responsibilities and the degree of skills required; the complexity of the operations; and other factors indicated. Grades are shown on the grading chart.

a. Complexity of operations**.** (Large, medium, or small) based on--

(1) Amount of average gross monthly income from food sales.

Large	$88,451 and above
Medium	$44,226 - $88,450
Small	0 - $44,225

(2) Number of meals served (monthly average).

Large	10,001 and above
Medium	5,001 - 10,000
Small	0 - 5,000

(3) Number of full-time and part-time employees supervised. Where the size of the operation requires less than five persons, the situation may not warrant an Executive Chef position. The number of full-time employees should be averaged over a 6-month period. Part-time civilian and off-duty military are included. The number of part-time employees are converted to an equivalent number of full-time employees on the basis of hours worked (each 40 hours equals a full-time employee).

Large	21 or more
Medium	11 - 20
Small	05 - 10

b. Complexity of activities. (The number and frequency of the activities contributes to the complexity of the operation.)

(1) Formal banquets, parties, receptions.

(2) Catering outside the club, mess or hotel operation.

(3) Responsibility for additional kitchen operations located in annexes or branches. (One point awarded for each additional annex and/or branch kitchen). For grade determining purposes the complexity of activities will be as follows:

Few	up to 15 activities per month.
Several	16 to 40 activities per month.
Numerous	41 or more activities per month.

c. Decorum/protocol required**.** This factor varies by degree as indicated below:

Degree 1. Normal military protocol, courtesies, and social amenities.

Degree 2. Occasional military formal protocol, courtesies, and social amenities for general officers, other dignitaries and their guests.

Degree 3. Frequent formal military protocol, courtesies and social amenities for general officers, their guests, and other dignitaries including foreign officials, federal and state officials.

In the case of noncommissioned officers and/or enlisted clubs, other dignitaries (in Degree 2 and 3) would include Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, and/or Sergeant Major of the Marine Corps and Command Sergeant Major (or equivalent for Air Force, Navy and Marine Corps) of a major service command.

Table L-1
Evaluation Guide For Executive Chef Positions

AVERAGE MONTHLY INCOME (GROSS)	MONTHLY AVERAGE NO. OF MEALS SERVED	NO. FULL-TIME EMPLOYEES	COMPLEXITY OF ACTIVITIES	DEGREE OF DECORUM	GRADES 7	8	9	10	11	12	
SMALL UP TO $44,225	UP TO 5,000	SMALL UP TO 10 EMPLOYEES (FULL-TIME)	FEW UP TO 15	1	X						
				2	X						
				3			X				
			SEVERAL 16 TO 40	1	X						
				2	X						
				3			X				
			NUMEROUS 41 AND MORE	1	X						
				2			X				
				3			X				
MEDIUM $44,226 TO $88,450	5,001 TO 10,000	MEDIUM 11 TO 20 (FULL-TIME)	FEW UP TO 15	1	X						
				2			X				
				3				X			
			SEVERAL 16 TO 40	1			X				
				2				X			
				3				X			
			NUMEROUS 41 AND MORE	1				X			
				2				X			
				3					X		
LARGE $88,451 AND OVER	10,001 AND OVER	LARGE 21 OR MORE (FULL-TIME)	FEW UP TO 15	1					X		
				2					X		
				3						X	
			SEVERAL 16 TO 40	1					X		
				2						X	
				3						X	
			NUMEROUS 41 AND MORE	1					X		
				2						X	
				3							X

Appendix M
Standardized Job Descriptions For Nonmanual (KGS) Jobs

Accountant, KGS-0510-09 **SJD-S060**

Supervisory Controls

Receives instructions as to the overall accounting system, its objectives, the policies and procedures under which it is operated and the nature of changes in the system or its operation. Supervisor is available for advice and assistance as needed in handling unusual or complex accounting problems. Work is reviewed for technical accuracy, adequacy of professional judgment and compliance with instructions.

Major Duties

Performs a variety of professional operating and/or cost accounting work of average difficulty requiring the application of well-established accounting principles, theories, concepts and practices. Directs and/or conducts the day-to-day operations of an entire accounting system of a small to moderate size organization or program of a major segment of an accounting system. Duties include, but are not limited to following:

1. Supplies accounting and financial statements, reports and other information of a factual nature, reflecting the interrelations of accounting and cost budgeting and other accounting data. Provides interpretations of accounting reports, statements and data which point out trends, identifying deviations from standards and/or plans, projecting data into the future. Computes, estimates, or predicts the effect of proposed changes in the operating programs on accounting operations and service, or on operational costs, income and expenditures. Establishes and maintains liaison with operating officials and management officials concerned to ascertain their needs for accounting data.

2. Supervises and directs the work of nonprofessional personnel engaged in the day-to-day operations of the accounting system. Makes day-to-day decisions concerning the accounting treatment of financial transactions. Recommends solutions to more difficult and complex accounting problems and proposes changes and revisions in the accounting system or its operational features.

Performs other duties as assigned.

Accountant, KGS-0510-11 **SJD-S061**

Supervisory Controls

Supervisor provides general instructions as to the scope of the assignment, the objectives to be achieved and approaches which may be followed in executing the assignment. Completed work is reviewed for adequacy in the selection of approaches to the problem encountered, use of proper methods in executing assignment, soundness of conclusions drawn, and for compliance with general instructions and applicable policies.

Major Duties

Performs a variety of professional operating and/or cost accounting work requiring the application of accounting principles, theories and practices. Directs and/or conducts the day-to-day operations of an entire accounting system for a moderate to large and complex organization with several installations and programs, or a specialized accounting function concerning several bases, depots or posts such as stock fund or financial inventory accounting for all activities within the jurisdiction of a large military headquarters.

1. Prepares accounting and financial statements, reports and other information of a factual nature. Includes such data as cost reports, cash ratios and the interrelations of accounting and cost budgeting and other accounting data. Provides interpretations of accounting reports, statements and data which point out trends, identifying deviations from standards and/or plans, projecting data into the future. Computes, estimates, or predicts the effect of proposed changes in the operating programs on accounting operations and service or on operational costs, income and expenditures. Establishes and maintains liaison with operating officials and management officials concerned to ascertain their needs for accounting data.

2. The work situation is characterized by one of the following factors or other elements that can be demonstrated to be of comparable complexity:

a. The organization served, in addition to basic administrative expenses (that is, salaries and wages of employees, travel and transportation, acquisition of office supplies and equipment), requires accounting for operations of a substantial commercial, industrial, manufacturing, or equivalent nature.

b. Unstable operating programs or other factors cause wide and frequent variations in requirements for new accounts, new instructions for the use of accounts and reports.

c. There are several (for example, at least 3) basic operating programs, each of which requires a specialized and individualized accounting system and specialized accounting treatment of a scope and extent comparable; for example, to the need for each program to be served by a separate accounting entity which is of a different nature and has different characteristics than are the accounting entities for the other operating programs served by the same accounting position.

Performs other duties as assigned.

Accounting Technician, KGS-0525-05 **SJD-S065**

Supervisory Controls

Works under general supervision of an accounting technician of higher grade or accountant who provides technical direction when necessary and has overall responsibility for the work accomplished by the employee. The employee is expected to know the procedures and methods for accomplishing the work of the prescribed accounting system(s).

Major Duties

Performs work requiring a knowledge and understanding of well-established principles, prescribed procedures and techniques of accounting but not professional education or equivalent experience in accounting. Work requires the body of knowledge which is usually comprised in the term "Bookkeeping," and includes maintaining, implementing and examining financial documents and other records generally utilized in prescribed Department of Army "Bookkeeping" procedures. Performs one or more of the following or comparable duties with responsibility for a complete block of work or function of a limited nature not involving application of knowledge of the entire accounting system(s) involved.

1. Maintains a segment of the accounts payable and accounts receivable ledgers and associated records and documentation in a general fund accounting system. Reviews and verifies all posting media received to assure that proper analysis has been made of the document. Posts to accounts receivable or accounts payable in summary groupings and establishes records by customer (files or posted registers). Balances subsidiary records and accounts receivable or accounts payable periodically; prepares trial balance and reconciles with general ledger control accounts. Researches and traces posting media to original source to determine corrective action, correct imbalance and reconciles with general ledger control accounts. Researches and traces posting media to original source to determine corrective action, correct imbalances and initiate required adjustments.

2. Maintains other complete subsidiary ledgers and effecting balances with control accounts in general ledger. Reviews and verifies documents received to determine validity of accounting classification, assure adequacy and accuracy of preparation. Maintains subsidiary ledgers by posting, balancing postings to block tickets, footing and cross-footing and effecting monthly or periodic balances. Reconciles balances with control account balances in general ledger. Effects reconciliation as required by researching source media, assuring that all pertinent documents have been posted, postings and balances are correct. Initiates corrective action as required.

3. Verifies and substantiates disbursing and collection vouchers with daily schedules of disbursements and collections. Assures proper treatment and identification of all vouchers in the appropriate accounts. Initiates corrective action as required to effect reconciliation. Schedules and independent development, the basic accounting data with financial data. Reconciles periodic reports prepares recapitulations of disbursements and collections monthly and reconciles, through of other sections of the accounting organization with pertinent general accounts. Reconciles files of documents with pertinent subsidiary accounts; initiates appropriate action to correct errors of misstatement, omission or duplication in records.

4. Prepares subsidiary reports or assigned portions of statements. Computes and compiles periodic reports on status, activity and other relative factors pertaining to an assigned group of

subsidiary ledgers. Verifies data and computations to assure adequacy and accuracy of report and material included therein. Computes and compiles portions of financial statements, balance sheets and operating statements. Assembles, reconciles, verifies and computes data pertaining to specific control accounts; reconciles raw data for inclusion in applicable assigned portions of the statement.

Performs other duties as assigned.

Accounting Technician, KGS-0525-06 **SJD-S190**

Supervisory Controls

The supervisor determines priorities of sporadic and non-recurring work assignments. The employee plans methods and priorities for accomplishing daily assignments independently, and resolves problems or questions arising in routine assignments on the basis of past precedents and procedural guides. The supervisor occasionally checks the balances in the accounts but the detailed procedures applied are expected to be correct.

Major Duties

For a complete block of work or functions of a limited nature not involving application of know ledges of the entire accounting system(s) involved, performs the majority of the following:

1. Maintains general ledger control accounts and subsidiary accounts for various construction accounts.

2. Receives, analyzes, and classifies all allotments and initiation documents. Assigns appropriate account code to set up accounts.

3. Receives, analyzes, and classifies all commitment and obligation documents. Reviews documents for validity, budget, and expenditure limitation, completeness and correctness of accounting data.

4. Certifies fund availability to cover all initiations, commitments and obligations.

5. Monitors progress payments and percentage of completion reports for construction projects to ensure accounts are in order. Amortizes advance payments, reviews type and age of outstanding obligations, and determines if follow-up action should be taken. Contacts procurement personnel and project officers concerning availability of funds, balances of contracts in effect, and outstanding obligations.

6. Prepares correspondence concerning the status of contracts.

7. Matches disbursing documents with obligation data; verifies accuracy and completeness of data and insures that equipment, materials, or services have been received.

8. Reviews claims for advance payment, letters of credit, and expenditure reports from grantees; assigns appropriate account codes and processes.

9. Codes all data onto necessary transaction sheets indicating type of appropriation and fund, control account, subsidiary account, limitation and cost center.

10. Assures that debits and credits on transaction sheets balance; prepares batch card with assigned number, data and total amount of debits and submits forms to data processing for entry in computer system.

11. Reviews computerized data output and verifies it with manual data input. Locates discrepancies, determines source of error and takes necessary remedial action.

12. Reconciles undelivered orders monthly with general ledger accounts.

13. Reconciles subsidiary accounts with general ledger control accounts for receivables, payables, work-in-process, inventory, and property accounts.

Performs other duties as assigned.

Accounting Technician, KGS-0525-06 **SJD-S346**

Supervisory Controls

The supervisor provides general instructions on policy changes and reporting requirements, and sets overall priorities for completion of work. The employee performs daily assignments independently and resolves questions or problems on the basis of past precedent and interpretation of policy and procedural guidelines. The employee refers to the supervisor for assistance only when confronted with unusual accounting problems. Completed work is reviewed to ensure that determinations and decisions made are in accordance with agency policies and procedures.

Major Duties

Performs a variety of duties in a field station in connection with the maintenance of accounts in a general ledger.

1. Receives purchase orders, contracts, travel orders and similar documents for obligation against appropriated funds. Reviews documents to ensure they are authorized in accordance with regulations, charged to the applicable appropriation, and funds are available to cover the obligation.

2. Obligates documents assigning appropriate symbolic codes for the general ledger accounts, obligation accounts, control point and cost center, limitation and appropriation. Summarizes the information and enters it on on-line data systems.

3. Maintains unliquidated obligation data and all back-up service documents. Monthly, reconciles and prepares necessary accruals for all service contracts which have been partially completed and not liquidated.

4. Liquidates obligation upon notification of receipt of goods or services ordered. Prepares transaction sheet; assigns appropriate account codes. Enters data into general ledger system.

5. Reconciles monthly, all transactions, obligations, and unliquidated obligation (undelivered orders) with general ledger control accounts as indicated on computerized listing.

6. Prepares vendor invoices and other fiscal items for payment. Verifies amount shown on documents with original obligation document. Notes discrepancies and follows-up with vendor or receiving department to clarify and correct discrepancy. Annotates obligation document with payment data and places in file. Prepares a code sheet listing general ledger and subsidiary accounts, appropriation and cost center.

7. Prepares monthly reconciliation and adjustment of accounts including; applied cost and net obligation; accrued services and undelivered orders with general ledger control account; unpaid files on prior year appropriations; work-in-process; and purchase option and rental allowance for EDP equipment.

Performs other duties as assigned.

Accounting Technician, KGS-0525-07 **SJD-S066**

Supervisory Controls

Works under general supervision of a supervisory accounting technician or accountant who provides technical direction when necessary and has overall responsibility for the work accomplished by the employee. The employee is expected to know the procedures and methods for accomplishing the work of the prescribed accounting system(s).

Major Duties

Performs one or more of the following or comparable duties with responsibility for a complete block of work or function of a limited nature not involving application of knowledge of the entire accounting system(s) involved.

1. Maintenance of journals, registers, and general ledger. Journals and registers are considered to be the basic books of original entry for recording financial transactions. Special journals or registers for transactions such as sales, purchases, cash receipts and payments are maintained when such transactions recur in sufficient frequency to warrant establishing a separate record. In certain cases, the actual document files can serve as the authorization for recording a financial transaction. The general journal is maintained for all transactions not classifiable to a special journal. Each transaction is reviewed to determine applicable book of original entry and to verify propriety of information shown and accuracy of computations. After all required verifications and necessary corrections are made to the document, the transaction is entered in the appropriate journal in chronological sequence with sufficient distributive information or descriptive data to provide a permanent explanation of the transaction. Monthly, or at other prescribed periods, the records of all journals are totaled and balanced and summary journal vouchers compiled for each applicable general ledger control account. Adjustments of a recurring nature or routine corrective adjustments are initiated and entered.

2. Statement, schedule and report preparation. Prepares statements of financial condition and operating results. Prepares supporting or detail working papers such as work sheet, analyses, schedules exhibits and annexes. Prepares internal reports of operating data to be used in support of or incorporated in the financial and operating statements such as cost reports, cash statement, budgetary and proprietary position.

3. Prescribed statement analyses. Prepares comparative and interpretive analyses of financial statements; prepares special analyses or supplementary statements; initiates specified factual material to be used by the accountant in the development or narrative analyses. Statement analysis in this category of work is distinguished from preparing schedules which are formal reports and supporting elements of the two principal accounting statements. Prescribed statement analysis ties in with and elaborates upon information omitted in the formal balance sheet and operating statement and is designed to provide a more adequate portrayal of position and progress as prescribed or required.

4. Prescribed accounts examination or inspection. Working independently of the current accounts maintenance routine, performs work involving the examination of accounts and accounting records for the mechanical, clerical and arithmetical accuracy of the accounts; the efficiency of the clerical procedures, processing operations and internal checks involved in their maintenance; and the need for improved coordination of accounts maintenance operations.

Performs other duties as assigned.

Accounts Maintenance Clerk, KGS-0525-04 **SJD-S064**

Supervisory Controls

Work is performed under the control of an accounts maintenance supervisor who makes work assignments, or controls the flow of work resulting in work assignments; periodically checks work performed for accuracy and conformance with instructions and procedures; answers questions concerning transactions processed; reviews statements and reports prepared; and provides assistance in balancing and reconciling accounts and records, as requested.

Major Duties

Individually, or with the assistance of one or two accounting clerks in lower grade, performs any one or a combination of the following functions:

1. Validates accounting documents and transactions, in which errors are common and recurring in nature, but require frequent adjustments in previous entries. Identifies the particular accounts affected and proper distribution of obligations and expenditures among them in consolidating accounting where occasional problems are presented by documents or transactions requiring the confirmation of prior action on transfer of additional funds or the consideration of pending action concerning the new allocation of funds.

2. Performs coding which is subject to frequent revision because of changes in the accounting system or program operations and requires some judgment in converting codes and in recognizing and correcting conflicts in obsolete and current classifications.

3. Verifies individual accounts and examines clerical work processed directly involved in the maintenance of the accounts and prepares statements which require tracing of postings or entries to original documents and transactions to discover the source of discrepancies.

4. Reconciles disagreement in accounts and records, caused by duplicate documents, multiple adjustments and time delays in receiving and validating documents, posting transactions and clearing accounts. Initiates adjustment of discrepancies by making detailed comparison with and searching in original documents and supporting files and subsidiary accounts to trace transactions through previous accounting actions. Prepares adjustment documents showing the cause of disagreement and the items which should be considered to make them agree.

5. Prepares statements and reports showing information taken directly from the current accounts and records and searching in additional sources extending to previous reports, prior year accounts, or records in other units to obtain data. Is responsible for footnoting the statements and reports in accordance with standard patterns or requiring minor paraphrasing of standard patterns.

Performs other duties as assigned.

Administrative Support Assistant (OA), KGS-0303-05 SJD-S501

Supervisory Controls

Works under the general supervision of the supervisor, who provides instructions regarding the scope of assignments and results expected. Normally work is performed on own initiative in accordance with established regulations, procedures and instructions. Supervisor is readily available to provide advice and guidance concerning problems. Work is evaluated in terms of effectiveness, efficiency and overall results.

Major Duties

1. Assumes responsibility for the full range of duties in the performance on administrative support and clerical functions of the office. Assists in preparation of documents, correspondence, report, etc. Assists in implementing regulations and policies governing assigned activities, identifies applicability for office, and informs supervisor of necessary action to insure compliance and implements required action. Assists in the preparation and compilation of special studies and reports. Selects specified information from appropriate documents, consolidates and prepares draft of data in various categories required. Reads directives and instructional material pertaining to administrative practices and clerical procedures to be aware of new, revised or amended procedures for such matter as preparation and of correspondence, filing, mail procedures, preparation of travel orders and vouchers, and security procedures. Reviews outgoing correspondence for procedural grammatical accuracy, and returns to originator that correspondence requiring corrections. Reviews incoming correspondence and directives from high authority to determine required action or coordinates with higher activities for required action.

2. Performs various duties in the overall administration of both Korean and US civilians including, but not limited to: maintaining individual records such as roster of employees, personnel history statements and US civilian career program records, etc.; maintaining and tracking personnel information reports and personnel actions including reassignments, extensions, details, etc.; and preparing and maintaining Time & Attendances cards and records, TDY request, awards for DoD and Korean civilian, commander's polices, organization SOPs and fund requests, and monthly and quarterly financial reports.

3. Provides a variety of other administrative and clerical support duties to include maintaining calendars and scheduling appointments for the supervisor; answering phones and receiving visitors; referring visitors and phone calls to appropriate personnel; and making travel arrangements etc. Maintains suspense records on all correspondence and action documents prepared for signature of or requiring coordination by the supervisor for conformance with regulation, grammar, format, and special policies of the office. Assists in the in-processing and out-processing of all DoD civilians and contractors. Uses computer hardware and software to perform clerical tasks and to support the operations of the office. Software used includes (but not limited to) Microsoft Word, Power point, Excel, and outlook for e-mail. Manages organizational computer files and diskettes.

4. Assists in keeping an accurate accountability of all office funds to include MIP, and processes voucher for lease vehicle service, telephone service and other supply and services in support of the office and assists in the processing of purchase requests and reviews all TDY settlement.

Performs other duties as assigned.

Administrative Support Assistant (OA), KGS-0303-07 SJD-S502

Supervisory Controls

Works under the general supervision of the supervisor who makes assignments in terms of objectives, priorities, and deadlines. The incumbent independently completes assignment in accordance with accepted practices, resolving most conflicts that arise, keeping the supervisor informed of unusual problems and overall progress. Supervisor is available to provide assistance in solving unusual problems and difficulties encountered. Completed work is evaluated for appropriateness, technical accuracy, timelines, results achieved, conformance to policy, and soundness of judgment.

Major Duties

Performs a variety of administrative duties in support of the organization. Responsible for operating budget, incentive awards, training, travel, timekeeping, EEO reports, publication and records management, correspondence, accomplishing reports, and personnel actions. Incumbent is the authoritative source on all clerical and administrative functions.

1. Serves as the POC for preparing and coordinating personnel actions within the organization. Prepares request for personnel actions for justification, timeliness, appropriateness, and completion of forms. Maintains liaison with the Manpower Management Officer, HR office, and the appropriate specialist in order to verify information on the SF-52 and record actions for follow-up. Reviews incoming performance appraisals for correct format, and to ensure that employees have been on performance standards for an appropriate length of time. Advises originator of any errors in format or procedure and forwards completed appraisals to HR office through RM for finalization. Keeps abreast of current regulations, policies and procedures.

2. Composes correspondence associated with duties such as letters and memoranda required to transmit various reports and message within the organization, to other agencies, and to private companies. Informs and instructs assigned clerical personnel (e.g. clerical support, temporary personnel, and summer hires) concerning office formats, procedures and use of office automation. Ensures that these employees are effectively and efficiently utilized. Assists in the procedural aspects of expediting the work of the office. Reads all incoming and outgoing correspondence (to include electronic mail), regulations, and directives which may affect the office. Screens all correspondence for suspense dates and assigns suspense actions to the appropriate subordinates element. Tracks all suspense dates to ensure their timely completion.

3. Conducts records management surveys in the areas of files maintenance and disposition. Evaluates findings and prepares summary reports with comments and recommendations for remedial action; effects necessary coordination. Instructs other personnel of the office in the overall records management program within the organization. Maintains reference library and orders new publications as needed. Establishes, maintains and systematically disposes of a variety of records, documents, files, Military and Federal specifications, and technical data and standards. Reviews all written material for completeness, accuracy, proper preparation, and advises appropriate personnel of proper methods to eliminate points of nonconformance. Develops, reviews, and updates SOPs and directives for various functions within the organization. Conducts studies of existing directives to detect and eliminate conflict, overlap, and duplication. Assures that only current material is retained. Reviews proposed directives to ensure proper arrangement of material, consistency with existing directives, and proper distribution. Arranges meetings and conducts individual discussions with using activities to gain

their concurrence in recommendations for new SOPs and directives.

4. Prepares and analyzes the organization's fiscal year operating budget to include salaries, travel, and all direct and indirect costs for the various elements. Gathers historical data; projects needs based on known factors; and consolidates requirements into the operating budget. Analyzes financial management, cost histories, and obligation and expenditure trends. Analyzes administrative policies and procedures recommending improvements; studies internal reports; and prepares graphs, charts and statistical tables using office automation systems. Coordinates with budget analysts and program analysts in funding and financial matters. Attends informal seminars and meetings within and outside the organization to plan and coordinate the financial management program. Assists in determining manpower requirements and recommendations allocation of resources in accordance with assigned missions, workload, established standards and consideration of local conditions. Prepares TDA data and recommends actions on request to change MRC for the organization.

5. Performs all office management and administration for the organization, assuring smooth functioning of all included offices. Interprets and implements directives and regulations emanating from higher authority. Serves as an authority on interpretation of such directives as they pertain to administrative matters. Makes special studies, surveys or inspections of administrative activities as requested or needed. Prepares reports of findings, together with recommendations for corrective actions or solutions to the problems. Keeps supervisor informed at all times of progress of real or potential problems relative to leave, overtime, overhead, performance, costs, budgets, work progress, EEO program, fiscal year goals, etc. Analyzes information, notes trends, and recommends corrective action to insure accomplishment of functions with a view to increase efficiency and economy. Serves as the central POC within the organization for providing authoritative explanations of regulations relating to administrative matters such as travel orders, timekeeping, leave usage, etc. Conducts analyses of a variety of administrative or management data and provides required reports and recommendations, if applicable, for use by supervisor to determine required courses of action. Typical duties include review of data to assess logic and correctness of data; analysis of overtime and leave usage; and review of administrative files for compliance and adequacy of reporting requirements. Receives and screens telephone and personal inquiries relative to activities of the office. Maintains calendar and schedules appointments, arranges conferences, assembles background materials, and may attend to record proceedings.

6. Responsible for office automation within the organization. Uses automated data processing equipment to prepare in final form a variety of narrative and tabular materials such as correspondence, reports, charts, statistical tables, manuals, technical papers, staff studies and messages. Refers to dictionaries, correspondence manuals, and other reference tools in completing such assignments. Insures correspondence meets criteria contained in administrative guidance and checks for correct format, grammar, spelling, punctuation, capitalization, etc., prior to releasing the documentation for signature and distribution. Uses a variety of keys, codes, and function commands to perform office automation duties involving one or more of the following: standardized word processing, electronic mail, suspense system, tracking system. A qualified typist is required to perform office automation duties.

Performs other duties as assigned.

Air Traffic Control Specialist (Tower), KGS-2152-07 **SJD-S178**

Supervisory Controls

Work is performed under general supervision of a supervisor who assigns specific duties to be performed, furnishes detailed instructions regarding the methods to be used in performing the work and in applying pertinent policies and procedures, advice as requested or as indicated to be necessary by observation and review, on any aspect of the work. Work is reviewed for accuracy, adequacy and conformance with instructions and established policies and procedures.

Major Duties

Assigned to a light aviation airfield, performs work involved in the control of air traffic to ensure its safe and expeditious movement along air routes and at airfields. Controls takeoff, landing, approach for landing, issuing such instructions and information to pilots as weather conditions, field conditions, landmarks, obstructions, restrictions, local regulations and emergency landing areas by radio or using visual equipment. Maintains close and constant contact with local weather bureaus and other offices to determine weather and field conditions such as ceiling, visibility, wind direction and traffic density. Notifies fire, ambulance and similar services in the event of actual or potential accident on or in the vicinity of the airfield. Maintains records and logs on the arrival and departure of aircraft.

Performs other duties as assigned.

Architect, KGS-0808-11 **SJD-S503**

Supervisory Controls

Works under the general supervision of the supervisor, who initially outlines policy, objectives, priorities and the scope of responsibility. Within this framework, incumbent carries out assigned functions independently, referring only controversial problems or policy matters to supervisor for discussion and/or solution. Work performance is evaluated for overall adequacy of results in meeting mission objectives, sound recommendation and solution, professional competence and conformance to established policies and objectives.

Major Duties

Performs architectural designs and specifications for standard and conventional type of military facilities which include construction, modification and/or major repair of various buildings, structures such as troop housing, community facilities, communications facilities, hospitals, command facilities, and other miscellaneous military constructions. Incumbent applies broad range of professional architectural engineering principles, techniques and exercises full range of prudent technical judgment to interpret and adapt guidelines. Upon assignment of projects on individual basis, studies and reviews the basic plans, scope of work, limitations, criteria, applicable technical standards or guidelines and specific requirements. Participates in initial site survey with other engineers to obtain necessary information, to study feasibility, and coordinates with other in-house engineers for technical matters involved. Based-on preliminary reviews and studies made, prepares correspondence and preliminary drawings and/or final design drawings. Exercises prudent judgment in application of selected technical standards and guidelines, or engineering manuals. Independently determines or seeks other members' guidance for those matters not covered by standards. Prepares contract design drawings and specifications as necessary describing detailed extent of work to be performed, materials, construction procedures and equipment best suited for intended purpose with consideration to the use and availability of materials and the most economical methods of construction. Prepares cost estimates of construction projects as directed and performs related administrative work such as project progress reports and maintaining of reference materials, for upward reporting and maintaining project(s) on track.

Performs other duties as assigned.

Arts and Crafts Specialist, KGS-1056-05 **SJD-S119**

Supervisory Controls

Works under general supervision of a crafts supervisor and/or recreation specialist of higher grade who makes initial work assignment with general instruction; provides assistance in the interpretation of established policies, regulations and other governing rules; and reviews work for compliance with established policies and instructions given.

Major Duties

Instructs crafts shop participants in one or two of the arts and crafts program such as model building, leather crafts, metal work, woodworking and finishing. Instructs and provides guidance to shop participants in arts and crafts activities; demonstrates techniques and methods; observes work of participants, suggesting necessary corrections or changes; gives technical guidance and assistance; and explains proper handling and operation of power and hand tools. Assists in preparing samples and patterns to serve as training aids. Reads bulletins and professional material for additional technical knowledge, instructional methods and new developments. Has a working knowledge of the name, use and purpose of all crafts, materials, and tools and equipment in use in the crafts shop. May perform a variety of related tasks such as keeping records for activity attendance, project logs and data relevant to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Performs routine duties of scheduled inspections and maintenance on tools and equipment. Is responsible for the proper storage, issue to participants, and safekeeping of crafts shop tools and equipment. Informs crafts supervisor or recreation specialist of higher grade on situations relevant to abuse of shop equipment, use of shop for non-recreational activities, unauthorized removal of shop supplies and equipment and abuse of shop policy or safety rules. Assists in the Crafts Reimbursable Sales Store and/or operation of the photo center as required. Observes and enforces safety rules.

Performs other duties as assigned.

Arts and Crafts Specialist, KGS-1056-06 **SJD-S120**

Supervisory Controls

Works under general supervision of the Crafts Shop Director and/or Crafts Supervisor who establishes goals for a comprehensive recreational program; outlines established policies and procedures; provides technical guidance; reviews recreation techniques and practices in operation; evaluates performance for overall effectiveness in terms of contribution to the Crafts Shop program.

Major Duties

Serves as a leader in a multiple-type crafts shop and performs duties of instructor and leader to shop participants in a photography program. Provides technical assistance to participants in the use of photo equipment including cameras, enlargers, dryers, projectors and lighting units. Instructs participants in the method of loading film developing tanks, developing, fixing, washing and drying negatives; advises on the use of types of enlarging lens, timing of exposure for enlargements depending on density of negatives, type of paper and aperture of enlarging lens; instructs on the timing of development, fixing and washing of prints in connection with the use of enlarger or contact printer; demonstrates method and techniques used in developing, exposing and fixing of color films. Personally takes official photographs of crafts shop activities as assigned. Prepares chemical solutions for processing black and white and color films and for contact and enlarging paper. Assists participants in taking portrait pictures giving specific instructions on focusing, lighting, exposure and posing. Prepares samples and charts to serve as training aids. Performs variety of nontechnical tasks including keeping records for activity attendance and data relative to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Is responsible for the proper storage, issue to participants and safekeeping of photo equipment. May be assigned the responsibility for the operation of the crafts shop during brief periods of absence of the Crafts Shop Director and/or Crafts Supervisor.

Performs other duties as assigned.

Arts and Crafts Specialist, KGS-1056-06 **SJD-S121**

Supervisory Controls

Work is performed under the general supervision of a Crafts Shop Director and/or Crafts Supervisor, who explains policies and procedures; provides technical guidance; reviews practices in operation; approves recommendations on shop operation, maintenance, modifications and expenditures; evaluates performance for overall effectiveness in terms of contribution to crafts shop programs.

Major Duties

Serves as a specialist in a multiple-type crafts shop. Instructs crafts shop participants in the overall arts and crafts program including model building, leather crafts, metal work, woodworking and finishing, graphics, lapidary, ceramics and photography. Demonstrates techniques and methods; observes work of participants, suggesting necessary corrections or changes; gives technical guidance and assistance in their work; and explains proper handling and operation of power and hand tools. Prepares samples and patterns to serve as training aids. Reads bulletins and professional material for additional technical knowledge of the name, use and purpose of all crafts materials, hand tools and equipment in use in the crafts shop. Performs a variety of related tasks such as keeping records for activity attendance, project logs and data relevant to requisitioning and maintenance of expendable and nonexpendable supplies and equipment. Recommends items of merchandise for purchase to sell in the Crafts Reimbursable Sales Store. Performs routine duties of scheduled inspections and maintenance on tools and equipment. Is responsible for the proper storage, issue to participants and safekeeping of crafts shop tools and equipment. Informs director or supervisor of situations involving abuse of shop equipment, use of the shop for non-recreational activities, unauthorized removal of shop supplies and equipment and abuse of shop policy or safety rules. Is responsible for keeping assigned areas clean and attractive. May be assigned the responsibility for the operation of the crafts shop during brief absence of the shop director or crafts supervisor. Assists in the Crafts Reimbursable Sales Store and/or operation of the photo center as required. Complies with the policies of the crafts shop program. Observes and enforces safety rules.

Performs other duties as assigned.

Arts and Crafts Specialist, KGS-1056-09 **SJD-S122**

Supervisory Controls

Works under general supervision of area Arts and Crafts Specialist of a major subordinate command, who provides program objectives and major policy matters, and provides advice and assistance in solving controversies and unexpected requirements in program administration. Work is reviewed in terms of overall effectiveness of objectives achieved, soundness of judgment and recommendations made and for conformity to governing regulations and procedures.

Major Duties

Assigned to and serves as an assistant to the area arts and crafts director of a major subordinate command in planning, organizing, directing, coordinating and evaluating area crafts program and overall operation of crafts shops; and in providing training and staff supervision of Korean crafts personnel engaged in the various arts and crafts activities such as wood carving, leather crafts, woodworking, painting, ceramics, photography, radio and model building. Conducts training of Korean crafts personnel through informal and formal training courses, work shops, sessions or on-the-job instructions; prepares training material bilingually and uses various guidelines, references and other training material. Interprets and explains rules, regulations and directives governing recreational activities. Assists director in formulating and establishing local policies and procedures; and budgeting and controlling funds allocated to the arts and crafts activities for procurement of supplies, equipment and tools as well as personnel costs. Conducts scheduled visits to subordinate crafts shops to review the operations for efficiency and compliance with established rules and procedures; makes recommendations for corrective actions as found necessary. Advises, plans and initiates facility layouts for new construction, remodeling and efficient economical adaptations to existing permanent or temporary buildings as well as technical requirements pertinent to instructional areas, lighting, maintenance, storage, display, work areas, special equipment and safety factors. May attend area Special Services meetings, preparing and giving reports and briefings pertinent to the crafts program. Performs other administrative duties, such as, ensuring that job requirements and standards are met, and recommending personnel action.

Performs other duties as assigned.

Assistant Fire Chief, KGS-0081-07 **SJD-M365**

Supervisory Controls

Works under the technical supervision of the Fire Chief, Fire and Emergency Services Division, DPW, who outlines policies and objectives, assigns responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

Major Duties

Serves as Assistant Fire Chief (entry level). Responsibilities include planned activities involved in providing the experience and training to participate in the planning, coordinating and directing of fire prevention and firefighting activities on an assigned shift. The scope of firefighting operations includes administrative, residential, medical, public assembly, maintenance and aircraft operations. Hazardous conditions vary but generally can be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques when directing the operations of fixed and mobile firefighting equipment.

1. Participates in fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that fire-fighting personnel, apparatus, and equipment are operational and ready to respond at all times. Participates in regularly scheduled fire prevention inspection of buildings, structures, facilities and utilities, checking for fire hazard, fire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies, and maintains follow-up on corrective actions.

2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures and demonstrations for non-firefighting personnel of units and organizations located within the area of responsibility.

3. Assists the Fire Chief in coordinating the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities.

4. Monitors firefighters training, assigns firefighters to positions and structures. Structures work assignments to provide breadth of experience and training. Recommends approval and/or approves short-term leaves, provides on-the-job training and provides input into employee's performance appraisals.

Performs other duties as assigned.

Note: This position is at the entry level (trainee) and has promotion potential to KGS-08 (SJD-S366). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and recommendation/approval of appropriate management officials.

Assistant Fire Chief, KGS-0081-08 **SJD-M366**

Supervisory Controls

Works under the general technical and administrative supervision of the Fire Chief, Fire and Emergency Service Division, DPW, who outlines policies and objectives, delegated responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives as necessary. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

Major Duties

Serves as Assistant Fire Chief (intermediate level), responsible for participating in the planning, coordinating and directing of fire prevention and firefighting activities on an assigned shift. The scope of operations includes administrative, residential, medical, public assembly, maintenance and aircraft operations. Hazardous conditions vary but can generally be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques, and is responsible for directing the operation of fixed and mobile firefighting equipment. Revises fire prevention and fire protection programs. Directs standby services and other protective measures. Exercises Level I supervisory responsibility.

1. Plans and directs shift operations. Participates in planning and directing the fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that firefighting personnel, apparatus, and equipment and operational and ready to respond at all items. Oversees and/or personally participates in regularly scheduled fire prevention inspection of buildings, structures, facilities and utilities checking for fire hazards, fire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies and maintains follow-up on corrective actions. Directs firefighting activities responding to emergency calls and takes prompt action to control the emergency, extinguish fires, and/or minimize fire damage.

2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures to non-firefighting personnel of units and organizations located within the area of responsibility. Participates in the development of program plans in utilization of manpower, equipment and supplies considering past experience, and recommends improvements. Participates in the identification of and use of fire prevention and protection devices, e.g., fire suppression systems, automatic and manual fire alarms, and fire alarm transmission systems such as fire alarm radio transceivers etc. Prepares reports an emergency incidents including description of property destroyed or damaged, and cause of fire.

3. Assists the Fire Chief in coordinating the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities. Recommends program plans in terms of upgrading facilities and systems, manpower, equipment, operating supplies and funding requirements.

4. Plans for work to be accomplished on a shift following established workflow patterns and procedures. Assigns work not specifically assigned by higher level supervisors to positions, and

structures the assignments to provide a breadth of experience and training. Advises subordinates on performance requirements, checks work in progress and evaluates the adequacy of work performed. Assists the Fire Chief by orienting new employees providing on-the-job training, recommending personnel actions, etc. Approves short-term leave, makes informal appraisals of employee performance.

Performs other duties as assigned.

Note: This position is at the intermediate level and has promotion potential to KGS-9 (SJD-S367). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and the recommendation/approval of appropriate management officials.

Assistant Fire Chief, KGS-0081-09 **SJD-M367**

Supervisory Controls

Works under the general supervision of the Fire Chief, and Emergency Services Division, DPW, who outlines policies and objectives, delegated responsibility for planning and carrying out the fire protection and emergency services program, and provides applicable guidance, regulations and directives as necessary. Work is reviewed for operating efficiency, effectiveness, and conformity with pertinent policies, directives and instructions.

Major Duties

Serves as Assistant Fire Chief (advance level), with responsibility for participating in the planning, coordinating and directing of fire prevention and firefighting activities. The scope of operations includes administrative, residential, medical, public assembly, maintenance, and aircraft operations. Hazardous conditions vary but can generally be corrected through the use of established procedures. Applies firefighting and fire prevention methods and techniques, and is responsible for directing the operation of fixed and mobile firefighting equipment. Revises fire prevention and fire protection programs. Directs standby services and other protective measures. Exercises supervisory responsibility for the operation of firefighting equipment and conducting of fire prevention inspections. Exercises Level II supervisory responsibility.

1. Plans and directs shift operations. Participates in planning and directing the fire prevention and firefighting programs by developing, revising, and recommending to supervisor fire prevention and firefighting procedures, and plans and measures to be used in fighting various types of fires. Assures that firefighting personnel, apparatus, and equipment are in operations, and ready to respond at all times. Supervises and/or participates in regularly scheduled fire prevention inspections of buildings, structures, facilities and utilities checking for fire hazards, faire safety deficiencies, and violations of fire regulations. Reports findings of deficiencies and maintains follow-up on corrective actions. Directs firefighting activities, responding to emergency calls and takes prompt action to control the emergency, extinguish fires and/or minimize fire damage. Conducts and/or oversees fire drills and makes report of conditions found.

2. Performs specialist tasks. Plans, schedules and conducts both on-the-job and off-the-job training courses designed to develop and improve techniques and skills of firefighting personnel and line supervisors. As requested, conducts fire drills and classroom lectures for non-firefighting personnel of units and organizations located within the area of responsibility. Participates in the development of program plans in utilization of manpower, equipment and supplies considering past experience and recommends improvements. Participates in the development and fielding of fire prevention and protection devices, e.g., fire suppression systems, automatic and manual fire alarms, and fire alarm transmission systems such as radio transceivers etc. Prepares reports on emergencies including description of property destroyed or damaged, and cause of fire. As required, coordinates with local Korean Fire Departments in providing or exchanging information on techniques of firefighting, and provides assistance in conduct of training fro the Republic of Korea firefighting forces in fire prevention and firefighting techniques.

3. Coordinates with Department of Public Works (DPW) personnel for the development in fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities. Recommends program plans in terms of upgrading

facilities and systems, manpower, equipment, operating supplies and funding requirements. Keeps abreast of latest fire prevention and protection techniques and methods, and makes recommendations for incorporation as appropriate.

4. Assigns firefighters to positions, with responsibility for the quality of work, timeliness, effectiveness and efficiency of work operations. Structures work assignments to provide breadth of experience and training. Advises on performance requirements and evaluates the performance of work assigned. Assists the Fire Chief in personnel management of employees by recommending personnel actions for promotion, reassignment, participating in selections, rewarding or recognizing outstanding performance, etc. Approves leave, enforces work rules to maintain order and discipline. etc.

Performs other duties as assigned.

Note: This position is the advance level and has promotion potential to KGS-10 (SJD-S369). Promotion can be accomplished upon satisfactory completion of developmental assignments, by demonstrated performance, and is subject to meeting time-in-grade requirements and recommendation/approval of appropriate management officials.

Assistant Fire Chief, KGS-0081-10 **SJD-S369**

Supervisory Controls

Works under the general supervision of the Fire Chief, Fire and Emergency Services Division, who outlines specific policy objectives of Fire and Emergency Services functions and provides guidance in interpreting operating policies and procedures. Supervisor is available for assistance in resolving controversial policy matters. Work performance is evaluated in terms of operating efficiency and for compliance with governing policies and program directives.

Major Duties

Serves as Assistant Fire Chief with assigned responsibilities for assisting in the planning, directing, training, and coordinating the Fire and Emergency Services function of an assigned shift.

1. Plans and directs shift operations. Participates in the planning, training and administration activities of assigned shift. Supervises day-to-day operations of the firefighting force including care and maintenance of firefighting equipment and facilities. Provides technical assistance for firefighting personnel in all aspects of daily operations including mechanical operating efficiency of firefighting apparatus and equipment. Responds to all types of fire alarms and emergencies (structural, liquid fuel, chemical, brush, aircraft, etc.) and serves as Fire Chief when the Fire Chief is not present, providing immediate supervision of the fire department and assumes responsibility for firefighting and/or control of emergency situations. Directs placement and activities of available firefighting equipment and personnel. Summons additional equipment when deemed necessary to include mutual aid. Reports action taken and evaluation of situation to the Fire Chief or Department of Public Works as soon as available. Takes appropriate measures to maintain order during emergency situations.

2. Assigns and schedules firefighting personnel to ensure adequate personnel are available at all times without any hindrance of operations. Participates in pre-fire planning surveys, which involves the inspection of buildings and fact-findings on fire hazards. Discusses fire hazards with responsible officials and recommends removal of hazardous condition. Assists in directing periodic fire inspections to include review of inspection reports prepared by Fire Protection Inspectors and recommends appropriate corrective measures on significant deficiencies reported. Assists the Fire Chief in investigation of fire scenes and preparation of reports containing full details on cause and circumstances of fire, performance of firefighting personnel, extent of damage, loss of life and properties, etc. Serves as liaison between the Fire Chief and Local Government Fire Department officials for coordination of mutual firefighting activities. Assists in the supervision and operation of the fire prevention program to include development of plans, formulation and implementation. Prepares and maintains recurring and special reports and records of firefighting personnel, fire prevention and protection activities.

3. Coordinates with technical personnel of the Department of Public Works (DPW) in the development of plans for new construction, alteration and /or changes to existing structures to preclude or eliminate fire hazards. Assists supervisor in establishing and directing the implementation of fire protection engineering programs for facilities with hazardous activities, including structural requirements such as fire walls, fir doors, building spacing, limitation of fire areas, exposure protection and fixed fire protection systems. Supervises and/or gives orientations to newly assigned building managers as to their duties and responsibilities in fire/life safety requirements on their respective areas.

4. Plans, reviews, and evaluates the training programs for the fire protection division including effectiveness of practical application, adequacy of training equipment and aids, and need for training to keep pace with new changes in firefighting technology. Conducts and monitors practical training exercise to ensure effectiveness of training procedures, proficiency of firefighters and adequacy of training as related to the job standards. Assists the Fire Chief in coordinating with Department of Public Works (DPW) personnel for the development of fire prevention and fire protection requirements for new construction, modifications, renovations and/or major repairs to existing facilities.

5. Assists the Fire Chief in personnel management of employees, recommends personnel action for promotion, reassignment, recruitment, and details, etc. Approves short-term leave. Assigns firefighters to positions, and structures the assignments to provide breadth of experience and training. Advises on performance requirements, and evaluates the performance of work assigned. Recommends annual leaves of employees based on prearranged leave schedule and participates in employee's performance appraisals.

Perform other duties as assigned.

Auditor, KGS-0511-09 **SJD-S062**

Supervisory Controls

Work is performed under general supervision of an auditor of higher grade who outlines and discusses the audit program and assigns audits orally or in writing. Work is spot checked in progress and completed assignments are reviewed to determine adequacy of coverage, soundness of judgment, compliance with professional standards and adherence to controlling policies.

Major Duties

Performs a variety of work involved in the examination and analysis of internal controls established to ensure the accuracy and reliability of accounts and records of business transactions with specific activities, organizational units or installations. As a member of an auditing team, conducts audits of accounts and records of standard-type activities not involving complex internal audit control systems. Studies accounting procedures and systems to determine propriety and accuracy based upon established guidelines; examines accounting transactions to determine propriety of all accounting actions, validity of records, accuracy of accounts and adequacy of procedures and systems by reference to auditing program; determines whether computations are correct and whether prescribed accounting principles are being followed; determines causes for discrepancies noted through audit by reviewing accounts and records; and clarifies such discrepancies with responsible officials. Prepares reports of findings and recommendations including instructions, brief history, scope of audit, comments regarding implementation of previous recommendations, recommendations for necessary actions and brief summary of accounting status reviewed. Conducts or participates as member of an auditing team in exit conference with responsible official of organizations audited; clarifies recommendations based upon findings and explains justifications for recommendations. May provide assistance to accounting personnel of organizations audited in the proper interpretation and implementation of accounting procedures.

Performs other duties as assigned.

Auditor, KGS-0511-11 **SJD-S063**

Supervisory Controls

Receives general supervision consisting of assignments with an outline of the overall purpose and objectives of the audit. Work is performed independently according to generally accepted accounting principles and auditing standards, but problems of unusual difficulty are referred to superior for discussion and advice. Completed assignments are reviewed for adherence to principles and standards and soundness of conclusions.

Major Duties

Serves as a member of a Survey and/or Audit Team with responsibility for independently conducting surveys and/or audits of major segments within the broad, total scope of the assignment (for example, may be assigned a major organizational element within a broad and complex audit assignment, or a single major function common to several organizational segments). Responsibilities include examination and investigation of either (a) assigned operational activities such as supply, procurement, contracting, storage, maintenance, manufacturing and policies and procedures relating thereto from the financial management standpoint, (b) accounting systems, policies and procedures from the standpoint of adequacy in reflecting and supporting operational activities and sufficiency and propriety under regulations or (c) operational and accounting operations combined.

1. Conducts surveys and/or audits of specific operations, organizations and/or interrelated operations of two or more organizations. Develops background data by making detailed analysis of organizational structure, functional alignment, data pertaining to interrelated field and headquarters operations, policies and procedures of higher authority and implementing directives of the service; interviews key personnel within the organizations to supplement the foregoing. Develops on this basis a detailed plan for the conduct of an on-site audit of the operation. Selects representative actions and documents for investigation. Examines working files, records and operating documents and discusses substantive considerations with employees responsible. Examines accounting systems supporting operations for timely reflection of actions taken, adequacy in furnishing management required data and propriety under regulations.

2. Prepares, or assists the Auditor in Chief in the preparation of reports and substantiates papers on audits conducted. Establishes the scope and nature of the findings with comments and recommendations on such factors as managerial deficiencies noted ultimately resulting in poor utilization of appropriations, inadequacies in budgetary and accounting systems to appropriately support management requirements, adequacy of accounting systems, policies and procedures utilized under regulatory requirements.

Performs other duties as assigned.

Billeting Clerk, KGS-0303-04 **SJD-S316**

Supervisory Controls

Works under general supervision of the Billeting Officer or Billeting Assistant. Incumbent performs work independently in accordance with billeting regulations, directives and established policies and procedures, making decisions and using own initiative and judgment. Completed work is reviewed in terms of overall effectiveness, accuracy and conformance with instructions and procedures.

Major Duties

1. Assigns transient quarters to incoming transient personnel; obtains hand receipt, maintains room control board and processes termination of room assignment; determines quarters considering the availability of on-base/post government quarters and off-base/post U.S. contract hotels when on-base/post transient spaces or contract hotel rooms are not available. Provides information concerning location of on-base/post or off-base/post facilities, transportation and local rules, etc. Receives complaints from the guest on services and facility condition and makes immediate correction and/or reports to supervisor. Is responsible for safekeeping deposited valuable items and luggage in custody of the transient front desk.

2. Receives and maintains reservation record, and maintains transient room occupancy status and key rack board. Compiles and prepares monthly transient occupancy data. Maintains call register for U.S. contract hotels.

3. May act as central cashier for the shift. Computes and collects fees from resale outlet incomes and departing personnel. Makes necessary change. Prepares consolidated daily cashier's report by computing and verifying amount of cash against supporting documents. Makes daily deposit of all cash received to the base/post banking facility.

4. Receives phone calls requesting personal data of permanent party personnel, as the Base/Post Locator, after normal duty hours and on weekends. Runs feature film and provides information and special presentation video tapes at scheduled times. Operates micro computer for check in/out routine local information and reservation.

Performs other duties as assigned.

Budget Analyst, KGS-0560-07 **SJD-S074**

Supervisory Controls

Work is assigned by the supervisor or a budget analyst of higher grade who gives instructions and explanations with each assignment and provides guidance on work in progress. The incumbent is responsible for independently carrying out recurring work assignments. Issues which involve potential violations of law, conflict with existing budgetary policies, or deviations from accepted work plans and practices (for example, significant variations from one year to the next in estimated funding needs, or changes to the annual work plan affecting other object classes) are referred to the supervisor or to a higher-graded coworker for resolution.

Major Duties

In a developmental capacity, performs routine and recurring budget administration duties which facilitate the conduct of more complex and detailed review and analysis functions conducted by the supervisor or higher-graded coworkers. Work performed by the incumbent supports the budget for personnel salaries and expenses in activities financed through direct annual appropriations.

1. Gathers, extracts, reviews, verifies and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget requests (for example, estimates of the funding needs of subordinate organizational components).

2. Cross-checks the accuracy of budget and program data in related budgetary forms, schedules and reports. Changes or recommends the adjustment of inconsistent totals, subtotals and individual entries.

3. Compares figures in current estimates of funding needs by line item or object class with prior year expenditures and brings significant variations to the attention of the supervisor.

4. Researches guides to extract legal, regulatory, program, and budgetary information for use by the supervisor or higher-graded analysts. Prepares summaries of narrative, quantitative and statistical data in budget forms, schedules and reports.

5. Prepares preliminary budget estimates and reviews justifications for a few relatively stable program and/or program support activities.

6. Receives, screens, and recommends approval, disapproval, or modification of budget execution documents (for example, requests for allotments of funds, requests for personnel action to fill vacancies and travel orders) when such recommendations can be made on the basis of availability of funds and compliance with regulatory requirements.

Performs other duties as assigned.

Budget Analyst, KGS-0560-09 **SJD-S075**

Supervisory Controls

Works under the general supervision of the installation financial manager who assigns work in terms of continuing responsibility for the budget of specific organizational segments and/or programs, general budgetary objectives, and specific deadlines for completion of actions. The employee is expected to plan and carry out assignments independently in accordance with office standing operating procedures and accepted agency practices for accomplishing work in each phase of budgeting. The supervisor provides advice and assistance on problems or conditions of an unusual nature which are not covered by regulations and guides. Work is reviewed for conformance to command budgetary policy, and for attainment of specific budgetary objectives.

Major Duties

Performs routine budget administration functions in the formulation, execution and review of the installation budget.

1. Formulates and revises the annual budget estimate for base support activities and components (for example, communications, personnel management, automated data processing, maintenance, supply and transportation). Researches, compiles and summarizes data concerning personnel salaries and expenses and similar object class and line item information needed for formulation of budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports.

2. Monitors and tracks obligations and expenditures for base support functions throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures occur on a timely basis in accordance with the annual work plan and regulatory controls, and are within amounts programmed. Reports variations in excess of accepted funding limitations to activity managers.

3. Recommends transfer of funds between object class and line item accounts under the same appropriation or allotment when funds needed to cover increases in obligations or expenditures fall within established limits.

4. Checks the accuracy and adequacy of budget justification data submitted in support of budget estimates or requests for allotments by comparison with source documents (for example, employment statistics, project reports, payroll records and supply inventory records).

5. Prepares data summaries for inclusion in routine and special reports on budget execution. Tabulates cost data on individual projects (for example, construction, research, or maintenance) and applies basic statistical formulas (for example, cost-benefit ratios) to budgetary data to illustrate the effects of changes in levels of funding for current projects.

6. Drafts procedural guidance to installation managers concerning the format for submission of annual estimates of funding needs.

Performs other duties as assigned.

Budget Analyst, KGS-0560-09 **SJD-S076**

Supervisory Controls

Regular assignments are completed without reference to the supervisor. The supervisor reviews the finished assignment for completeness, clarity and results. Questions not covered by guide or experience are referred to the supervisor for explanation. In work situations involving limited program planning and analysis supervisor is normally available for assistance.

Major Duties

This is the highest grade level for budget analyst positions which involve independent performance of any or all of the complete range of procedural and technical duties of budget analysis work but which do not include some program planning and analysis work. Also characteristic of this level are budget analyst positions which involve performance of procedural and technical as well as limited program planning and analysis work involving analyzing and planning for such needs as minor reprogramming and development of forecasting criteria when technical supervision is normally available.

The difficulty of work performed by Budget Analysts, KGS-9, who perform program planning and analysis work in addition to procedural and technical work, is characterized by at least three of the following:

1. Budgetary work is performed for a single operating program or for two operating programs with similar kinds of work and problems.

2. Budgeting is performed for relatively stable operating programs which require minor reprogramming two or three times a year but rarely require major reprogramming.

3. Budget Analysts at this level resolve a number of factors of uncertainty in forecasting funding needs due to incomplete available experience data and some unpredictability of operating program requirements (for example, some variation occurs from year to year in goods and services required by operating programs). However, difficulty of forecasting is not a paramount characteristic of the work performed.

4. Budgeting usually involves working with single funds but may involve some funding from an additional source (for example, reimbursement for services).

Performs other duties as assigned.

Budget Analyst, KGS-0560-11 **SJD-S025**

Supervisory Controls

Works under the general supervision and guidance of the budget officer, who makes assignments in terms of areas of continuing responsibility for budget processes, organizations, budget years, and/or kinds of services which extend across organizational boundaries, or special projects (for example, cost-effectiveness, or trends in spending). The supervisor provides information concerning overall budget and financial objectives to be achieved within the limits of funds allotted by higher headquarters, or an existing corpus. The employee proceeds with a high degree of independence in carrying out budgetary functions and long-term assignments and projects. Actions which do not commit funds in excess of limits established in the annual work plan are usually not reviewed. Completed work is reviewed for conformance to command budgetary policy, for attainment of specific budgetary policy, and for attainment of specific budgetary objectives (for example, balancing costs against reimbursements through adjustment of stabilized billing rates). Due to the nature of the work, the adequacy of budget projections is frequently not subject to review until the year in which the budget is executed.

Major Duties

Serves as a budget analyst in the headquarters budget office of a military command, performs the full range of review and analysis functions in the formulation, presentation, and execution of the entire operations and maintenance (O&M) portion of the command operating budget (COB). The O&M budget and the programs funded by it are extensively interrelated with the budgets and programs of subordinate installations, tenant activities, and customers for whom services are provided. The O&M budget is funded through appropriated funds and reimbursements to revolving fund accounts.

1. Drafts and issues interpretations of departmental and higher echelon budgetary guidance, supplemental guidance, and instructions to subordinate installations and field offices covering budget formulation and execution.

2. Reviews and analyzes field input for conformance with command policy, instructions, and guidance. Revises and/or edits narrative and quantitative data to ensure the accuracy and consistency of the command budget submission.

3. Coordinates the development of standardized billing rates for application by all command installations and activities in charging customers for housing and supply services.

4. Represents the command at meetings and conferences with officials of higher organizational levels within the department.

5. Monitors, reviews, and analyzes the execution of approval budgets by subordinate installations within the command. Reviews reports of budgetary and program activities and accomplishments, and determines the amount and timing of funding allotments to be distributed among subordinate installations. Recommends reprogramming (transfers) of funds between accounts and installations to finance new and/or revised requirements, and to support the accomplishment of planned supply operations.

Performs other duties as assigned.

Budget Analyst, KGS-0560-11 **SJD-S059**

Supervisory Controls

Work is assigned either orally or in writing in the form of budget and program areas for which the incumbent is responsible on a long term basis (i.e., in excess of one year) and projects or special studies to be completed. Deadlines for completion of the work are normally linked to the budget cycle. The supervisor and employee together decide upon time frames for accomplishment of special projects and assignments. Long-term and continuing assignments are carried out independently, with little or no review by the supervisor for several months at a time while work is in progress. Recommendations of a controversial or precedent-setting nature are cleared by the supervisor prior to release or implementation. Completed work is reviewed for effectiveness in accomplishing budgetary goals and objective.

Major Duties

Performs a variety of analytical and technical budget administration functions for substantive programs and support activities which are funded through many separate sources. Typically for a Support Group or a major activity such as a hospital. Programs and funding are unstable and subject to change throughout the budget year, which necessitates making frequent adjustments to budget estimates and conducting partial rebudgeting during the fiscal year. Program funding may extend for several years or more, as in the case of a multi-year appropriation. Work requires identification and analysis of changes in budgetary policies, regulations, constraints, objectives, and funds available which affect the accomplishment of program objectives, and vice-versa. The incumbent conducts research, identifies and analyzes trends in the use of funds, and recommends adjustments in program spending which require the rescheduling of program workloads. The incumbent also assists program managers and staff officials in interpreting the impact of, and planning for multi-year budgetary changes. The following functions are representative of work performed:

1. Develops and formulates the segment of the installation's/major activity's budget request for the coming fiscal year. Reviews estimates submitted by program managers (in conventional line item and/or zero base format) for compliance with rules, regulations, and procedures prescribed by the level served and higher echelons within USFK.

2. Performs an in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding.

3. Writes and/or edits statements justifying and supporting the funding requests of installation program managers or submission to higher headquarters.

4. Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with program officials and their staffs, review of written documents, and examination of accounting records. As necessary, keeps informal records of obligations and expenditures for assigned program.

5. Devises and recommends the adoption of procedures to implement budgetary processes, policies, and regulations issued by higher command headquarters.

6. Prepares a variety of reports covering the status of funds, expenses, and obligations, as required by higher headquarters.

7. Advises program managers and other interested parties on the status and availability of funds in different budget accounts and all aspects of the command and installation budget process which apply to their programs.

8. Serves as liaison between program managers and their representatives, the budget division, and other staff offices connected with the budget process (e.g., personnel, accounting, payroll, and procurement).

Performs other duties as assigned.

Budget Analyst, KGS-0560-11 **SJD-S345**

Supervisory Controls

Works under the technical and administrative supervision of the headquarters budget officer who assigns work in terms of responsibility for specific areas of the budget and major components of the headquarters (e.g., salary and expense budgeting for several large administrative and program divisions), and financial and budgetary objectives to be met (e.g., spending limitations, personnel ceilings, deadlines, and reporting dates). The incumbent independently plans and carries out assigned budgetary activities (i.e., formulation, presentation, and execution of the budget) and coordinates work efforts with headquarters program and management personnel, as necessary. Work methods and recommendations are subject to occasional modification by the supervisor due to changes in financial and program goals and objectives. The employee keeps the supervisor informed of budget and program actions in assigned area of responsibility which have substantial impact upon other work areas and segments of the operation budget for USFK or a primary component such as Eighth United States Army. The adequacy and effectiveness or completed work is assessed at widely separated intervals during the year, corresponding to key stages in the budget cycle (i.e., deadlines for submission of budget estimates, or dates for complying with year-end close-out procedures). Due to the nature of the work, the employee's success in meeting budgetary goals and objectives, and adequacy of recommendations made to management cannot usually be accurately assessed until months after actions have been completed.

Major Duties

Performs a wide range of budgetary duties and procedures in administering the budget for personnel salaries and expenses for USFK and/or Eighth United States Army Command Headquarters. The assignments involve the performance of analytical services in the formulation, preparation, justification, presentation, and execution stages of the budget process for a substantial segment of the component's budget for personnel salaries and expenses. The incumbent works with data, forms, procedures, and guidelines for appropriated or nonappropriated fund budgets. In doing the work the incumbent considers a wide range of past and present program and employment statistics and financial data. Reviews and analyzes funding requests and proposed staffing levels in relation to current obligations and expenditures. The incumbent must continually update forecasts in response to changes in programs, funding levels, and/or staffing and travel requirements. The following functions are representative of work performed.

1. Compiles, consolidates, reviews, analyzes, and edits those portions of budget estimates for the employing component which pertains to personnel salaries and expenses. Evaluates data submitted for consistency with previous estimates, current levels of program operations, and anticipated changes in staffing and/or funding levels. Revises data, as necessary, for inclusion in budget reports and schedules furnished agency headquarters.

2. Reviews requests for allotments of funds. Analyzes budgetary and financial data, and staffing plans submitted by program managers for consistency with financial plans, policies, and timetables of the employing components.

3. Prepares analyses and justifications of requests for allotments of funds available in the budget.

4. Calculates standard level user costs and cost estimates of the value of the personnel salaries and expenses portion of reimbursable services provided by the employing component and its subcomponents. Drafts standards and procedures for reimbursement to be included in formal agreements with customers and organizations which purchase services.

5. Prepares and assembles a portion of the exhibits, charts, reports and other narrative and statistical material used by higher headquarters in support of formal presentation of the activity's budget to HQDA.

6. Reviews program data, workload reports, and staffing request to assure that positions within the various components of the organization are properly funded, and that authorized average grade and staffing levels are maintained.

7. Prepares budgetary and financial reports to management of the employing component and lower echelons.

Performs other duties as assigned.

Budget Analyst, KGS-0560-11 **SJD-S026**

Supervisory Controls

Work is performed under the general direction of the supervisor. The supervisor assigns long-term responsibility for planning and carrying out work in all phases of budget administration (i.e., formulation, justification, presentation, and execution). The employee works independently in planning and carrying out work assignments and objectives. Within broad policy limitations established for planning, programming and budgeting, the incumbent is responsible for independently planning, analyzing and recommending and/or executing budgetary actions necessary to accomplish financial and program activities. The supervisor reviews completed work to determine the extent to which budgetary objectives have been met, to assure compliance with overall policy and regulatory guidelines and to assess the effectiveness of actions and recommendations in meeting long-term schedules and deadlines.

Major Duties

Serves as Budget Analyst performing a wide range of administrative and analytical duties in the formulation, presentation and execution of the fiscal budgets.

1. Serves as a senior Budget Analyst or a team leader with responsibility for providing technical guidance to team members, scheduling work assignments and reviewing completed projects.

2. Provides advice and assistance to Major Activity Directors (MADs), assigned units and to Major Subordinate Commands (MSC) in the development of budget requests and related supporting documentation. Develops procedural instructions and policy guidance for use in planning and estimating funding requirements for staffing, travel, contractual services and operating supplies.

3. Plans, organizes and executes annual and multi-year budgeting in support of Major Subordinate Commands and assigned units. Provides expert detailed advice on all phases of appropriated fund budgeting to Major Activity Directors and budget staffs.

4. Reviews in detail and evaluates budget requests submitted by subordinate units to insure conformance to guidelines and instructions. Performs in-depth analysis of estimates to identify imbalances among program areas and to reconcile estimates with current levels of expenditures and anticipated changes in programs. Coordinates changes with MADs and budget analysts of subordinate commands. Assembles and develops background data and documentation in support of budget requests.

5. Monitors the execution (i.e., obligation and expenditure of funds) of the subordinate command's approved operating budget to assure that funds are properly allocated and being obligated in a timely and effective manner in support of authorized management objectives. Recommends adjustments in response to changes in programs, staffing levels and fund availability. Exercises budget controls through the review of obligations of funds. Compiles narrative and statistical materials relating to the Command's budgets and programs to brief the senior leaders.

6. Monitors average salary and man-year utilization for civilian personnel. Provides technical assistance on the civilian manpower program.

7. Analyzes and interprets the impact of new legislation and administrative regulations on the budget. Develops cost benefit analysis of proposed budgetary and programming actions and advises managers of the most advantageous course of action.

Performs other duties as assigned.

Budget Analyst, KGS-0560-11 **SJD-S029**

Supervisory Controls

Works under the general direction of the supervisor. The supervisor assigns work in terms of overall objectives, set deadlines and priorities, and is available for advice and consultation on unusual problems or matters of policy. The incumbent proceeds with a high degree of independence in carrying out budgetary functions and long-term assignments and projects. Deadlines for completion of work are normally linked to the budget cycle. The supervisory reviews work in terms of overall accuracy, adequacy of professional judgment, and attainment of organizational objectives. The supervisor clears all major reprogramming, controversial or precedent setting issues prior to release or implementation.

Major Duties

Performs a variety of analytical and technical budget administration functions with sole responsibility, for the planning programming, budgeting, controlling, and consolidation, and execution of funds.

1. Develops and coordinates budgetary actions in all phases of budget formulation and execution as assigned by the supervisor. Provides advice and assistance to staff activities, Program Directors (PDs), and assigned activities in the development of budget requests and related supporting documentation. Develops procedural instructions and policy guidance for use in planning and estimating funding requirements.

2. Receives and distributes all funds received from the command headquarters to include annual funding program, allotments, allowances, obligation authorities, reimbursable, and other fund instruments. Establishes financial management procedures for continual review and surveillance to preclude violations of Title 31, U.S.C. 1517.

3. Monitors the budget execution of the approved operating budget, involving funding and budgetary support activities, to assure that funds are properly allocated and are being obligated and spent in a timely and effective manner in support of management objectives. Redistributes funds within budget accounts in response to changes in programs staffing levels and/or fund availability. Analyzes trends in fund utilization, and prepares periodic installation cost and performance reports to compare actual with forecasts. Reprograms funding & recommends major reprogramming of funds to the supervisor to ensure balance is maintained among major installation activities and that resources are used in the most efficient manner.

4. Reviews in detail and edits budget requests submitted by supported activities to insure that the requests conform to guidelines and instructions. Performs in-depth analysis of estimates to identify imbalances among program areas and to reconcile estimates with current levels of expenditures and anticipated changes in programs. Coordinates changes with Program Directors, MSCs and budget analysts of supported activities. Develops and reviews background data and documentation in support of budget requests. Compiles narrative and statistical materials relating to the commands budgets and programs to brief the supervisor and other staff principles as required.

5. Emphasizes and explains budget limitation, program requirements, and directives. Directs attention to actual or potential funding problems and recommends policy for solving them. Maintains frequent contact with members of the general, administrative, special, and technical

staffs.

6. Monitors costs associated with staffing. Based upon analysis of pertinent budget considerations, e.g., costs, funding limitations, and employee turnover, recommends the establishment and adjustment of personnel staffing ceilings, employment target, and Annual Funding Program (AFP).

7. Prepares and briefs background data and attends budgetary briefings.

Performs other duties as assigned.

Budget Analyst, KGS-0560-12 **SJD-S030**

Supervisory Controls

Incumbent works under technical and administrative direction of the supervisor. Incumbent is assigned responsibility for formulating the command's Operations and Maintenance budget with a high degree of independence in performing budget formulation. Employee independently plans and carries out budgetary activity necessary to build the command's budget distribution and coordinates work efforts with the HQ Military Department, the senior component command headquarters staff in USFK and the command's major subordinate units. Employee makes independent assessments of the adequacy of the funding provided in the Program Budget Guidance received from HQ Military Department and informs in leadership of the buying power compared to the last budget. Incumbent assigns work to and evaluate performance of subordinates. The supervisor reviews completed work for compliance with budgetary guidance and Command objectives.

Major Duties

Serves as Senior Budget Analyst responsible for budget formulation, justification, presentation, and review of a multi-appropriation program/budget for senior component command in USFK and all assigned units, as well as to HQ USFK. Acts as an advisor to the Commanding General on policies and technical matters concerning the effective distribution of funds. Develops briefings for presentation to Congressional representatives and other staffs to apprise of resource needs throughout the command.

1. Serves as the Command's advisor on budget formulation and initial funding distribution to the Commanding General, to the staff, and to the major subordinate commands. Directs the prioritization and distribution of various appropriations received and executed by senior component command in USFK : OMA, AFH, OPA, RPA, OMAR, OMARNG, and O&M Defense in support of Eighth Army, HQ USFK, HQ CFC, HQ UNC, and UNC Military Armistice Commission.

2. Analyzes new program budget guidance, revised legislation, policies and procedures and interpret the impact on budget formulation. Consolidate the Command budget distribution and compares with the HQ Military Department's funding guidance in the Program Budget Guidance from the President's budget. Factors in projected Labor Cost Sharing (LCS) contributions to arrive a total available funding. Determines and prioritizes shortfalls based on a knowledge of Commanders priorities and proposes a distribution of funds accordingly. Coordinates with HQ Military Department to obtain additional funds. Develop strategy and present budget distribution and structure for approval at the Program Budget Advisory Committee (PBAC) and the Senior Resource Committee (SRC).

3. Provides advice, guidance and recommendations on all aspects of budget formulation to HQ senior component command and MSCs. Provides the leadership budget year requirements to support timely command decisions. Develops resource requirements for the budget year encompassing the entire command missions and functions at the various level of details such as Program Element (PE)/Management Decision Package (MDEP), Program Director (PD), Sub-activity Group (SAG), and major Category of Expense (COE).

4. Interprets guidance and instructions received from HQ Military Department and develops the initial funding allocations by PE/MDEP for distribution to the HQ Program Directors. Provides

detailed budgetary instructions for initial funding distributions to the PDs and Operating Target Recipients at Major Subordinate Command level and Headquarters Activity. Develops the initial distribution of ROK Labor Cost Sharing (LCS) dollars by PE/MDEP based on the ROK LCS contribution estimates for the budget year. Prepare replies to various HQ Military Department data calls or requests for information. Prepares and submits the budget year obligation plans to HQ Military Department to include the Continuing Resolution Authority (CRA) obligation plans.

Performs other duties as assigned.

Budget Clerk, KGS-0561-04 **SJD-S077**

Supervisory Controls

Works under general supervision, independently carrying out recurring assignments in accordance with established procedures and written instructions. Receives instructions on new assignments, changes in procedures, matters involving deviation from established procedures and problems of an unusual nature. Supervisor spot-checks work for compliance with instructions and guidelines and for agreement with related financial data and budgetary information.

Major Duties

Processes routine requests for allotments of funds to cover payment of employee salaries, benefits, overtime, travel, and related administrative expenses. Continually updates activity budget account records to reflect the effects of changes in the amount of funds available. Examines requests for allotments to verity that all necessary prior approvals and concurrences have been obtained, forms contain required information, organization budget procedures have been followed and funds are available in the amount requested. Prepares a quarterly report on the status on funds in assigned activity accounts. Records obligations, expenditures, transfers of funds and similar budgetary transactions, and adjusts account balances to reflect changes. Extracts and/or consolidates numerical and financial information from a variety of related budget forms and documents (for example, worksheets, schedules and reports) for use by others. Notifies supervisor of immediate problems such as overages or shortages in assigned budget accounts.

Performs other duties as assigned.

Budget Technician, KGS-0561-05 **SJD-S078**

Supervisory Controls

Works under general supervision processing transactions which are covered by guides available to the employee and on special projects. Incumbent carries out continuing assignments on own initiative but supervisor is available for guidance on transactions involving over-or under-obligation of funds, or which are not covered by guidelines. The supervisor spot checks account balances and other completed work for accuracy and agreement with overall fund balances.

Major Duties

Checks the accuracy of funding documents and continually updates records of status of funds for assigned accounts to reflect effects of budgetary transactions. Reviews documents such as vouchers, purchase requests, work orders and contract invoices to assure agreement of budgetary account codes and dollar amounts, and compliance with regulations and procedures. Compares job orders, work orders and requests for funds with account balances to assure that funds are available to cover transactions. Checks for closed accounts with unobligated balances. Adjusts account balances to reflect effects of allotments, transfers, obligations, expenditures and other actions which change the amount of funds available in accounts for use. Reports apparent surpluses or shortages of funds to supervisor. Provides information about budget procedures and status of funds to local program managers, accounting personnel, and contractor representatives. Prepares recurring reports on account balances and status of funds.

Performs other duties as assigned.

Budget Technician, KGS-0561-06 **SJD-S347**

Supervisory Controls

The employee works under the supervision of a budget officer who establishes general priorities and deadlines for processing budgetary transactions, and preparing recurring and special, one-time reports. The employee is responsible for independently choosing the proper methods and procedures to be followed in processing the full range of appropriated and revolving fund transactions in assigned accounts, and for following up on all actions to assure they are properly completed. Budgetary problems of a precedent-setting nature, or work situations which are not clearly covered by instructions or guides available to the employee are referred to the supervisor for resolution. Completed work is spot checked by the supervisor for agreement with overall funding levels and with accepted budgetary requirements. Work methods used by the employee are not reviewed in detail so long as account balances are in agreement.

Major Duties

1. Serves as a source of budgetary information for a wide variety of appropriated fund and reimbursable travel and transportation accounts.

2. Provides up-to-date budgetary information on a wide variety of guidelines and procedures applicable to appropriated and industrially funded accounts.

3. Resolves problems in processing nonstandard transaction; i.e., those not subject to resolution by lower-graded budget clerks and assistants. Applies a thorough knowledge of established guidelines and procedures in suggesting alternative means of obtaining/using available funds.

4. Processes and records billing invoices. Determines appropriations to be charged by object class and line item, and chargeable fiscal year, and forwards invoice to appropriate accounting office for payment.

5. Prepares extensive and complicated budget reports showing current status of funds in accounts managed by employing office.

6. Extracts, compiles, and summarizes unrelated workload and cost data used by others in preparing budget estimates.

7. Adjusts a wide variety of appropriated fund and industrially funded accounts to reflect effects of budgetary transactions (i.e., obligations, expenditures, transfers, and reimbursements).

Performs other duties as assigned.

Budget Technician, KGS-0561-07 **SJD-S079**

Supervisory Controls

The supervisor provides general information about new priorities and deadlines, and changes in reporting requirements. Incumbent independently compiles, consolidates, coordinates and organizes the submission of the budget request covering the organization's projected annual program and administrative expenses. The employee is fully responsible for the timeliness, arithmetical agreement and procedural adequacy of all forms and documents required to support the budget request. Supervisor reviews completed work to assure that major areas of budgetary concern are addressed and that all necessary clearances and endorsements have been obtained. The employee usually responds directly to inquiries from fund reviewing and granting authorities concerning procedures and requirements for preparing estimates and requesting funds.

Major Duties

Consolidates budget estimates covering projected annual operating expenses for an organization and its components into proper format for submission to fund granting and reviewing authorities. Coordinates the timely submission of budget estimates by line program managers and staff officials in subcontinent. Reviews estimates to assure that the amounts requested are within established guidelines. Persuades managers to revise estimates which do not conform to established guidelines. Prepares all forms and documents required to transmit the organization's annual budget request to fund reviewing and granting authorities. Consolidates budget estimates from local program and administrative activities and organizes budget data according to appropriation, account, object class and line item code. Prepares recurring and special summary reports on specific areas of the budget as requested by the supervisor. Adjusts figures in budget accounts to reflect changes in the type and amount of funding approved (for example, increases in General Schedule salaries) by applying standard percentage adjustments. Consolidates and arranges estimates in proper form by appropriation account, identifying code, object class and line item for submission to fund granting authorities. Enters data on required supplemental forms by account code and appropriation number, and maintains related files and documents. Determines the percentage difference of amounts requested by comparison against prior year expenditures and cross-checks the overall accuracy of total estimates across accounts, object classes and line items. Provides information and guidance to line managers and staff officials on procedures, forms, and documentation required to support budget estimates and requests. Notifies managers of new or revised guidelines for the preparation of estimates.

Performs other duties as assigned.

Cashier, KGS-0530-03 **SJD-S067**

Supervisory Controls

Works under general supervision of the dining facility supervisor or shift leader who makes work assignments with general instructions and guidance and provides assistance on more difficult work. Daily work is performed in accordance with standard operating procedures. Work is spot checked for accuracy, conformance to instructions and adequacy of performance.

Major Duties

1. Checks appropriate identification to determine whether personnel are eligible to eat in appropriated fund dining facilities based on current regulations and policy letters. Verifies signature of personnel receiving subsistence-in-kind from the government. Collects appropriate moneys from personnel receiving Basic Allowance for Subsistence and issues change as needed in US or Korean currency as applicable. Totals cash collected at closing time showing the type of cash received by performing arithmetical computations and turns moneys over to dining facility supervisor with appropriate forms. Prepares an explanation of cash overages or shortages, as required. Is responsible for the accountability of cash collected and change fund received from dining facility supervisor. Also responsible for security of government supplies and equipment.

2. Is responsible for posting of menu board prior to each meal and keeping the menu board accurate throughout the designated meal period.

3. Performs duties normally required of mess attendant when cashiers functions are completed.

Performs other duties as assigned.

Cashier-Checker, KGS-2091-03 **SJD-S170**

Supervisory Controls

Supervisor assigns work, provides general instructions and guidance, advises on changes in work methods, gives more specific instructions for new work and provides assistance on more difficult work. Work is performed in accordance with standard operating procedures and is spot-checked for accuracy, conformance to instructions and adequacy of performance.

Major Duties

Serves as cashier in a food or retail sales store where a large variety of commodities and/or food are sold and where the cashier is responsible for a small department or one commodity. Checks items purchased by customers and determines the total bill, either mentally or by using a cash register. Checks identification of customers, as required, verifying signatures. Receives and examines cash from customers, places it in a register and makes changes as necessary. Receives change fund from store or food activity manager, counts and places in cash register. Maintains sales registers and any other accounts or lists necessary. Prepares clerk's reports at closing time, showing the type of cash and total amount received and turns cash and necessary reports over to the manager. Replenishes stocks and displays merchandise in accordance with predetermined display methods. May participates in conducting inventories. Serves as counter clerk as required.

Performs other duties as assigned.

Civil Engineer, KGS-0810-09 **SJD-S099**

Supervisory Controls

Works under fairly close technical and administrative supervision of a civil engineer of higher grade or independently on projects of a small or noncomplex nature. Exercises judgment in selecting, evaluating and applying standard literature, practices and precedents. Work is reviewed for soundness of techniques and for adequacy and economy of technical results achieved.

Major Duties

Performs professional engineering work relative to the construction, modification/major repair of buildings, airfields, bridges, drainage systems, highways, streets and roads, power and pumping plants, sewage and waste treatment and disposal facilities, water supply, purification and distribution systems and other various structures. Assists in the review of project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Assists in the modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates for a variety of civil works projects of multiple-use nature or military construction projects in different geographic locations with different climatic conditions and land characteristics. Assists in preparing various reports on the progress and status of construction projects and maintenance of files of project plans, specifications, reports and references.

Performs other duties as assigned.

Civil Engineer, KGS-0810-11 **SJD-S100**

Supervisory Controls

Receives assignments with a general indication of results expected and the criteria and techniques to be applied in accomplishing the assignment. Incumbent is expected to proceed independently in gathering information and to use skill and ingenuity in working out problems. Supervisor observes the work for progress and reviews it upon completion for technical adequacy and for compliance with project design requirements, office policies and standards.

Major Duties

Performs professional engineering work relative to the construction, modification/major repair of buildings, airfields, bridges, drainage systems, highways, streets and roads, power and pumping plants, sewage and waste treatment and disposal facilities and water supply, purification and distribution systems and other various structures. Reviews project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Modifies/makes recommendations for modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates for a variety of civil works projects of multiple-use nature, or military construction projects in different geographic locations with different climatic conditions and land characteristics. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisors in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Prepares various reports on the progress and status of construction projects and maintains files of project plans, specifications, reports and references.

Performs other duties as assigned.

Civilian Pay Technician, KGS-0544-06 **SJD-S504**

Supervisory Controls

Works under the general supervision of the supervisor, who provides instructions as to the overall objectives, priorities, deadlines for payroll operations, and the results expected. Incumbent works independently in accordance with established regulations and directives, local policies, and procedures. Situations not covered by existing guidelines or requiring significant deviation are referred to supervisor. Completed work is evaluated for compliance with instructions and/or authorities and accuracy pay computations, and to ensure completion within deadlines.

Major Duties

Performs the full range of payroll duties involving processing of pay, entitlements, premiums, allotments, and related payroll deductions. Applies Korean National pay rate structure, payroll systems, rules, regulations, directives, local policies, and procedures related to the Korean payroll functions.

1. Examines personnel actions and makes appropriate changes to master records which serve as a basis for pay and affect the disbursement of pay. Verifies pay plan, pay schedule, type of appointment, and entitlements to pay, leave, and tax deductions. Determines eligibility for pay based on such factors as type of appointment, pay plan, tour of duty, applicable differentials, and premiums. Completes payroll actions, including computation of regular pay, bonuses and severance pay as well as authorized allotments. Considers frequent changes in cost factors (e.g., dollar/won exchange rate and implementation of different type of rates requested by the multi-agencies serviced, to include the STANFINS interface, operation and maintenance budget exchange rate, army family housing exchange rate, defense commissary agency budget exchange rate, and daily command exchange rate) and variations in sources of funding and methods of payment.

2. Conducts comprehensive reviews of pay transactions and determinations, resolves cases involving underpayments or overpayments and the like. Prepares and maintains a variety of lists, registers, statements, vouchers, summaries, reports, remittance records, and schedules (e.g., payrolls, lists of all deductions and recapitulation). Verifies payroll documents for accuracy, propriety, and completeness of time, leave and payroll records, and withholding tax statements. Furnishes payroll data. Provides advice and answers employees' questions regarding payroll adjustment, tax exemption, deduction, or leave correction; researches historical records to detect sources of errors, and explains pay related actions.

3. Performs year-end reconciliation of Tax Liability at the close of each tax year or upon separation from employment and re-computes employees’ taxes. Reviews employees’ withholding allowance certificates and related supporting documents submitted by individual employees. Applies ROK tax laws, documentation requirements, entitlement rules, and requirements associated with authorized exemptions, income deductions, and necessary expense deductions to determine authorized income deductions and tax credits. Prepare and maintains withholding tax statements. Provides withholding tax statements to Yongsan Internal Revenue Office, ROKG and appropriate individual employees.

4. Utilizes input devise, payroll data, and various coding structures to accurately process pay accounts and inputs pay transactions in the KN Pay System. Determines how and at what point

in the payroll cycle to insert changes, debits, credits, or corrections so that accounts will be paid correctly and timely. Ensures that the effect of any transaction on all other possible items in the account is properly taken into consideration by either input or by making manual adjustments in selected parts of the automated process. Recognizes the kinds of transactions which cannot be processed and processes the actions manually, adjusting corresponding records and reports to balance. Traces multiple sources of errors in the system to facilitate the balance of accounting records and reports with sources outside the payroll office. Identifies problems such as inaccurate records, and ensures regulatory compliance and correctness of payment and accounting for funds (AMS or APC code).

Performs other duties as assigned.

Clerk, KGS-0303-02 **SJD-S022**

Supervisory Controls

Supervisor makes assignments, furnishes detailed instructions and guides, is available to answer questions or furnishes additional instructions as needed and makes spot check review of work for accuracy and compliance with instructions. Written procedures and guidelines are detailed, specific and directly applicable to the work.

Major Duties

Performs routine and repetitive clerical tasks. Prepares simple reports, posting data from clearly-indicated sources; fill out standard forms, deriving information from office files and records, clean draft, notes or verbal instructions; answers telephone and takes messages or refers calls to others; maintains files and records which involve arrangement of material in chronological order or in subject where the classification is readily identified; may perform typing of lists, index cards, edited draft and other material for which the services of a qualified typist are not required.

OR

Serves as clerk in a trainee capacity leading to KGS-3 performing duties described in the KGS-3 description under immediate supervision. (This classification may also be used in a trainee capacity leading to other KGS-3 clerical jobs such as Inventory Counter, Mail and File Clerk, Postal Locator Clerk, Sales Clerk, Stock Control Clerk and any nonsupervisory clerical jobs which may be established in the future at the KGS-3 level.)

Performs other duties as assigned.

Clerk, KGS-0303-03 **SJD-S023**

Supervisory Controls

Works under general supervision, performs a variety of general clerical work supporting an office or organization with limited latitude to exercise independent judgment in accordance with well-established policies, procedures and techniques, not requiring specialized subject matter knowledge such as accounting, personnel, supply or library work.

Major Duties

Performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility: prepares reports, posting data from clearly indicated sources; fills out standard forms, deriving information from office files and records, rough draft, notes or verbal instructions; answers telephonic or personal queries, providing information available from standing operating procedures, contact with other office personnel or from own knowledge of precedent actions; and maintains files and records which involve arrangement of material, in accordance with a preestablished system, having a limited number of headings and brief cross-reference notation; may perform typing of lists, index cards, edited draft and other material for which the services of a qualified typist are not required.

Performs other duties as assigned.

Clerk, KGS-0303-04 **SJD-S024**

Supervisory Controls

Works under general supervision, performs a variety of general clerical work supporting an office or organization requiring the exercise of independent judgment in accordance with well-established policies, procedures and techniques, not requiring specialized subject matter knowledge such as accounting, personnel, supply or library work.

Major Duties

As a general office assistant, performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility; prepares reports, searching for and compiling information and data from numerous and varied sources, requiring the extraction or adaptation of data, consolidation of feeder material, preparation of brief narrative explanations, or detailed arithmetical computations; answers telephonic or personal queries and provides information concerning administrative procedures or other information requiring a good working knowledge of the organization and/or functions; requires a good knowledge of correspondence practices and procedures; may serve as the mail and file clerk for the office.

Performs other duties as assigned.

Clinical Nurse, KGS-0610-09 **SJD-S512**

Supervisory Controls

A supervisory nurse or credentialed provider assigns area of responsibility. Nursing procedures are implemented independently within the framework of established policies and procedures. The nurse provides nursing care, training, and counseling and responds to emergencies in accordance with policy and without specific instructions. Emergencies or unusual problems are reported to the provider or supervisory nurse as appropriate. Work is reviewed for effectiveness of operations and compliance with medical requirements and professional standards.

Major Duties

1. Functions as a professional nurse in a designated clinical area with responsibility for providing comprehensive nursing care and services for patients of all ages based on the provider's plan of care and the units surgical services. Performs nursing duties on various shifts and/or being placed on call in order to meet patient care requirement. Applies professional nursing principles, procedures and techniques to patients with a wide variety of illness that require knowledge of conditions such as pediatrics, orthopedics, gynecology, obstetrics, medical, surgical and emergency care as per unit surgical services. Provides nursing care based on the physical, mental, emotional and psychosocial needs of the patient or caregiver. Independently interviews patients in English and/or Korean; obtains and documents health history/assessment, identifies problems, uses the nursing process; evaluates nursing interventions based on the patient's response to care, maintains accurate records of nursing activities and patient's medical records for completeness, availability of pertinent data, laboratory, X-ray reports and diagnostic results. Documents in accordance with established policies and procedures; performs venipuncture and establishes intravenous lines, collects specimens including venous, arterial, and urine; monitors body fluids in accordance with Infection Control standards and Occupational Safety and Health Administration guidelines; administers oxygen, and administers prescribed medications by oral, rectal, topical, inhalation, intravenous, intradermal, subcutaneous, and intramuscular routes. Maintains a patent airway, recognizes and initiates emergency resuscitative measures such as Basic Life Support. As team leader, makes appropriate assignment directs the work of other professional nurses such as professional and paraprofessional students and volunteers, nursing assistants, licensed practical nurses. Inventories and orders medications and supplies as directed.

2. Demonstrates knowledge of patient safety practices. Based on size/age/mobility, prepares patients for diagnostic and/or surgical procedures. Sets up, operates and monitors specialized equipment such as but not limited to: defibrillators, cardiac monitors, oxygen tank, crash cart, pulse oximeter, suction machine, electrocardiogram equipment, gastric, and chest suction devices, intravenous pumps and splints. Instructs others in the use of simple and specialized equipment as appropriate to the clinical area. Performs gastric lavage, urinary bladder catheterization. Accurately and promptly implements providers orders

3. Teaches patient and family regarding disease processes, diagnostic procedures, use of equipment related to disease/care, expected and possible adverse reactions to medications, discharge planning, health maintenance, and illness prevention. Communicates progress and/or change to the provider, patient or other members of the health care team. Assists with orientation and in-service training for personnel. Promotes and maintains a safe therapeutic environment.

Performs other duties as assigned.

Communications Clerk, KGS-0394-04 **SJD-S317**

Supervisory Controls

Works under the general supervision of the Customer Service Administrator who makes initial work assignments with pertinent instructions as to the nature and scope of objectives to be achieved; and is available for consultation in the development of priorities and deadlines. Supervisor is kept informed of progress and potentially controversial matters. Work is reviewed in terms of effectiveness in meeting requirements in an accurate and timely manner.

Major Duties

Operates a computer terminal to process various telephone service requests. Receives, screens and directly enters database for all telephones installed or changed within the service area of responsibility. Assigns cable pairs and telephone number for new subscribers and processes various requests for telephone services concerning changes to lines, trunks, class of services and special features such as "ring again," "call pick up," "call forward," or "speed calling." Maintains and updates complete database on cables, subscribers, respective switches, Class B accounts, or special features of individual telephones; prepares various management data and reports by compiling, sorting or merging the ACOM data base. Is responsible for updating information directory, DSN and administrative telephone directory, personnel directory, and billing reports. Performs other miscellaneous clerical duties related to telephone service. Initiates back-up plans if the computer terminal fails.

Performs other duties as assigned.

Communications Clerk, KGS-0394-05 **SJD-S318**

Supervisory Controls

Works under the general supervision of the Customer Service Administrator who makes initial work assignments with pertinent instructions as to the nature and scope of objectives to be achieved; and provides assistance in determining priorities and in resolving unusually difficult problems. Completed work is reviewed for accuracy, completeness, efficiency and adherence to the established procedures, policies and regulations.

Major Duties

Reviews and processes all telephone service requests from subscribers in service area of responsibility for installation, disconnection, removal, moving, and changing telephone numbers, circuits class of service changes and additions or deletions of features. For incomplete work orders, contacts subscribers for clarification and completeness. Fills out information as to inside and outside cable, pair, terminal number to the telephone service requests. Applies knowledge of ARs, Telephone Service Requests and current data on switches, (that is, working lines, switch capacity, availability of class lines, etc.). Forwards the telephone service requests to Network Management Branch through personnel having responsibility for database management and billing for Class B phones. Meets and assists customers in filling out the telephone service requests providing information on services and options available for regular phones and program-phones with detailed explanation on activation procedures for special features. Demonstrates the use of the feature. Receives trouble tickets from trouble desk, fills out maintenance and repair work to be accomplished, and forwards to Network Management Branch. Maintains coordination with network management and outside plant to obtain reports and information regarding the current status of progress, completed work, and backlog of telephone service requests. Operates computer terminal to maintain and update various data on all switches in southern area (that is, total working lines in switch, total switch capacity, total number of subscribers for different class lines, number of software packages, etc.). Initiates and prepares various recurring and special reports for submission to higher headquarters which requires compilation and adaptation of data and information, selection and consolidation of feeder material, preparation of justification and narrative statements.

Performs other duties as assigned.

Community Relations Specialist, KGS-1035-11 **SJD-S116**

Supervisory Controls

Works under the general supervision of the Garrison or Installation Commander, and/or his Deputy, who provides broad outlines of command policy, program requirements and objectives on community relations; defines scope of delegated authority and responsibility; and is available for consultation on significant developments and major problem areas. Within this framework, the incumbent independently plans and carries out assigned functions consistent with command and higher headquarters policies, regulations, and directives. Work performance is evaluated in terms of policy compliance, overall effectiveness and efficiency in attainment of program objectives.

Major Duties

Serves as Community Relations Specialist and Special Advisor to the Garrison and/or Area Commander and Deputy Commander with assigned responsibility for planning, developing, advising, coordinating and implementing the Garrison and/or Area-wide community relations programs. Furnishes policy guidance, identifies influential community leaders in the areas, solicits them for participation, and evaluates program effectiveness. The program objectives are to cultivate harmonious U.S./ROK relations, maintain a favorable image of U.S. military forces in Korea, and gain the community support on the welfare of the U.S. military communities and personnel and in the accomplishment of the military mission. Prepares budget requirements for the community relations activities and submits to higher headquarters for approval. Maintains and controls the approval of funds.

1. Serves as Special Advisor to the Commander and Deputy Commander on all matters concerning the requirements of community relations activities. Maintains extensive personal contacts and positive relationships with local government officials, community and business leaders adjacent to each area for programming and implementation of the ongoing community relations program at Garrison and each of the outlying area installations. Types of programs include but are not limited to home visitation, industrial tour, Korean American Friendship Council (KAFC) meeting, holiday celebration, etc. The work requires sound judgment and comprehensive knowledge of community relations directives, regulations and local policies in order to provide advice and recommendations that are in the best interest of, and benefit to both the command and the local communities. Exercises a broad knowledge of protocol in programming and planning social functions and ceremonies related to U.S.-ROK community relations programs.

2. Conducts review and analysis of local KAFC activities based on a comprehensive working knowledge of the KAFC program and its governing policies and directives. Based on the analysis, initiates corrective action as may be required, recommends solutions to problem areas and suggests methods of improving KAFC operations. Makes staff visits to subordinate activities to participate, observe and evaluate the effectiveness of the community relations program. Advises and assists units in developing cultural orientation briefings for unit personnel.

3. Studies trends or changes in the local communities' environment and climate to evaluate the adequacy of various command-wide community relations programs in light of the changing conditions. Informs supervisor of any significant finding with appropriate recommendations. Works closely with local civic and cultural affairs officials and governmental organizations as

necessary to ensure that material prepared o further U.S.-ROK amity is accurate and will be exploited so as to generate the greatest interest and impact. Emphasizes to the news media the importance of partnerships between the local communities and the USFK. Provides appropriate publicity for community relations events such as Arbor Day, carnivals, etc.

4. Serves as the Commander's representative in dealing with the managers of the local clubs and stores in the areas frequented by the U.S. military personnel to discuss issues of mutual interest and concern.

5. Performs oral translation from English into Korean and vice versa, of speeches and discussions at social functions, ceremonies and meetings. Makes written translations of letters, certificates, and correspondence dealing with community relations program. Scans and translates into English-Korean newspaper articles concerning the U.S. communities for supervisor.

6. Prepares community relations activity reports, such as after-action reports on each project completed, KAFC meetings, and any significant weekly activities, indicating program trends, comments, and recommendations for further improvements.

7. Makes recommendations on requests submitted to the Commander for access to the base and honorary memberships from the public relations standpoint.

Performs other duties as assigned.

Computer Assistant, KGS-0335-05 **SJD-S319**

Supervisory Controls

Works under general supervision, performs most of the work independently according to established procedures and methods. Problems in setting up, entering or completing jobs that cannot be resolved by standardized methods are discussed with the supervisor, a programmer or computer operator for approaches to solutions. Completed work is spot checked for accuracy and use of proper procedures and methods. In addition, reports of processing problems from system reports, operators or customers normally require review for technical accuracy and compliance with instructions or established procedures.

Major Duties

Serves as a computer assistant in a functional area providing a service and processing link with the organization's computer processing capabilities through a remote terminal. In addition to the remote terminal, the work station includes computer linked card reader, line printer and a teletypewriter and, off-line peripheral equipment such as card punch, paper delegator, forms buster, card sorters, collators, reproducer and interpreters.

1. The incumbent supports subject matter specialists by entering and retrieving information through a computer connected terminal.

2. Reviews workload, machine utilization estimates and operator reports in order to assist in planning, developing and maintaining daily remote processing schedules. Prepares, or arranges for preparation of input cards and/or program run instructions.

3. Reviews staging packages for card initiated jobs for program and user identification, specified dates and control streams changes specified in processing instructions. Loads cards to system through an on-line card reader.

4. Reviews demand processing requests in order to identify customer needs, structures the request in machine acceptable access language and enters job to the system through a remote terminal.

5. Reviews standing run instructions for recurring jobs accessible through the terminal, remote job entry system to identify control, date or parameter modifications required; codes and structures the job entry control and execution commands and enters the job through the terminal.

6. Performs quality control review of output by verifying record count against control figures, ensuring that data is as requested, print is clear, totals are provided and similar concerns based on product specifications.

7. Monitors jobs in process to detect equipment or potential program problems and monitors the equipment (on and off-line) to ensure continuity of operations and to make minor adjustments during operations and as required at planned program stops.

8. Identifies recurring irregularities and inadequacies in processing that can be attributed to control stream or equipment problems and works with programmers and customers to modify procedures.

9. Assists programmers in testing new or modified programs by identifying equipment or processing problems that occur as a result of prescribed methods for setting up and running test programs and recommending variations in preparation and control methods to resolve such problems.

Performs other duties as assigned.

Computer Assistant, KGS-0335-06 **SJD-S333**

Supervisory Controls

The supervisor provides administrative direction over operating hours, the kind and quality of services to be provided, general sequence and priority of the work processes and interpretation of changes in rules controlling the kinds of support provided. The employee performs routine assignments independently in accordance with established guidelines, including contact and coordination with users to establish priorities, resolve conflicting priorities, identify the product sought and explain systems changes. Completed work is reviewed, primarily by users, for completeness, adequacy, accuracy and timeless.

Major Duties

The incumbent supports several functional program customers through remote terminal facility providing data input, remote job entry and information retrieval and manipulation services through and "intelligent" terminal.

1. Operates terminal "on-line" to make recurring, standardized retrievals of reports and information listings for users, applying a user oriented access and control language to provide job definition, controls (job number, as of dates, changes in data fields from previous reports) and print instructions.

2. Responds to ad hoc requests by working with the customer to advise on defining information requirements, the number of retrievals necessary to provide the information needed, desired format(s) and the amount and kind of data combination and arithmetic manipulation required. Accesses appropriate database after preparing a logical search strategy and structuring the requirement(s) in computer acceptable commands and identifiers.

3. Keys the system to feed retrieval data/reports to the local storage unit or printer. Supplements these interim products with commands for the mini-processing unit in order to rearrange and manipulate the data according to the customer specifications, providing for print of summary products and supporting detail.

4. Receives completed jobs through on-line printer; checks for job identification, data content, print alignment and clarity, format, and as of date. Distributes to users through an internal mail system.

5. Receives source data documents in both coded and uncoded form; transfers uncoded information to code sheets; reviews all code sheets for data field accuracy; adds machine related instructions and keys to tape through a terminal. After verifying accuracy of input keys, tape entries for direct transmission to central computer or arranges for mailing.

6. Writes or briefly explains system adds, changes and deletes affecting the kind, form or timing of data entry and products available from the system.

7. Establishes or coordinates workload priorities for data updates and for data updates (input) and for products (output).

8. Maintains logs, records, operating manuals and procedures.

9. Records all work processed and changes to operating methods and system production options.

10. Trains lower level employees as "backup" operators, and conducts briefings for functional users to explain system output options and limitations.

11. Performs maintenance such as applying tape head cleaner, changing printer tapes and similar external care of equipment.

Performs other duties as assigned.

Computer Assistant, KGS-0335-07 **SJD-S334**

Supervisory Controls

The supervisor or a responsible specialist defines work projects or the portions of projects assigned to the incumbent and provides deadlines and direction on methods to be used. The incumbent independently performs assigned segments of work according to prescribed methods. Completed segments are submitted to the team leader for incorporation into a system package. Incumbent's program maintenance and modification work is performed independently, following standardized procedures including necessary customer coordination, coding, design and testing functions. Problems such as requirements that appear to be different, methods or procedures that are unclear and conflict with users are discussed with the supervisor to resolve the issues. Deviations from established methods and procedures must be approved by the supervisor. The supervisor or a specialist reviews finished work for compliance with existing or planned design specifications.

Major Duties

Incumbent supports a team of computer specialists engaged in program analysis, design, development, testing and implementation for both local and command applications. The incumbent performs coding, testing, limited programming, maintaining documentation and program databases, and provides related support in unit programming and systems development.

1. Receives and processes requests to write or modify small program modules that are part of a larger system of interrelated programs that have previously been designed and implemented. Draws basic program diagrams and flow charts, applies program language coding, assembles test data, initiates testing, debugs program and submits user request with recommended finished module to specialists.

2. Maintains a few program modules which require frequent variations in production requirements. Performs requested program modifications, providing for variations in recurring runs and special reports and assures accurate and timely processing.

3. Follows specialist instructions to compile, test and debug programs by assembling input, loading the compiler, reviewing output and making or suggesting corrections.

4. Prepares charts, designs and formats for records, files, input and output, sources of input, schedules of processing, etc. Recommends such changes as different input techniques, revised record layout, revised output format and similar changes.

5. Writes program modules for extracting, sorting, reformatting, merging, etc. of a variety of input data and reports.

6. Reviews and modifies program control streams as required when production requirements change of problems are encountered. Provides setup directions to computer operations, or writes setup procedures for program manuals.

7. Reviews requests for variations in recurring runs, or special runs, makes system control changes as appropriate, submits for processing and reviews the finished product prior to distribution to the requester.

8. Makes control language corrections and coordinates data content or logic problems with users and specialist to resolve invalid output.

9. Coordinates with functional users to clarify requests for variations in production requirements or program modifications, and to obtain information needed for new program development.

10. Prepares final system documentation including flow charts, file descriptors, report descriptors, card and printer layout, card input/output, formats and printer output exemplars.

11. Assembles all required documents for System Books, Program Folder and Job Run Book, and passes to the appropriate unit for distribution.

12. Maintains status and control of on-line program library, catalogs data and cross reference listings for the activity. Verifies status and accuracy of library member names, data set names, data set organization, record and block sizes, etc., as requested.

Performs other duties assigned.

Computer Assistant, KGS-0335-07 **SJD-S336**

Supervisory Controls

The supervisor provides procedural direction and defines recurring work assignments. The incumbent performs most work independently by responding to user questions and problems, constructing schedules and performing staging, control and error correction duties. Incumbent can reject work that is not ready for processing and refuse user requested priorities without reference to the supervisor. Processing failures involving program or system logic, seemingly proper applications of user languages through a terminal that fail to produce, and similar problems are discussed with the supervisor who must approve all exceptions to established procedures. Staging packages and schedules for new work are reviewed by the supervisor for technical accuracy prior to submission for processing. Recurring work products are reviewed after processing based on user or operator comments or in periodic supervisory reviews of products for use of established methods, procedures and techniques.

Major Duties

The position is located in the Production Control and Scheduling Section and includes controlling, scheduling and monitoring of computer processing and assisting users in formulating request for computer services. The work is performed in a computer center operating two large scale computer systems with a buffer minicomputer, in both batch and on-line, interactive modes.

1. Reviews processing requests to ensure that user, program and input identification are given, programs are designed for one of the local computer systems, control parameters (dates, total, subtotals) are specified, priority requirements are indicated and output disposition is shown.

2. Accepts or rejects request and/or indicated priority based on system status, other priority work, or need for additional information in the processing request.

3. Assists users in clearly defining their requirements and completing the processing work order defining the product desired, sort fields, data content and output format.

4. Makes changes (add, change, remove) in run control stream and enters control deck to the system through a card reader.

5. Reviews requirements for batch work, compares against run book and enters planned time of execution on operating schedule, providing for core capacity, prior processing for dependencies, throughput time and priority. Identifies tape and disk requirements, amends control commands, and annotates operator instructions to show dependencies and multiple use of input.

6. Resolves processing failures related to run stream controls, dependencies and data contention. Reviews system output report for action leading up to the failure, compares with run book instructions, identifies problem, corrects and authorizes rerun or restart. Notifies programmer if the failure appears to be related to program logic. According to run instructions, is authorized use of problem bypass or controlled dump procedures to provide information for own and specialist problem reviews.

7. Reschedules backlogged processing or failures that cannot be corrected for rerun or restart;

adjusts priorities as required.

8. Assists time sharing and RJE terminal users in solving problems associated with terminal malfunction or problems in following written procedures. This includes advice in the structuring of requests and inquires with a user oriented language; identifying possible technical problems in the terminal, tie-lines or the computer system; and, advising the terminal user of where and how to acquire appropriate technical assistance.

9. Prepares and maintains amendments to product run books (that is, setup procedures and product exemplars for new kinds of products). Assigns product identification codes; lists and explains setup procedures (including run stream variations), identifies kind and number of input media required, core capacity, throughput time and mixed time sharing and batch processing requirements.

10. Initiates monthly work order to create backup tape files, makes control log entries, forwards to DAPS for photo composing, logs returns and arranges for shipment of tapes to storage site.

11. Compiles recurring and special statistical reports; computer utilization by user, number, kind and volume of products; machine units and machine time used; and cost information for customer billing purposes. Reviews operating logs, compiles system load statistics, identifies high and low volume trends, and makes recommendations to change procedures to better use times available in low activity periods.

Performs other duties as assigned.

Computer Assistant, KGS-0335-08 **SJD-S337**

Supervisory Controls

The supervisor assigns new processing requirements, describes work goals and advises on priorities. The employee independently applies, modifies or develops procedures for production control work and assists remote terminal users based on precedents. Discussions with the supervisor are to resolve problems that could cause failure to meet deadlines such as non-availability or late input, requirements received late in the monthly processing cycle, awaiting program patches that have not been completed, and similar concerns. Finished work is reviewed for compliance with objectives and deadlines, and effectiveness in satisfying customer requirements. Work methods are reviewed only if processing failures are related to production control procedures developed by the incumbent.

Major Duties

Serves as a production controller in a data processing center. Incumbent is assigned new processing requirements with responsibility to fit them into local procedures and instruct other employees in the methods and schedules applicable for production purposes. The center operates several computers, each in multiprogramming production and time sharing modes.

1. Studies documentation provided with new or substantially revised programs, determines run criteria, I/O requirements and distribution patterns.

2. Determines whether new requirements can be processed within existing schedules and procedures. If not, will define changes required such as revised dates for receipt of full one partial input data from area offices.

3. Defines command and control requirements for each run, sequencing considerations, need for input, precedent program processing required, and whether data required for input can be derived from programs on a single system.

4. Determines whether several outputs, run on separate systems need to be made compatible and merged prior to processing new requirements.

5. Coordinates findings and recommendations with local programmers for technical review, submits to supervisor for approval.

6. Notifies remote offices of modified input data and format requirements.

7. Instructs other in the unit about the new requirements and methods for processing them through the production control unit.

8. Writes procedural documents to record and explain the results of the above efforts and amends existing procedures affected by new requirements.

9. Performs production control functions for an assigned block of recurring production programs.

Performs other duties as assigned.

Computer Assistant, KGS-0335-09 **SJD-S338**

Supervisory Controls

The supervisor alerts the employee to processing problems carried over from the preceding shift and passes along information about new requirements or procedures. Most assignments are received directly from computer operators or programmers who encounter processing problems. The employee may be alerted to actual or potential problems through such sources as system reports and operator, programmer or prior shift reports and log notes.

The employee identifies the source and nature of problems and resolves them according to standardized or accepted procedures or analyzes problem symptoms and devises solutions that fit the problem and compensate for lost processing. This may include such actions as rescheduling, removing important although, non-critical jobs from the schedule, transferring work to other computers, or reallocating equipment and utilities to work around problem situations and give precedence to some jobs at the expense of others. The supervisor is normally available to interpret policy and procedure changes or to resolve conflicting customer requirements when these affect the ability to meet scheduled production. Problems involving equipment operation or program logic are resolved with the advice of computer operators or programmers.

Finished work is evaluated on the basis of results in meeting objectives and satisfying processing requirements. Finished work and recommendations for procedural changes are also reviewed for technical soundness in consideration toward incorporating new problem solving techniques into general procedures and guidelines.

Major Duties

Incumbent works in the data processing center as a systems monitor resolving processing problems and error conditions except those requiring programming changes.

1. Identifies and determines corrective action to be taken in case of individual job failures not covered in the operations manual, or in circumstances when the prescribed procedures will not produce a solution for a 4-CPU multiprocessor/multiprogramming computer system, and a separate multiprogram system used for processing smaller jobs and as backup.

2. Identifies job interrelationships, provides for dependencies and reorders job priorities.

3. Orders run stream dumps and determines actions to be taken to correct operational problems that cause runs to end abnormally or necessitate general recovery of data base information.

4. Determines need to reconstruct database from backup files, rerun or restart requirements and need to shift run sequencing in order to better align jobs or better apply system utility programs in relation to scheduled jobs.

5. Resolves partial system failures (hardware or software) by providing for revised applications of system operating capabilities in a manner that allows working through or around the problems with reduced capacity, readjusting the system when full operating configuration is restored.

6. Ensures restoration of transactions and databases at a proper restart point after system

initialization and recovery routines have been used to resolve error conditions and the system has been reloaded for continuation of operations.

7. Works with applications programmers and operations personnel to identify problems with applications, operating systems or hardware that are difficult to pinpoint. Suggests methods for sequencing and software/hardware operating configurations to accept new requirements and resolve processing malfunctions, including revised run stream applications, spooling techniques and possible transfer of some jobs to other computer systems.

8. Prepares operating schedules for a multiprocessor/multiprogramming computer system, allowing for multiple dependency processing, data and program contentions and sequencing.

9. Prepares schedule run stream according to handbook instructions, making modification or allowances for recent occurrences (failures, program changes) requiring new or temporary procedures load schedule through the system executive program.

10. Monitors work in progress in order to detect unusual production delays, problems caused by unforeseen contentions, or the need to adjust priorities in order to move small jobs past large jobs that are awaiting completion of other processing, and to work with operations personnel to detect and resolve common or unusual operating problems or failures.

11. Plans, schedules and directs the transfer of program and/or data files from disk to tape storage, maintains records of programs and stored data, and schedules restoration/recovery from backup files when need from problem solving in subsequent processing.

Performs other duties as assigned.

Computer Clerk, KGS-0335-03 **SJD-S339**

Supervisory Controls

The supervisor provides standing operating procedures for continuing assignments, explains and demonstrates procedures for changed or new assignments. The employee carries out recurring assignments according to established procedures, adhering to processing schedules, resolving minor problems related to incorrect tapes, missing control deck or cards and unclear or erroneous program identification. Assembly problems, poor quality print and similar problems not covered by established procedures are referred to the supervisor. The supervisor spot checks work in progress. The primary source of work review is from processing reports and comments made by programmers, operators and functional users.

Major Duties

The incumbent receives, checks, assembles, and submits production computer programs to the computer operations unit in accordance with established procedures.

1. Receives job request forms from programmers or user representatives.

2. Checks identification markings on input decks, control decks and processing instructions; compares to run sheet; orders required tapes; logs program on production forms by job name, date, programmer and additional information as indicated. On receipt of tapes, completes setup and forwards to computer operations for processing.

3. Receives completed output and the run sheets. Checks for correct identification, number of copies and print legibility. Forwards products to users.

4. Key punches small quantities of cards as assigned, operates card reader and sorter.

5. Searches for lost or misplaced input/output documents.

6. Maintains stack of supplies including internal control forms, blank punch cards, log books, etc.

7. Maintains production reports by extracting and recording information from the system printer such as tape utilization, completed programs, internal failure reports giving reasons for failures, and computer equipment and operating time used.

Performs other duties as assigned.

Computer Clerk, KGS-0335-04 **SJD-S335**

Supervisory Controls

The supervisor makes assignments in terms of general objectives to be achieved. Employee performs recurring work independently within established procedures making adjustments to work methods based on precedents and work experience. Difficult or unusual problems are discussed with the supervisor for resolution. Completed work is reviewed in terms of overall effectiveness, timeliness, and compliance with program objectives. Overall work is evaluated in terms of performance standards established by the supervisor that are qualitative and quantitative in relation to the duties in the job description.

Major Duties

The employee receives, checks and assembles information for input into the computer system.

1. Receives user originated input materials (cards, tapes and code sheets). Arranges for conversion of raw data to cards or tapes. Makes minor modifications to materials to change information prior to input. Verifies accuracy of project information (that is personnel assigned, estimated and actual man hours, funding authorization, etc.). Checks to ensure that reports are not duplicated (that is, that the same project information is not reported by two separate activities, that project information is consistent).

2. Checks output for correct format, customer and program identification, accuracy of project information, and duplication of information. Inputs corrections and modifications as required.

3. Checks status of projects through a direct inquiry remote terminal to establish or update data files. Performs searches for reports as required.

4. Serves as a point of contact for activities. Works with professional and technical personnel providing assistance on particular job requests. Verifies and provides information to determine whether report requests are valid.

Performs other duties as assigned.

Computer Operator, KGS-0332-05 **SJD-S039**

Supervisory Controls

Supervision received consists of assignment to operate console of a large-scale system console on specific projects, assistance is readily available if requested while work is in process and spot review of quantity and quality of production.

Major Duties

As an assistant operator on a shift, operates the console and on-line equipment of a large-scale systems console on production runs of assigned projects with normal operator responsibility for acting on machine stoppages and error situations. Works with senior operator in resolving serious stop or error situations.

1. Sets up and operates console on assigned programs. Takes prescribed actions in case of stop and error situations, consulting senior operator when necessary. Assists senior operator through set-up and adjustment of on-line equipment when senior operator is operating console on other programs.

2. Assists primarily in a trainee or developmental capacity, other operators in setup and operation of on-line equipment of a medium-scale computer. Receives classroom and on-the-job training in machine logic, programming techniques, equipment operation and operation of the control console.

Performs other duties as assigned.

Computer Operator, KGS-0332-06 **SJD-S038**

Supervisory Controls

Works under very general supervision of shift supervisor in the operation of a large-scale system console. Assistance is generally available if requested. Spot review is made of completed projects.

Major Duties

As an operator on a shift, operates a large-scale system console on production runs with senior operator responsibility for acting on serious machine stoppages and error situations. Works with shift supervisor in resolving serious stop or error situations. Three or four other operators of a lower grade are usually present on the shift.

1. Sets up and operates console. Takes action in case of serious stop and error situations, consulting shift supervisor when necessary.

2. Assists shift supervisor through set-up and adjustment of on-line equipment when shift supervisor is operating console on other programs.

Performs other duties as assigned.

Computer Operator, KGS-0332-07 **SJD-S041**

Supervisory Controls

Supervision received consists of assignment to operate a large-scale system console on specific projects. Assistance is generally available if requested while work is in progress. Spot review is made of quantity and quality of production.

Major Duties

Incumbent operates any one of several high-speed, large-scale computer systems processing batch and teleprocessing applications programs as well as performing developmental and production testing. As the control console operator, independently investigates and resolves operating and equipment problems. Participates in the installation of new or modified operating systems and equipment.

1. Activates large-scale computer system by powering on control console, loading the appropriate operating system, entering commands to connect the large-scale central processor(s) and operating system with associated hardware resources such as tape and disk drives, activating teleprocessing access channels, identifying malfunctioning equipment that is unavailable, and entering starting point data.

2. Monitors system status and performance by observing system messages, requesting control console display of status information, and responding promptly to messages displayed on the control console to avoid message backlogs or system deterioration.

3. Monitors job flow and system utilization by entering commands through control console to assure effective and efficient processing. Selects jobs to be processed concurrently based on available resources and acceptable I/O-CPU matching criteria to prevent memory fragmentation and degradation of system performance.

4. Investigates system malfunctions to determine the cause; that is, hardware, software, or environment. Defines and isolates the specific problems, using available diagnostic and error recovery techniques, and independently initiates corrective action. Informs supervisor of the action taken.

5. Assists systems programmers and analysts in conversion to more advanced levels of operating systems. Participates in test runs and makes comprehensive reports of any significant operating occurrences.

6. Participates in shift turnover activities by discussing with incoming shift peers, work in progress, problems relating to production schedules, system status, equipment malfunctions, and other operational problems.

Performs other duties as assigned.

Computer Operator, KGS-0332-08 **SJD-S042**

Supervisory Controls

Works under very general supervision of shift supervisor (military) in the operation of a large-scale system console. Assistance is generally available if requested. Spot review is made of completed projects.

Major Duties

As senior operator on a shift, the incumbent maintains continuity of equipment operations and processing workflow; resolves equipment, program, and control problems ranging from common, recurring conditions to those that are complex and require time and attention away from the control console. Sets up and tests new applications and systems programs. Informs specialists about ways to use existing hardware and software capabilities in new programs more effectively and efficiently. Relieves console and other operators at their work stations to assure continuous workflow. This responsibility extends to operations in several systems performing multiprogramming, batch, and teleprocessing operations. The employee normally has primary responsibility over either multiprocessor or multiprogram systems during a shift.

1. Directs and controls other operators in system start-up and restart procedures, taking control from the console or at individual equipment controllers when systems fail to respond to normal or standardized alternate procedures.

2. Reviews batch operating schedules in terms of known system problems and processing backlogs and adjusts batch memory allocations to balance with necessary teleprocessing requirements and need to provide for precedent processing.

3. Adjusts batch job priorities and restructures internal queues to avoid program contentions, allow for precedent output, and provide for unscheduled jobs and user originated priority changes.

4. Monitors work in progress by observing console messages and receiving status reports from console operators to assure that processing flow proceeds according to plan and looks for indications of equipment, memory, or CPU overload, degraded speeds, and other indicators that problem conditions are developing in the systems. Makes adjustments in memory allocations, and equipment assignments and other changes needed to ensure flow of high priority work and remove the potential for interference from lower priority jobs.

5. Responds to console operator notifications of program and equipment problems that will not respond to established methods for correction through standardized console key-ins and takes over the console. Attempts to resolve equipment problems by working on the equipment itself, identifying the nature of the problems, and seeking technical assistance from the supervisor, technicians, computer specialist or others.

6. Analyzes equipment failures and workload requirements to rearrange processing schedules and console operator as to which jobs to keep recessing and the key-ins required to work with reduced capacity and personally attempts to resolve or have others resolve the equipment problems.

7. Sets up test applications and system programs, activates internal utility routines to accept

and process such programs, monitors their flow through the system, and initiates system dumps for use by specialists in improving program processing.

8. Enters new tested programs into the systems and instructs console operators on new and/or special instructions for processing them.

Performs other duties as assigned.

Construction Inspector, KGS-0809-09 **SJD-S098**

Supervisory Controls

Work is performed under the general supervision of a construction engineer or supervisory construction inspector who checks inspector's written reports, makes occasional check of completed construction and reviews novel or difficult problems. Engineering assistance is provided in the interpretation of plans and specifications. Also on unusual specialized trade, craft or material problems, the assistance of a technical advisor may be solicited.

Major Duties

Performs the full range of inspection duties, predominantly the inspection of work involved in the construction, remodeling or repair of brick, frame, structural steel, reinforced concrete and other types of structures ranging from one- or two-story buildings of limited size to larger structures. Typical buildings include sheds, recreation halls and facilities, hospitals, barracks, residences or family dwelling units, theaters, chapels, mess halls, shop and utility buildings, warehouses and other storage facilities. Resolves minor differences between plans and specifications based upon previous experience; assists contractors by making suggestions as to materials, equipment and method of accomplishing work in order to meet inspection and acceptance standards; makes decisions on acceptability of workmanship and materials in connection with major and/or critical features of the project; makes oral or written reports to the project engineer of a higher grade inspector regarding unacceptable practices and methods identified during the inspection. Confers with contractor's supervisors to discuss plans for work accomplishment and scheduling to assist contractors to comply with contract plans and specifications. Ensures that safety practices are being followed.

Performs other duties as assigned.

Contract Price Analyst, KGS-1102-09 **SJD-S125**

Supervisory Controls

Work is performed under the general supervision of the Cost and Price Analysis Chief or contract price analyst of a higher grade. Incumbent is usually permitted to work independently and develop his own methods. Major deviations from general guides and instructional material are discussed with supervisors. Completed work is reviewed for accuracy of recommendations, completeness of essential information, validity of principles and techniques applied and adherence to agency policy.

Major Duties

Performs a variety of technical work involved in the preparation of price estimates; the analysis and evaluation of contractor's cost and price estimates; and the preparation and maintenance of historical data of price fluctuation. Performs cost and price breakdown studies of submitted requests for procurement involving standard-type operations or services where precedent data is generally available. Reviews purchase requests to ensure appropriateness of government estimates; examines specifications, making detailed analysis of material, production and labor costs. From information obtained through personal inquiries, reference to available manufacturer's catalogs, contacts with local agencies and personal knowledge, determines adjusted estimated costs and prices for supervisor's review and action. Assists a price analyst of higher grade in performing pre-award contract review and assists in preparing reports on findings concerning cost and price breakdown; computes labor, material and equipment installation costs to prepare invitations to bid; and refers with recommendations on unusual problems requiring a technical or engineering decision to a supervisor. Breaks down individual item costs to ensure that components comprising a unit are complete and to verify accuracy of the unit price. Assists in contract negotiations concerning price and cost breakdown by explaining the basis for estimates and renders opinions as to appropriateness of contractor proposals. Prepares and maintains pricing information on goods and/or services procured by the agency.

Performs other duties as assigned.

Contract Price Analyst, KGS-1102-11 **SJD-S128**

Supervisory Controls

General supervision is exercised by the Cost and Price Analysis Chief, who initially outlines assignments, objectives to be achieved and is available for the resolution of complex problems or questions associated with price or cost analysis for which no precedent exists. Incumbent independently organizes and completes work, initiating contracts, making decisions and recommending changes and revisions where warranted. Evaluation of work is made in terms of accuracy, efficiency and overall results.

Major Duties

The Contract Price Analyst performs the complete review, analysis and evaluation of proposals for reasonableness of prices submitted in connection with negotiated procurement transactions for construction, services, subsistence and supplies as required by Headquarters, Eighth Army and major subordinate commands in carrying out their missions. Accurate assessment of pricing factors is made more difficult because of the variable and unstable condition of the Korean economy, flexibility in the organization of the Republic of Korea governmental structure, lack or scarcity of adequate historical data, information and price documentation.

1. Reviews and analyzes cost breakdown of (1) initial proposals for fixed price or cost type contractors, (2) proposals under price adjustment or escalation clauses, (3) contract modifications, and (4) contract terminations. Compares offeror's figures with government estimates for consistency, notes variances, audits costs in detail particularly for labor, materials, overhead, mobilization and support costs, determines areas susceptible to negotiation for lower price. Recommends revisions, confers with contract specialists or contracting officers regarding errors and inconsistencies in pricing data and makes suggestions for revising prices to facilitate contract negotiations.

2. Participates in the qualification check and pre-award survey of the prospective contractor by securing and evaluating data relative to the contractor's financial ability as determined by: (a) balance sheets and profit and loss statements, (b) methods of financing, (c) volume of business, (d) business and financial reputation, (e) financial aid furnished by the government and (f) comments by banks, creditors and loan companies. Prepares summaries of findings and records as to the financial responsibility of the contractor. Reports any tendency towards financial unsoundness to supervisor.

3. Makes recommendations which serve as a basis for adjustment of contract prices where contracts contain a defective pricing clause. Works in conjunction with the DCAA on analyses of the contractor's historical cost and projected cost. Analyzes labor and material profit elements and arrives at a fair profit determination. Visits contractor's plants and attends conferences with contractors and procurement personnel in order to secure and furnish information. Compiles data affect U.S. procurement in the Republic of Korea.

4. Reads local newspapers, international media and publications pertaining to commercial enterprise to keep informed of trends, to be appraised of conditions or situations, political, financial or social which may influence price determination. Maintains price data on a current basis utilizing local government publications, catalogs and price review publications. Furnishes financial data for the use of supervisors. Assigns and reviews the work of subordinate personnel engaged in related activities.

5. Receives requests for change orders, waivers or deviations involving a price adjustment either upward or downward. Analyzes to determine whether savings will occur in man-hours, material or indirect savings by evaluation of the contractor's estimated cost against information furnished by contract specialists or contracting offices. Recommends an equitable price adjustment.

6. As required conducts overall studies on selected cost items, prepares cost estimates when requested by contracting officers, researches contract files, solicits data from internal and external sources, evaluates, coordinates and analyzes as to relative value. Compiles regular or special reports as may be requested.

Performs other duties as assigned.

Contract Specialist, KGS-1102-09 **SJD-S126**

Supervisory Controls

Works under the general supervision of the branch chief who interprets new and revised policies, regulations and procedures, makes assignments, indicates responsibility to be assumed and results expected. Incumbent plans and organizes work independently within prescribed regulations, but recognizes and consults with the supervisor as to guidance on the more difficult, complex or unusual problems and questions associated with contract administration for which no precedents exist. Work is reviewed through daily discussions, oral and written reports for accuracy, efficiency and conformance with directives, policies and procedures.

Major Duties

Incumbent performs the negotiation, administration and termination of contracts for construction, alterations, supplies, services, repair and maintenance as required by agencies and services located in Korea. Maintains current comprehensive records indicating the progress of all active and long-range projects, detailed data as to obligated and committed amounts on contracts, amount and dollar value of work placed, scheduled dates for completion of various stages of construction and related information to assist using agencies in making the most efficient use of allocated funds within budget limitations.

1. Reviews purchase requests from the using agency to determine completeness of information as to type or kind of service desired, authority, citation of funds and conformance with regulations. Determines the proper method of procurement in accordance with requirement objectives and procurement regulations governing contractual activities. Initiates requests for submission of proposals, conducts orientation and/or pre-bid conference to explain contract terms, specifications, general and special conditions. Reviews, analyzes and evaluates proposals from prospective contractors and/or vendors. Initiates pre-award surveys as required to determine financial responsibility, adequacy of plant facilities and availability of skilled personnel of proposed contractors to establish ability to fulfill contracts under consideration of award.

2. Conducts negotiations with proposed contractors as required, utilizing established negotiating practices to ensure that the best interest of the government is properly served. Negotiates with prospective producers for the procurement of supplies, materials and services upon receipt of authorization therefore. Prepares modifications to contracts, price determinations and findings as required. Prepares contractual data and furnishes information to a legal officer for appraisal of legal sufficiency. Effects any further negotiation made necessary by changes in drawings or specifications, costs, delivery schedules and terminations during progress of contracts. Conducts follow-up and reports on production, including delivery forecasts; determines scope of difficulties contributing to production lag; forwards applicable changed orders to contractors for the obtaining of compliance and/or information as to the effect on price, delivery, adoption of change and quantity involved, and adherence to production schedules.

3. Processes requests for contract modifications and conducts negotiation in connection with termination actions. Coordinates with the Agency Property Administrator in issuance of government furnished equipment, materials and supplies to the contractor and receipt of major items of equipment for repair, in those contractual actions where the aforementioned items are specified to be furnished by the government.

Performs other duties as assigned.

Contract Specialist, KGS-1102-11 **SJD-S127**

Supervisory Controls

Work is performed under general supervision, following established policies and procedures. Has full personal responsibility for accomplishing assigned functions and tasks. Controversial and/or precedent setting problems affecting policies and procedures are reported to the supervisor for discussion, advice and solution. Performance is appraised for general progress, soundness of recommendations and decisions, conformance with regulations and overall quality.

Major Duties

Serves as a contract specialist performing the full technical range of contract negotiation, administration and termination of complex, difficult and/or high dollar value contracts. Types of contracts include: firm fixed price, firm fixed price with escalation provisions, cost-plus-a-fixed-fee, time and materials, labor-hours and indefinite delivery contracts. Due to the status of Korean industry, price redetermination is characteristically involved in original negotiations.

1. Performs contract negotiation, administration and termination duties. Conducts complex negotiations utilizing assistance of contract technicians and attacking specific problems requiring greater clarification. Selects type of contract for use and prepares clauses defining special provisions and terms. Takes specific actions on determinations for acceptance and/or rejections of items failing to meet contract requirements; approves or rejects prior production samples upon recommendation of the Quality Assurance Division. Secures approvals of requesting agencies on matters involving time extension, waiver actions demanding prior approval and like matters. Reviews and approves contractor's expenditures; approves purchase order requests; determines allowability of costs. Is responsible for effecting coordination with engineering specialists, inspectors, price analysts, auditors and representatives of using agencies, as appropriate in making analyses and determinations on direct costs, overhead, estimated profits and reasonable profit objectives; recommending acceptance or rejection of requests for deviation from contract terms and specifications; controlling government furnished property. Evaluates material rejection reports, determining proper disposition or negotiating equitable price reduction. Prepares determination and findings, summary reports and other substantiating documents. On contract termination for default or convenience of the government, conducts or participates in conferences with contractor's executives; analyzes cost claims to determine allocable and allowable costs; coordinates clearance of surplus property; makes recommendation on proper allowable profit and on contractor requests for partial payment on claims; prepares history statements.

2. Furnishes staff assistance in the solution of administrative and technical problems. Solves major technical problems varying in subject matter arising in the branch. Answers questions and takes action on problems referred by other members regarding lack of responsive bidding, reluctance of manufacturers to deal with the government or evidence of collusion. Directs the expediting and procurement orders placed on contract to quantity authorized, or are in excess of the authorized monetary allowance; ensures that the most economical mode of transportation is utilized.

3. Provides surveillance and coordination on procurement actions. Assures that contracts comply with legal and regulatory requirements, that funds are available and that authority exists to subject the government or its property to any administrative sufficiency of all contracts, utilizes the pricing, financial, production, inspection and legal advice within the agency. Maintains constant cognizance with respect to contract compliance on the part of contractors.

Performs other duties as assigned.

Courier, KGS-0302-04 **SJD-S309**

Supervisory Controls

Works independently under general supervision. Receives general instructions on new or revised assignments, changes in procedures, and contacts to be made. Supervisor is available to provide advice and guidance concerning problems, difficulties and unusual questions encountered. Work is reviewed for completion of tour of courier duties, and compliance with established regulations, procedures and instructions.

Major Duties

1. Receives and picks up mail, parcel packages, documents, and administrative materials and supplies; sorts and arranges the items to be delivered on the designated route according to prescribed stops; and delivers them by office, building number, or organization unit. May make special or emergency trips to pickup or deliver special mail or materials, and performs simple clerical duties and routine, light manual tasks, as assigned. Operates a motor vehicle (light or heavy) in the accomplishment of assigned duties, performing first/driver echelon maintenance on the vehicle and completing trip tickets.

2. May receive, pickup and deliver daily cash receipts, change funds and/or other cash items between organization units and outside operating units, that is, post offices, banks, etc. May place the cash receipts and collections in the vehicle depository and make appropriate deposits. May maintain the daily change funds; provide change to activity managers, as required; and return cash to exchange cashier or authorized personnel, as appropriate.

3. Complies with fire, safety, sanitation, and security regulations. Ensures the security of cash, fixed assets, and merchandise and supply inventory.

Performs other duties as assigned.

Courier, KGS-0302-05 **SJD-S310**

Supervisory Controls

Works independently under general supervision. Receives general instructions on new or revised assignments, changes in procedures, contacts to be made. Supervisor is available to provide advice and guidance concerning problems, difficulties and unusual questions encountered. Work is reviewed for completion of tour of courier duties, and compliance with established regulations, procedures and instructions.

Major Duties

1. Receives and picks up and delivers daily cash receipts, change funds and/or other cash items between organization units and/or outside operating units (such as, post office, banks, etc.). Places the cash receipts and collections in the vehicle depository and make appropriate deposits. Maintains daily change funds; provides change to activity managers, as required; and returns cash to exchange cashier or authorized personnel, as appropriate.

2. Receives and picks up mail, parcel packages, documents, and administrative materials and supplies; sorts and arranges the items to be delivered on the designated route according to prescribed stops; and delivers them by office, building number, or organization unit. May make special or emergency trips to pickup or deliver special mail or materials, and performs simple clerical duties and routine, light manual tasks, as assigned. Operates a motor vehicle (light or heavy) in the accomplishment of assigned duties, performing first driver echelon maintenance on the vehicle and completing trip tickets.

3. Complies with fire, safety, sanitation, and security regulations. Ensures the security of cash, fixed assets, and merchandise and supply inventory.

Performs other duties as assigned.

Criminal Investigator, KGS-1811-09 **SJD-S155**

Supervisory Controls

Works under technical and administrative supervision of an investigator of a higher grade or supervisor who makes work assignments with brief general information on the nature and scope of assignments, provides assistance or resolves any actions involving policy, unusual difficulty or delicate situations which develop during the progress of investigations and those prepared at the completion of assignments for adequacy of information or evidence, adherence to policy and propriety of recommendation.

Major Duties

Independently or as a member of an investigation team, conducts investigations of felony criminal cases affecting U.S. personnel and other persons subject to the Uniform Code of Military Justice. Examines crime scenes for evidence such as fingerprints, bloodstains, weapons, footprints and documents. Photographs and sketches crime scenes. Interviews witnesses, suspects, victims and obtains written statements. Collects, preserves and submits evidence to crime laboratories for analysis and identification. Studies and analyzes evidence, laboratory findings and statements to determine motives and persons responsible for crime, incident or offense. Assists in raids and search of premises and effects apprehension of suspects and subjects. Prepares reports of investigations. Appears as a witness in military or civil courts. Serves as interpreter and translator of statements given by witnesses and offenders requiring the exact restatement of testimony from English into Korean and vice versa. Conducts surveillance operations on a spot check basis or as a result of information received indicating possible unlawful activities.

Performs other duties as assigned.

Criminal Investigator, KGS-1811-11 **SJD-S364**

Supervisory Controls

Works under general supervision of Detachment Operations Officer/Special Agent-in-Charge USACIDC/AFOSI/NCIS. Case assignments are made in terms of overall objectives to be achieved and investigative policies to be followed, e.g., to curtail or widen investigations, coordinating the commitment of resources and manpower. The incumbent is delegated authority to independently plan, organize, schedule, coordinate and carry out investigations. Technical methods for conducting investigations are not normally reviewed. Completed assignments are reviewed for accomplishment of case objectives, and adherence to USACIDC/AFOSI/NCIS command policies, and contribution toward attainment of the Component Criminal Investigation program goals and objectives.

Major Duties

Serves as a journeyman criminal investigator planning and conducting criminal investigations into allegations of criminal misconduct, and other improprieties associated with general crime, economic crime, and illegal drug use and trafficking.

1. Plans Investigations.

Analyzes complaints or allegations of criminal misconduct. Determines issues involved, the types of evidence needed to establish criminal intent, investigative techniques to be used, manpower and resources needed, and the need for coordination with other affected authorities to include host country counter parts.

2. Conducts Investigations.

a. Conducts investigation into alleged felony activities by military and civilian members of USFK, invited contractors, and others. Determines what type of evidence, witnesses, subjects and targets are available to prove or disprove various allegations and/or indicators of felony. Investigates, gathers, and develops technical evidence relevant to many phases of the matter under investigation. Interviews Korean National witnesses, suspects and victims. Prepares idiomatic written translations of statements, medical reports, and other documents related to the investigation. Aggressively establishes, recruits and maintains informants and sources for obtaining information that may assist in the investigation or in the development of covert collection of criminal information. Participates in the conduct of surveillance operation with the assistance of a USACIDC/AFOSI/NCIS Special Agent. Assists USACIDC/AFOSI/NCIS Special Agents in the conduct of raids, searches of premises and apprehension of suspects. Establishes and maintains coordination with counterparts of Korean Law Enforcement Agencies and the ROK Prosecutor's Offices. Testifies in US or Korean criminal trials as a witness.

b. Writes interim or final reports of investigation, detailing the issues involved, status, contributing cause or causes and recommendations to prevent similar future occurrence..

c. Reviews report of investigations, inquires, and surveys for criminal intelligence data. Performs all phases of criminal intelligence by collecting, correlating, and disseminating collected information/intelligence to appropriate agencies. Integrates information into the Automated Criminal Information Ring System (ACIRS).

d. Conducts Crime Prevention Surveys to provide a means of discovering weaknesses in targeted systems/activities, and through the observed presence within the activity, provides a degree of direct deterrence.

3. Acts as a Korean language interpreter performing interpreting from Korean to English or vice versa in official or semi-official meetings relating to USACIDC/AFOSI/NCIS activities. These duties require a fluent Korean and English-speaking ability and familiarity with the operations of the USACIDC/AFOSI/NCIS.

Performs other duties as assigned.

Data Transcriber, KGS-0356-02 **SJD-S053**

Supervisory Controls

Supervisory control includes the assignment of work; detailed instructions in any punching operations not covered specifically in established procedures and occasional observation of the work during its performance. Supervisor is available to resolve problems. Original punching is usually verified on a complete basis. Verification work is subject to review on a spot check basis.

Major Duties

Performs card punching and/or verifying alphabetic and/or numeric data from a limited variety of precoded source documents involving the application of punching procedures which are closely similar in pattern as to type of items punched and location of items on source documents. Receives on-the-job training in more difficult key punching involving recording and verifying a wide variety of accounting data and use of numerous punching procedures.

Performs other duties as assigned.

Data Transcriber, KGS-0356-03 **SJD-S054**

Supervisory Controls

Works under general supervision receiving oral and written instructions on new or revised punching procedures and work assignments. Incumbent is expected to know standard, frequently used procedures and/or codes, but supervisor is available to resolve the more difficult problems of application or interpretation. Card punch operations are verified on a complete basis for accuracy, while work done on verifier is spot-checked for accuracy and adequacy.

Major Duties

Operates alphabetic and numeric key punch and/or verifying machines. Punches data from a variety of source material (that is, from 20-60 different types of documents) requiring selection and application of procedures for 20-60 different jobs when either (1) full variety of precoded material occurs frequently enough to require operator to make rapid adjustments in order to maintain acceptable speed and accuracy, or (2) where variety is moderate, judgment and interpretation is required in processing coded and/or uncoded data). As required, punches program cards; trial punches new or revised procedures; operates some related data processing equipment such as data transceiver, duplicating or tape card machines.

Performs other duties as assigned.

Deferred Payment Plan Clerk, KGS-0303-05 **SJD-S326**

Supervisory Controls

Works under general supervision of the Retail/Assistant Retail Manager or Deferred Payment Plan (DPP) Manager who provides general instructions on new or revised regulations, procedures and new work assignments, and assists in handling unusual matters or problems arising during the operations. Work is usually carried out with relative independence. Work is reviewed for adequacy, accuracy, and compliance with regulations, directives and procedures.

Major Duties

1. Receives, completes, or reviews DPP applications from customers for completeness of required information and submission of other forms required to open an account. As necessary, contacts customers to obtain missing data or forms. Calculates uncommitted monthly income on the applications. Refers and/or forwards completed applications with pertinent documents to supervisor or centralized DPP office for determination or approval of eligibility to participate in the DPP program.

2. Operates the Video Display Terminal of the minicomputer system, or establishes and maintains Customer Account Control cards. Makes appropriate entries and calculations for new accounts, sales authorization, contracts completed, payment received, adjustments, and as required, WLS polling, time and attendance information, personnel action information, and NG check listing. Maintains files for current, closed and written-off customer accounts. As directed, takes follow-up action on DPP overdue and delinquent accounts. Responds to customers' inquiries pertaining to their accounts and DPP programs.

3. Performs additional clerical duties related to the manual and/or mechanized DPP programs. Prepares account statement for mailing to DPP customers. Assists in the preparation and reconciliation of the periodical Trial Balances. Maintains proper stock of DPP forms and applications. Posts and files completed charge tickets, adjustment vouchers, commander notification letters, etc. As required, prepares new contracts in order to consolidate multiple contracts and purchases.

Performs other duties as assigned.

Dental Assistant, KGS-0681-05 **SJD-S090**

Supervisory Controls

Performance of duties is under general supervision of dentist following established clinical techniques, procedures and policies.

Major Duties

1. Assists dentist by performing such duties as seating patient, adjusting chair and draping patient; laying out instruments and handing them to dentist; mixing amalgams according to prescribed procedures; cleaning and sterilizing instruments, arranging in proper order in cabinets; keeping records of conditions found and treatments rendered, entering such data to diagrams of the mouth as directed by the dentist; maintaining appointment book and keeping area of dental chair in clean and orderly condition.

2. May also perform dental hygiene tasks under immediate supervision of dental officer. Such tasks may include removal of calcareous deposits, accretions and stains from surface of teeth; and administration of prophylaxis treatment.

Performs other duties as assigned.

Education Administrator, KGS-0301-09 **SJD-S149**

Supervisory Controls

Works under the general supervision of the Education Specialist or Administrator who makes assignments in terms of general objectives to be achieved. Performs recurring work independently within established procedures making adjustments to work methods based on precedents and work experience. Difficult or unusual problems are discussed with supervisor, and unfamiliar situations or extensive deviations are referred to the supervisor for assistance. Work is reviewed for successful education program accomplishment based upon internal program review and results of inspections, etc.

Major Duties

Serves as the Administrator or Assistant to a Hub Administrator for an education center, responsible for applying appropriate administrative knowledges and skills to the operation of an Army Education program. The incumbent usually performs most of the duties listed below:

1. Performs Education Services Specialist Duties.

a. Assists the Education Services Officer or Hub Administrator in planning new educational programs or revisions to existing programs based on surveys of student and command interest. Determines those tasks necessary to develop the program and establishes management objectives to accomplish them. By analysis of the course schedule and through frequent site visits, ensures availability of physical conditions conducive to instruction and ensures building security. Assures that instructor audio-visual equipment is in place and operational prior to class start.

b. Reviews program report data collected by reviewing on-line staff input participation data to assure the prompt and accurate electronic collection of data. Analyzes report data collected by reviewing computer prepared output data from the Army Management Information System to ensure that it is reasonable in light of historical trends and recent program changes. Provides rationale for any significant data change.

2. Performs General Administrative Duties. Establishes a publication and distribution schedule for the Education Services Brochure (ESB). Monitors the performance of clerical and KATUSA personnel assigned to perform administrative tasks for the education center. Determines training needs for clerical and KATUSA personnel consistent with the administrative procedures in the education center. Conducts training program for clerical and KATUSA personnel.

3. Performs Budget Related Duties. Prepares budget by developing projections for expenses relating to individual programs, supplies, equipment, and personnel by reviewing historic databases and factoring in current changes and trends. Defends budget by developing rationale for the quantities in the budget through a review of enrollment trends, relating them to current costs. Provides estimates of the effect of decrement funding on student enrollment. Serves as receiving officer for contract services performed. Recommends fund commitment by reviewing funds expended in previous years against the current needs assessment. Prepares Annual Command Operating Budget. Provides this information to higher headquarters on a quarterly basis. Reviews fund commitment documents to maintain an accurate account of dollar usage for ACES programs and for office expendable supplies and TDY.

Performs other duties as assigned.

Education Administrator, KGS-0301-10 **SJD-S151**

Supervisory Controls

Works under the general supervision of the HUB Education Services Officer. Receives assignments in the form of overall program objectives to be met and the scope of support services to be provided. The supervisor provides policies, procedures, regulations or special instructions and keeps appraised of the progress of the program through oral and written reports and observations of activities. Completed work is reviewed in terms of overall attainment of program objectives, as well as for accuracy, timeliness, and efficiency.

Major Duties

Serves as the administrator for the Hub Education Center, responsible for applying appropriate administrator knowledges and skills to the operation of the Component's Education programs.

1. Assists the Education Services Officer (ESO) in planning programs or revisions to existing programs based on surveys of student and command interest. Determines those tasks necessary to develop the program and establishes management objectives to accomplish them. Ensures that the computerized Component Education Management Information System is providing statistical operating information from all subordinate learning centers in the area serving all Hub Education Center soldiers. Reviews with subordinate education specialists/technicians their administrative personnel statistics and other data which will most adequately reflect program status and progress. Develops and recommends the formalizing and scheduling of reports and provides assistance in the interpretation of reporting requirements to administrative personnel in subordinate learning centers. Reviews and consolidates all education reports to ensure accuracy, and processes them for submission to higher headquarters to meet suspense dates.

2. Assists the ESO in preparing an estimate of necessary facilities, personnel, and funds for the operation of the education program to accommodate all Hub Education Center soldiers. Maintains an adequate supply of educational materials and classroom equipment based upon appropriate stock levels. Examines physical facilities to ensure proper upkeep and cleanliness. Assists the ESO in implementing the Component Continuing Education System including standing operating procedures, and a publicity program for units served by the Hub Education Center.

3. Performs budget related duties. Assists in preparing budget by developing projections for expenses relating to individual programs, supplies, equipment, and personnel by reviewing historical databases and factoring in current changes and trends. Defends budget by developing rationale for the quantities in the budget through a review. Recommends fund commitment by reviewing funds expended in previous years against the current needs assessment. Prepares Annual Command of enrollment trends, relating them to current costs. Provides estimates of the effect of decrement funding on student enrollment. Operating Budget. Provides this information to higher headquarters on a quarterly basis. Reviews fund commitment documents to maintain an accurate account of dollar usage for Component Continuing Education System programs and for office expendable supplies and TDY. Serves as receiving officer for contract services performed.

4. Monitors the performance of clerical and KATUSA personnel assigned to perform administrative tasks for the education center. Conducts quarterly inspections of the education

center and subordinate learning centers filing systems and computer databases to ensure compliance with regulatory guidance, providing on-the-spot guidance to files keeping and data entry personnel. Prepares report of findings indicating deficiencies and required corrective actions. Makes recommendations for training for clerical and KATUSA personnel and conducts training. Maintains control of time card certification, processing, and submission to Finance, in accordance with designated suspense dates. Reviews time cards for accuracy and monitors employee hours of employment. Monitors and prepares all government documents required for certification/ordering of funds for contracts, and ensures that expenditures of funds do not exceed the established allocations. Prepares and consolidates course scheduling for the Education Center and subordinate Learning Centers to accommodate troop participation and promote command support. Requisitions supplies and equipment and maintains control records on accounts for supplies and equipment in all centers in the area of responsibility. Maintains logs of orders and requisitions. Monitors follow-up on orders. Makes proper disposition of items on receipt from vendor.

5. Provides training and supervision for all Korean employees in all centers established in the area of responsibility. Maintains all office files in accordance with pertinent regulations. Serves as the primary educational point of contact for all required reports, education program obligations and payments, and computerized education records systems. Assists the ESO with administrative functions concerning educational contracts, testing, and personnel actions.

Performs other duties as assigned.

Education Support Assistant, KGS-0303-07 **SJD-S152**

Supervisory Controls

Works under the supervision of the Education Specialist or Administrator who outlines areas of work responsibility and assists in handling unusual matters or problems arising upon implementation of education programs. Work is performed in accordance with current higher headquarters directives. Work is periodically checked in terms of general effectiveness and compliance with all regulatory requirements.

Major Duties

1. Performs a variety of administrative duties in connection with the operation of an educational program. Provides information to military personnel on course offerings, schedules and services. Provides assistance to instructors by (1) ensuring that classroom arrangements are properly made, (2) orienting instructors in the preparation of class-attendance reports, final grade lists and withdrawal procedures, (3) assisting instructors in preparing training materials, and (4) ensuring that films and other training aids are available for all courses scheduled.

2. Administers and reviews the Record Keeping System programs for the education center and or learning center. Determines requirement of current files, adequacy of established files for specific functions of the organization, the need for additional files to improve existing files system, and makes recommendations accordingly. Responsible for the maintenance of a 30 to 45 day stock of standard type, higher headquarters and locally published blank forms and supplies for education center and customer use. Coordinates with supply sources to obtain needed forms and supplies. Ensures that all personnel assigned incomplete grades are notified to take proper exams before the end of assigned dates in order to remove incomplete grades. Tracks Tuition Assistance recoupments. Assists in monthly inspections of LC/Testing Services Contract. Assists in inspection of Learning Center(s) to ensure that all necessary Component regulations, pamphlets, training manuals, etc. are in stock or on order. Assists in inspection of testing center to ensure that facilities are adequate and that testing files and records are properly maintained. Assists in the preparation of monthly and interim contractor's performance ratings. Assures classrooms are prepared properly, schedules classrooms based on the number of students, type of courses, and need for additional facilities and/or training needs.

3. Enters appropriate information for education reports which are generated using the current Component Education Management Information System and current Automated Data Processing software programs. Ensures that computer data bases are correctly maintained. Conducts file searches of computer data bases to locate requested information on a particular subject. Prepares and submits all feeder reports to the Hub Education Center as required for consolidation of reports submitted to higher headquarters. Is responsible for sending and receiving of messages via electronic mail.

Performs other duties as assigned.

Education Technician, KGS-1702-07 **SJD-S150**

Supervisory Controls

Works under the supervision of the Director of the Education Center who outlines areas of work responsibility and assists in handling unusual matters or problems arising upon implementation of education programs. Work is performed in accordance with current higher headquarters' directives. Work is periodically checked in terms of general effectiveness and compliance with all regulatory requirements.

Major Duties

Performs a variety of administrative duties in connection with the administration of an educational program. Provides advice to military personnel on course offerings, schedules and prerequisites, credits offered by available tests and testing schedules and services. Provides assistance to instructors by (1) ensuring that classroom arrangements are properly made, (2) orienting instructors in the preparation of class-attendance reports, final grade lists and withdrawal procedures, (3) assisting instructors in preparing training materials, and (4) ensuring that film and other training aids are available for all courses scheduled. Ensures that all personnel assigned incomplete grades are notified to take proper exams before the end of assigned dates to be removed from incomplete records. Prepares publicity releases, such as daily bulletin announcements, radio and/or TV spot announcements and promotional letters to specific categories of personnel. Assures classrooms are prepared properly, schedules classrooms based on the number of students, type of courses and need for additional facilities and/or training aids.

Performs other duties as assigned.

Electrical Engineer, KGS-0850-09 **SJD-S106**

Supervisory Controls

Works under fairly close technical and administrative supervision of an electrical engineer of higher grade who outlines requirements, furnishes general instructions as to the scope of objectives, time limitations, priorities and similar aspects. The supervisor is available for consultation and advice where deviations from standard engineering principles and practices must be made. The supervisor observes work for progress, adherence to completion and cost schedules. Methods employed are seldom reviewed, but review is made for adequacy and for conformance with established policies, precedents and sound engineering concepts and usage.

Major Duties

Performs professional engineering work relative to the installation, modification/major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines and generating plants. Assists in the review of project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Assists in the modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates and bills of material. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Assists in the preparation of various reports on the progress and status of projects and maintenance of files of project plans, specifications, reports and references.

Performs other duties as assigned.

Electrical Engineer, KGS-0850-11 **SJD-S107**

Supervisory Controls

Work is performed under general supervision of a higher graded engineer who makes assignments in terms of major objectives, provides 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 are discussed with the supervisor. 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.

Major Duties

Performs professional engineering work relative to the installation, modification and/or major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines and generating plants. Reviews projects plans and specifications for overall accuracy, completeness and conformance with sound engineering principles. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates and bills of material. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of construction projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Prepares various reports on the progress and status of projects and maintains files of project plans, specifications, reports and references.

Performs other duties as assigned.

Electronics Engineer, KGS-0855-09 **SJD-S108**

Supervisory Controls

Works under fairly close technical and administrative supervision of an electronic engineer of higher grade who furnishes assignments in terms of specific objectives with instructions as to possible difficult problems and the means of their solution. Standard technical methods, computations and details are seldom reviewed. Detailed instructions and review are provided with regard to complex features. Completed work is reviewed for soundness of technical engineering judgment and to ensure the overall completion of assignments.

Major Duties

Performs professional engineering work relative to planning, developing, standardizing, directing, coordinating and supervising the installation, maintenance and efficient operation of a variety of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or TV programs such as master consoles, wire and tape recorders, switchboards, microphones, amplifiers, rectifiers, receivers, turntables, antennae and diesel generators. Assists in the preparation and/or review of plans, specifications and wiring diagrams for the layout of electronic equipment; recommends modification of such plans and specifications based on correct voltages and currents, allowable deviations, frequency, degree and frequency of overhaul and/or repair of equipment. Assists in the supervision and direction of the activities of repair, adjustments, rebuilding and new installation of equipment to achieve maximum effectiveness with minimum interruption of operation. Assists in selecting proper equipment and determining substitution of items when desired items are not available. Assists in conducting on-and off-the-job training for subordinate technical personnel.

Performs other duties as assigned.

Electronics Engineer, KGS-0855-11 **SJD-S109**

Supervisory Controls

Assignments are given with instructions as to the purpose of the work and possible complex problems. Work is usually carried through to completion with little guidance from the supervisor except in cases of controversial or policy questions. Completed work is reviewed for overall technical adequacy and conformance to the objectives of the assignment and agency policy.

Major Duties

Performs professional engineering work relative to planning, developing, standardizing, directing, coordinating and supervising the installation, maintenance and efficient operation of a variety of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or TV programs such as master consoles, wire and tape recorders, switchboards, microphones, amplifiers, rectifiers, receivers, turntables, antennae and diesel generators. Prepares and/or reviews plans, specifications and wiring diagrams for layout of electronic equipment; modifies or makes recommendations to modify such plans and specifications determining correct voltages and currents, allowable deviations, frequency, degree and frequency of overhaul and/or repair of equipment. Supervises and directs the activities of repair, adjustment, rebuilding and new installation of equipment to achieve maximum effectiveness with minimum interruption of operation. Makes recommendations in selecting proper equipment and determines substitution of items when desired items are not available. Conducts on-and off-the-job training for subordinate technical personnel.

Performs other duties as assigned.

Electronics Technician, KGS-0856-06 **SJD-S322**

Supervisory Controls

Receives close supervision for new or unfamiliar work, and general supervision when performing familiar work. Close supervision for new work consists of specific instructions, technical explanations, and time requirements. New and unfamiliar work is reviewed after each successive step, after time requirements, and upon completion. Problems and deviations in the work process are handled after consultation with instructor/supervisor, and in accordance with instructions and accepted practices. Technical guidance for familiar work is received from the supervisor who provides direction on unusual problems encountered. Work involving new tasks and work assignments is reviewed during progress and upon completion for adherence to accepted maintenance techniques and operational practices. Familiar work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and for compliance with established procedures.

Major Duties

The incumbent serves as a trainee, receiving both on-the-job and formal classroom training leading to technical certification. In a trainee capacity, the incumbent performs either as a member of a roving maintenance team working on a manned or unmanned telecommunications switch, or performs switch operations duties on a telecommunications switch. As a member of a roving maintenance team, incumbent performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times. The duties may be performed remotely from the ACOM or employee may be required to travel to the outlying SL-100 facility and perform both routine duties or emergency restoration actions in case of equipment failure.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS, an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability. The system is also equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required. The system is composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and transmission system equipment such as channel banks, 2-/4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross-connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system that are operating at less than the optimum efficiency level. Evaluates the Office, Service Index, Maintenance Index,

Switch Performance Management System, and all other technical engineered OM reports over a long-term basis to identify potential or real problem areas. Once adverse trends are identified, conducts research and in-depth diagnostics to determine type of corrective action required. Takes an office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image stores the image properly. Installs and implements necessary contractor furnished software update peripheral module (PM) loads to the Digital Trunk Controller, Line Group Controller, and Maintenance Test Modules to reprogram the unit's microprocessor. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute required office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, PCM line repeater test set, multimeter, VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes system output, and determines necessary corrective actions on the fault or degradations from prompt system, circuit or trunk restoration through the use of automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any necessary system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line tests and automatic trunk. Tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults through the OM system. Troubleshoots all trunk faults, replaces or adjusts in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM and the Korean Telephone Authority. Coordinates the assignment of cable pairs and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of the telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

Electronics Technician, KGS-0856-07 **SJD-S110**

Supervisory Controls

Works under general supervision. Receives an explanation of the problem and of equipment requirements, obtains advice on unexpected results. Work is reviewed for technical adequacy and accuracy and adherence to instructions.

Major Duties

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic and electrical equipment in a radio and/or television transmitting station. Carries out maintenance activities to keep the radio or television system and component parts and equipment thereof in reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance. Takes necessary preventive and corrective measures to maintain broadcasting efficiency, involving testing of equipment and circuits, adjustment, isolation and correction of causes of malfunction, repair and restoration of service in the event of failure and evaluation and determination that the systems are operating in compliance with prescribed standards of performance and within proper tolerances. Stands watch in a transmitting station, being responsible for proper technical operation of electronic equipment, facilities and auxiliary equipment employed in the transmission of radio and/or television programs, such as: transmitters; receivers; master consoles; disc, wire, and tape recorders and reproducers; switchboards; amplifiers; rectifiers; antennae; testing, measuring and monitoring devices. Maintains such equipment in operation by rapid diagnosis, adjustment and repair of malfunctions. Tests, maintains and repairs studio and program audio equipment facilities. Coordinates maintenance activities with those agencies of personnel affected by system outage. May assist in developing, constructing and installing new equipment.

Performs other duties as assigned.

Electronics Technician, KGS-0856-07 **SJD-S324**

Supervisory Controls

Receives general supervision which consists of overall objectives and time requirements. Employee usually works at a site which is geographically remote from the supervisor. The employee plans work, carries out the successive steps, and handles problems and deviations in the work process on own initiative, in accordance with instructions and accepted practices. Technical guidance is received from the Automated Centralized Operations and Maintenance (ACOM) Center. Supervisor is available to provide direction on unusual problems encountered. Work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and or compliance with established procedures.

Major Duties

Performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and the trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS which is an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability; also equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required; and composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and the transmission system equipment such as a channel banks, 2-/4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system the are operating at less than the optimum efficiency level. Evaluates the Office Index, Service Index, Maintenance Index, Switch Performance Management System, and all other technical engineered OM reports over a long term basis to identify potential or real problem areas. Once adverse trends are identified conducts research and in-depth diagnostics to determine type of corrective action required. Takes an office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image properly. Installs and implements necessary contractor furnished software update peripheral module (PM) loads to the digital trunk controller, line group controller, maintenance test module, service trunk modules, to reprogram the unit's microprocessors. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute required

office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, POM line repeater test set, multimeter VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes the system output, and determines necessary corrective actions on the fault or degradations from prompt system, circuit or trunk restoration through the use of the automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line test and automatic trunk tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults through the OM system. Troubleshoots all trunk faults, replaces or adjusts in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM, and the Korean Telephone Authority. Coordinates the assignment of cable pairs, and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

Electronics Technician, KGS-0856-07 **SJD-S323**

Supervisory Controls

Receives general supervision which consists of overall objectives and time requirements. Employee usually works at a site which is geographically remote from the supervisor. The employee plans work and carries out the successive steps and handles problems and deviations in the work process on own initiative, in accordance with instructions and accepted practices. Technical guidance is received from the Automated Centralized Operations and Maintenance (ACOM) Center. Supervisor is available to provide direction on unusual problems encountered. Work is reviewed in terms of system operability, completeness, time frames accomplished, effectiveness of equipment maintenance, and for compliance with established procedures.

Major Duties

As a member of a roving maintenance team, incumbent performs a variety of technical duties involved in the operation, maintenance and repair of both Electronic Digital Multiplex Switching (SL-100) equipment and electrical equipment used in the transmission system interface. The system consists of a complex computerized digital electronic telecommunication system and associated peripheral communications equipment which provides telecommunications services, both voice and data, within a designated area and trunking interconnections to other areas. Responsible for carrying out maintenance activities to ensure the Digital Electronic Switching equipment as well as electronic transmission equipment and interconnecting trunks are in reliable operating condition at all times. The duties may be performed remotely from the ACOM or employee may be required to travel to the outlying SL-100 facility and perform both routine duties or emergency restoration actions in case of equipment failure.

1. Performs switch operations duties. Monitors the alarmed and unalarmed current status of the DMS which is an integrated electronic switch system equipped with module redundancy and some self-testing and -correcting capability. The system is equipped with an extensive self-diagnostic system which must be programmed by the technician, the output of which must be analyzed by the technician to determine type of corrective action required; and composed of CPU, visual display units, disc, magnetic tape drive, central maintenance controller, input/output devices; and the transmission system equipment such as channel banks, 2-/4-wire converters, main distribution frame, power failure transfer circuitry, T1 repeater modules, echo suppressers, loop extenders, and the DSX cross connect panel; and an emergency power system consisting of a battery bank, rectifier and inverter system. Analyzes system Log Utilities Reports (LOGUTIL) to identify problems for corrective action by reviewing and evaluating test data that is automatically reported by the system. The work requires knowledge of electronic theory, telephony, basic digital and pulse engineering, computer principles, transmission systems and equipment, and operating characteristics of the SL-100 equipment. Prepares computer software programs to effect system operational measurement (OM) reports to evaluate total system performance and to identify portions of the system that are operating at less than the optimum efficiency level. Evaluates the Office, Service Index, Maintenance Index, Switch Performance Management System, and all other technical engineered OM identified conducts research and in-depth diagnostics to determine type of corrective action required. Takes an office image to alternate disc drive units daily to prevent loss or damage of data on LOGUTIL reports, OM reports, station message detail recording, and journal files. Verifies, archives, and stores the image properly. Installs and implements necessary contractor furnished software update peripheral module (PM) loads to the digital trunk controller, line group controller,

maintenance test modules, to reprogram the unit's microprocessor. Performs software database changes as required to add additional equipment, additional lines or trunks, change operational capabilities, reroute existing trunking in case of emergencies, and reroute require office reports and alarm assignments.

2. Performs maintenance duties. Maintains the DMS and trunk transmission system through the use of automated test equipment such as automatic trunk test and automatic line tests as well as other nonautomated test equipment (that is, multimode storage oscilloscope, bit error rate test set, PCM line repeater test set, multimeter, VENCAT transmission test sets, strip chart recorders, etc.). The demand maintenance is performed by observing system generated audible or visual alarms, responding immediately to alarms (critical, major, minor), locating faults and implementing corrective actions. Initiates diagnostic tests, analyzes the system output, and determines necessary corrective actions on the fault or degradations from prompt system, circuit or trunk restoration through the use of the automated test equipment or by troubleshooting using conventional test equipment, testing hardware components, adjusting tolerance levels, replacing defective components, and making any necessary system software table changes required. Implements and performs both demand maintenance and scheduled preventive maintenance checks and services (PMCS) on all associated communications equipment to include battery system, power inverter/rectifier system, channel banks, 2-/4-wire ringdowns, loop extenders, ring generators, line and span repeaters, and digital switch (DSX) cross connect panel. Implements system automatic line tests and automatic trunk tests daily to detect faulty line/trunks prior to customer complaints. Analyzes system output on ALT/ATT faults to determine problem. May be necessary to formulate software programs to gather more data on identified faults, replace or adjust in-station trunk interface equipment to include strip chart recorders to record data to furnish support activities and coordinate with Technical Control for outage reporting and distant end repair action if required.

3. Coordinates establishment, maintenance and deletion of circuits/trunks with related support activities, especially outside plant, technical control facilities, ACOM and the Korean Telephone Authority. Coordinates the assignment of cable pairs, and installation of interconnect wire on the main distribution frame which connects to DMS equipment to the subscriber instrument or data terminal via the post cabling system. Maintains the office record files to provide historical record of the telecommunication services. Posts changes, updates, and maintains the Northern Telecom Practice maintenance reference library. Library may be paper manuals, microfiche, or computer disks.

Performs other duties as required.

Electronics Technician, KGS-0856-09 **SJD-S111**

Supervisory Controls

Works under general supervision. Receives an outline of the objectives desired and description of operating characteristics and theory involved and converts theoretical ideas of engineers and scientists into practical units or devices of electronics equipment. Assignments are varied and have definite objectives. Completed work is reviewed for compliance with instructions, adequacy, judgment and satisfaction of requirements.

Major Duties

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic and electrical equipment used in a microwave and/or VHF radio terminal and/or relay station. Works on electronic and electrical equipment some of which is specially designed, constructed and modified to meet communications requirements that are peculiar to Korea. Carries out maintenance activities to keep the microwave and carrier and/or VHF radio equipment and component parts thereof in reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance. Takes necessary preventive and corrective measures to maintain operational efficiency, involving testing of equipment and circuits, adjustment, isolation and correction of causes of malfunction, repair and restoration of service in the event of failure and evaluation of and determination that the equipment is operating in compliance with prescribed standards of performance and within proper tolerances. Stands watch in terminal and/or relay station and is responsible for proper technical operation of microwave and/or VHF and carrier radio equipment such as transmitters, receivers; multiplexing equipment; toll test boards; power supplies; antennae; testing, measuring and monitoring devices. Maintains such equipment in operation by rapid diagnosis, adjustment and repair of malfunctions. May assist in installing new equipment or in modifying existing equipment.

Performs other duties as assigned.

Engineering Technician (Drafting), KGS-0802-05 **SJD-S102**

Supervisory Controls

Works under close supervision. Instructions and precedents indicate the manner of presentation, number of views required and complete information is given as to scale, dimensions and clearances. Work is periodically checked during progress and finished work is reviewed for accuracy and quality of workmanship.

Major Duties

1. Drafts to prescribed scale, detail drawings, cross sections, profiles and site plans of routine, standard-type engineering and architectural projects (buildings, structures, systems, equipment), where the objects to be depicted are easily visualized and the features and details fit a familiar pattern or are specified in detail. Revises drawings from marked-up prints containing a variety of features and details, assuring that measurements of revised portions are properly adjusted to the remainder of the drawing. Prepares and correlates final tracings from drawings or detailed layouts prepared by others. Performs freehand and mechanical lettering.

2. Sets up, plots and draws graphs, charts and diagrams to clearly present engineering data from instructions as to form, content and use.

Performs other duties as assigned.

Engineering Technician (Drafting), KGS-0802-07 **SJD-S103**

Supervisory Controls

Works under general supervision. Executes regular or recurring assignments from rough sketches, notes and instructions as to objectives and use of the finished product with responsibility for proper application of standard drafting techniques, procedures and precedents. New assignments are received with the supervisor suggesting the method of approach, periodically checking progress and providing advice and assistance when needed. Completed work is reviewed for adequacy and compliance with instructions.

Major Duties

Performs the following typical drafting assignments in connection with engineering and architectural projects (buildings, structures, systems, equipment):

1. Prepares preliminary and final scale drawings for projects which include some new features or nonstandard design characteristics. The drafting assignment is further complicated by the presence of crowded features, irregular shapes, functional interrelationships and a requirement for the precise positioning of components. For example, prepares detail and assembly drawings, with isometric or perspective views, of intricate and complex systems and equipment such as hydraulic pumps, mechanical valve and gear assemblies, electrical switch gear, circuitry and distribution systems. Computes dimensions, scale and determines the best placement of features and most appropriate views to give proper emphasis, clarity of detail and professional appearance to the finished drawing.

2. Develops complete layouts with supporting detail drawings of buildings, structures, systems or equipment for which standard precedents are applicable or complete design criteria and specifications are furnished and where the complicating factors (listed in the preceding paragraph) are not encountered. For example, develops the site plan and interior layout for a proposed single-story building or revises plans for major alteration and improvement of existing buildings, structures and utility systems such as office buildings, laboratories, levees, small dams and plumbing and heating systems. Prepares detail drawings with plan, elevation and cross-section views as appropriate. Computes quantities of materials, load capacities using prescribed source data, standard formulas, tables and manuals.

Performs other duties as assigned.

Engineering Technician, KGS-0802-05 **SJD-S091**

Supervisory Controls

Works under general supervision. Receives work assignments involving concepts and methods familiar to the technician. Supervisor is available for solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents. Completed work is reviewed or checked for technical adequacy.

Major Duties

Performs nonprofessional technical work involved in preparing and processing of R&U work orders, requiring application of some of the principles, methods and techniques of a narrow or limited range of engineering. Prepares cost estimates on material, labor and equipment required for the accomplishment of R&U projects of a less difficult nature including alteration, repair, minor construction and maintenance of military facilities and structures, such as buildings, electrical lighting systems, water, roads and sewage systems. Reviews sketches, plans and/or drawings on proposed work orders to ensure accuracy and completeness. Assists in conducting preliminary site investigation; recording and compiling field information. Makes mathematical computations as required in estimating the costs of material, labor and equipment required for the accomplishment of R&U work orders, utilizing well-established formula or specified procedures.

Performs other duties as assigned.

Engineering Technician, KGS-0802-07 **SJD-S093**

Supervisory Controls

Works under general supervision. Receives work assignments in terms of the objectives to be achieved and without explicit instructions as to work methods. Supervisor is available for solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents. Completed work is reviewed or checked for technical adequacy.

Major Duties

Performs a variety of nonprofessional technical work involved in the preparation and processing of R&U work orders, requiring application of some of the principles, methods and techniques of a narrow or limited range of engineering. Prepares cost estimates on material, labor and equipment required for the accomplishment of R&U projects including alteration, repair, minor construction and maintenance of military facilities and structures, such as buildings, electrical lighting systems, water, sewage systems and roads. Reviews sketches, plans and/or drawings on proposed work orders to ensure accuracy and completeness. Conducts preliminary site investigations collecting and compiling field information for cost and material estimates. Based on material reviewed and investigation findings, estimates the costs of material, labor and equipment required for the accomplishment of R&U work orders within authorized capacity, by reference to technical manuals, labor cost catalog and manufacturer's specifications. Makes recommendations on modification of work orders, when necessary, to meet the command supply economy requirements and local conditions. Completes for approval, work order requests indicating necessary technical information. As required, conducts follow-up inspections to project sites during progress, furnishing technical assistance in solving problems encountered and ensuring compliance with approved work orders.

Performs other duties as assigned.

Engineering Technician, KGS-0802-07 **SJD-S092**

Supervisory Controls

The supervision received is characterized by the following: (a) work assignments which involve concepts and methods familiar to the technician are made in terms of the objectives to be achieved and without explicit instructions as to work methods; (b) technical problems involving concepts and methods for which agency guides and precedents are applicable are resolved independently; (c) supervisor provides assistance in solving unfamiliar technical problems involving methods or concepts not covered in agency guides or precedents; (d) the technical adequacy of the completed work is reviewed or checked; and (e) assignments of the type described at KGS-9 are performed with explicit instructions as to methods.

Major Duties

Performs more routine and less complex phases of nonprofessional technical work in a specialized engineering field in support of, or subordinate to professional engineering work either requiring (1) a practical knowledge of procedures and techniques based on engineering principles and skills in applying these procedures, or (2) a practical knowledge of engineering functions applicable to a narrow, limited range of activity. Duties include collection of data by observations, measurements, tests, reports, manuals, texts and office records; the preliminary analysis of data by comparative, mathematical or graphic methods; and the reporting of data by oral, written, tabular or graphic means. Work performed requires application of conventional, well established engineering practices in a subject-matter area of limited scope. Guides and precedents apply to the assignments which are characteristically similar to those previously worked on in the organization, are typically parts of broader assignments, and are carefully screened to eliminate complex or unusual problems.

Performs other duties as assigned.

Engineering Technician, KGS-0802-09 **SJD-S094**

Supervisory Controls

Work is performed under general supervision of an engineer or technician of higher grade who outlines requirements, provides information on any related work being performed and furnishes general instructions 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 principles and practices must be made and gives more detailed instructions when distinctly new criteria or new techniques are involved. Methods employed are seldom reviewed but review is made for adequacy and for conformance with established policies, precedents and sound engineering concepts and usage.

Major Duties

Performs a variety of nonprofessional technical work in a specialized engineering field in support of or subordinate to professional engineering work either requiring (1) a practical knowledge of procedures and techniques based on engineering principles and skills in applying these procedures or (2) a practical knowledge of engineering functions applicable to a narrow, limited range of activity. Work may include engineering material testing, engineering calculation, cost estimating, specification writing, engineering research, coordination with/surveillance over engineering work, or construction and maintenance projects for technical accuracy; or design of conventional type structures, systems and facilities of construction, alteration, repair or modification. Is normally responsible for planning and conduct of a block of work which is a complete project of relatively conventional and limited scope, or a portion of a larger and more diverse project. Performs assigned duties, where precedents are numerous and do not involve deviation from established engineering standards or practices.

Performs other duties as assigned.

Engineering Technician, KGS-0802-09 **SJD-S096**

Supervisory Controls

Works under the general supervision of the Chief, Estimating and Facilities Inspection Branch, Engineering Resources Management Division, who makes initial work assignments with general instructions on objectives to be achieved, governing policies, regulations and procedures. Standardized handbooks are available for selection and determination, and supervisor provides technical assistance in handling unusual problems that are covered in guides. Work is reviewed and evaluated in terms of timeliness, accuracy and technical judgment used.

Major Duties

Performs a variety of nonprofessional technical work involved in conducting facility component inspections and preparing supporting documents required for the identification of backlog maintenance and repair (BMAR) requirements. The facility component inspection includes the inspection of buildings, structures, interior and exterior electric lines, systems of plumbing, mechanical, water distribution and sewer lines, plant equipment, erosion control facilities, roads, security fences and other ground facilities.

1. Inspects facility components and determines the degree of deficiencies, the scope of repair and maintenance work that are essential to maintain the real property facilities at serviceable condition. Provides condition evaluation and deficiency dollar estimates such as man-hours, labor cost, material and equipment cost required for repair and/or maintenance.

2. Prepares detail estimates such as Bill of Material, Job Phase Calculating Sheet, sketch/drawings and individual job order based on approved job order request. Recommends whether the work should be accomplished by in-house or contract. Prepares necessary documents to develop BMAR survey in accordance with applicable ARs.

3. Reviews required changes to job orders for which estimates have been made in order to make adjustments to original estimates.

4. Prepares correspondence related to requests for preliminary cost estimates or detail design assistance from the Engineering Plans and Services Office, and processes project packages for approval by higher headquarters.

5. Screens incoming job order requests or work to avoid duplication with one already processed. Maintains current BMAR dollar amount by deduction of work completed by in-house, KSC or troops, and obligated for contract accomplishment, as well as BMAR maintenance floor. Prepares quarterly BMAR Progress Report and BMAR Obligation Report and Files, maintains BMAR projects document files, and facility inspection records.

6. Revises the Facilities Engineer Annual Work Plans by addition of documented requirements that were not financed so that they may qualify as BMAR at the beginning of next fiscal year. Monitors the accomplishment of BMAR reduction based on the assigned BMAR maintenance floor and prepares a written analysis when quarterly target is not attained.

7. Develops and maintains an implementing SOP at the AFE level based on higher headquarters' SOP, ARs and current directives.

Performs other duties as assigned.

Engineering Technician, KGS-0802-09 **SJD-S095**

Supervisory Controls

Works under the general supervision of the Chief, Estimating and Facilities Inspection Branch, Engineering Resources Management Division, who makes initial work assignments with general instructions on objectives to be achieved, governing policies, regulations and procedures to be followed, and outlines related information. Standardized work is normally accomplished independently using standard handbooks or guides, but supervisor provides technical assistance for unusual problems that are not covered in standards or where significant deviations from standard engineering principles and practices are required. Work is reviewed and evaluated in terms of timeliness, adequacy, conformance with established policies and regulations, and soundness of technical judgment used.

Major Duties

Performs a variety of nonprofessional engineering work involved in the initial evaluation of repair, maintenance and minor construction of military facilities, to include cost estimation, materials required, and conventional design. Duties require a limited, practical knowledge of engineering procedures, techniques, and principles. Scope of minor construction includes alteration, expansion, deletions and extensions.

1. Visits job sites to discuss with job order requester in detail the exact scope of work and work requirements that can satisfy the customer with minimum cost. Conducts site survey to determine the degree of deterioration through condition evaluation of facilities and whether the work requires repair and maintenance jobs or the scope of minor construction requirements.

2. Based on information obtained through the condition evaluation of facilities or minor construction requirements, prepares cost estimates on materials, labor and equipment required for the accomplishment of job orders, including repairs and maintenance, and minor construction of various military facilities such as buildings, electrical lighting systems, heating systems, water/sewer lines, septic tanks, air conditioners, water/fuel oil storage tanks, storm drainage systems, bridges, roads, etc. Determines the appropriateness of substitution of material in coordination with material coordinator.

3. Prepares sketches of single line drawings for minor construction work which is frequently accomplished by in-house forces, KSC or troops on an expeditious basis due to operational requirements or command priority. Designs conventional type structures, systems and facilities using engineering calculation or standard guides. Work may include specification writing as necessary.

4. Completes Bill of Material and Job Phase Calculation Sheet using Engineer Performance Standards, experience, latest supply price list, microfiche catalog and other technical manuals. Makes recommendations on change orders to meet job site condition, and conducts follow-up inspections to project sites during progress furnishing technical assistance in solving problems encountered and ensuring by shops for timely accomplishment of in-house or KSC projects.

5. Completes independent government cost estimate for projects performed under contract, using historical data, most current market price and price list set by law or regulations.

Performs other duties as assigned.

Engineering Technician, KGS-0802-11 **SJD-S303**

Supervisory Controls

Works under the general supervision of the Chief, Engineering Resources Management Division, who assigns projects and provides general outlines as to objectives or results desired developing such outlines and specifics to obtain satisfactory effects; relies on incumbent to exercise resourcefulness and evaluates work for effectiveness of scheduling productivity in terms of results, and for overall conformance with established policy and regulation; is available for final decision on critical and controversial matters through formal or informal discussion.

Major Duties

Carries out the industrial engineering operations of the Engineering Resources Management Division. Assists the Chief Industrial Engineer, ERM Division by participating in the planning, coordinating, implementing, and directing of all phases of AFE workload requirements. Plans all AFE work to be accomplished for given fiscal year prior to its execution, revising work plans based on new requirements/unavoidable deviations, and executing the principals of work planning and control systems. Performs engineering changes on the drawings, cost estimates, methods of work and materials utilization as necessary. Implements Integrated Facilities System (IFS), Facilities Engineering Supply System (FESS), and Integrated Facilities Data Entry Process (IFDEP) for overall AFE operations, and work management system. Reviews IFS/FESS computer printout reports and microfiche and provides solutions for operational deviations. Makes changes on the plan and schedule of men, materials and equipment for in-house and KSC projects. Monitors FESS operation in conjunction with supply procurement and local purchase in a timely manner. Advises necessary action for all levels of supervisors and staff elements for work order backlog control based on the IFS Reports.

1. Responsible for preparation of Resource Management Plan including requirements for total budget, manpower, service contracts, equipment acquisition, supplies, mobile equipment rental and requirements that were not financed including contract cost for the entire fiscal year. Performs a variety of duties pertinent to the formulation, administration and execution of the AFE Work Management Program outlined by regulation.

2. Plans the work of the Facilities Engineer in the performance of in-house type work including electrical, carpentry, plumbing, painting, refrigeration and air conditioning, sheet metal, grounds, roads and pavements, utilities distribution systems, and operation of water and sewage plants, and similar type facilities. Works in close coordination with division, branch, and section supervisors. Establishes work requirements, employing detailed cost estimates which indicate requirements for labor, materials and equipment.
Ensures availability of essential equipment; ensures that work is accomplished according to established priorities; implements procedures to accelerate workflow; recommends or initiates steps to accommodate unusual and special cases; resolves difficulties arising between the ERM Division's Office and the various shops to prevent situations causing unnecessary backlogs/suspended workload.

3. Reviews and screens all incoming job order requests from customers within area of responsibility; determines whether requested work is a Facilities Engineer responsibility. Ensures that required sketches of the proposed work are provided, the scope and nature of the work is definitive, and that the justification as stated on job order request is adequate. Determines whether requested work is on annual work plan; determines the possibility of

combining or conversion for job order requests, and recommends approval or disapproval. Determines if work requested is reimbursable. Assigns work priority based on requested work nature. Reviews estimated work order man-hours and labor cost to determine if materials and equipment are reasonable. Reviews individual job orders and bills of materials based on approved job order requests.

4. Supervises the preparation of the master schedule for major maintenance and new work projects. Continuously maintains necessary charts, graphs and boards to establish a visual process of job order workload evaluation to readily convey information relative to job orders in the planning stage, job orders for which supply action is being taken, job order available for release to shop and orders in the process of physical accomplishment.

5. Recognizes priorities affecting individual jobs, institutes revisions to work plans as required; ensures well coordinated action through accurate knowledge of workload, man-hours, and material requirements as related to resources available so as to overcome emergency or special conditions, thus ensuring timely, efficient, and economical accomplishment of workload.

6, Through periodic inspections of operations, and as a result of thorough analysis of the records of all work performed, evaluates the effectiveness of the Facilities Engineer management program as developed in consonance with DA policy and makes periodic reports to supervisors. Provides assistance in the performance of all other duties assigned to the Chief, Engineer Resources Management Division, and assumes responsibility for same in his absence.

Performs other duties as assigned.

Environmental Engineer, KGS-0819-11 **SJD-S325**

Supervisory Control

Works under general supervision of the Director and/or Deputy Director of Engineering and Housing of Facilities Engineer, who provides initial assignments in the form of broad functional responsibilities together with broad overall objectives or specific problems. Priorities of such assignments are established in consultation with supervisor. The incumbent independently plans own work, coordinates with other engineers through to completion. Work is normally accepted as technically accurate but subjected to review upon completion for achievement of objectives, conformance to policy, and compatibility with the work of other functional elements of the organization.

Major Duties

Plans, develops, and implements environmental engineering policy directives and programs that embrace a range of subjects directly or indirectly concerned with public safety and welfare and protecting the quality of resources and the environment. The policies and programs involved include such subjects as availability of raw water resources; domestic and industrial waste treatment and water distribution and storage facilities; chemical treatment of water supplies; water supply resources management; chemical and biological treatment and disposal of domestic and industrial waste by on-base facilities; collection and disposal of trash and refuse via contract; sanitation of recreational facilities; control of herbicides and pesticides; noise abatement; indoor air quality (presence of asbestos and radon in real property); operation of washrack facilities; medical or infectious waste disposal; management of hazardous waste and material; emergency response; etc. Reviews plans, designs, and specifications for the modification or improvement of existing facilities for technical adequacy. Serves as an Area Environmental Coordinator to coordinate on all the environmental matters within one of the command's eight geographical engineer-areas.

1. Interprets and implements new or revised policy directives or program requirements from higher headquarters or regulatory agencies, establishing plans for use installation-wide. Conducts field investigations and identifies environmental problems. Initiates action to resolve problems, including the initiation of and response to, impact statements concerning the installation's activities on public safety, and environment. Inspects existing facilities, prepares reports on maintenance and operating procedures used, any unsanitary conditions noted, and need for current or future modifications or improvements. Develops, prepares and implements environmental standing operating procedures (SOPs) tailored to installation activities. Conducts training of the personnel engaged in these activities.

2. Plans, develops and updates environmental management plans as required by higher headquarters, international agreements, host nation regulations, and the SOFA. Prepares responses to external agency
environmental audits and surveys, and coordinates the implementation of recommendations made by such agencies. Prepares reports to higher headquarters on all environmental crises, host nation notices of environmental noncompliance or violations, and relevant complaints by local nationals.

3. Provides consultative engineering services. Conducts environmental surveys of proposed major military construction sites to ensure that they conform to plans, designs and specifications. Serves as an alternate contracting officer's representative (COR) on all

installation environmental contracts. Develops and prepares purchase request and commitment (PR&C), schedules contractor services, reviews proposed contract work plans for technical accuracy, inspects, contractor performance, and prepares reports on contractor services. Conducts field investigations to take environmental samples, perform chemical tests, and coordinate laboratory analysis.

4. Maintains various databases to document installation environmental training, asbestos abatement, radon monitoring and mitigation, hazardous material and hazardous waste surveys, hazardous waste turn-in, potable waste surveillance, and emergency response actions. Coordinates the development and implementation of Installation Environmental Quality and Hazardous Waste Management Boards. Prepares agenda, arranges the board meetings, and notes significant environmental problems discussed and actions to be implemented. As necessary, orders installation environmental supplies and personal protective equipment. Prepares budget requirements for the installation environmental activities and submits to higher headquarters for approval.

Performs other duties as assigned.

Environmental Protection Assistant, KGS-0029-07 **SJD-S349**

Supervisory Controls

Works under the general supervision of the Chief, Environmental Office (Area Environmental Coordinator). The supervisor outlines initial instructions concerning the primary goal, objectives and relative parameter of a project. The incumbent independently takes action on routine technical matters, and refers unusual problems to supervisor for technical guidance. Work is reviewed for technical accuracy and adequacy of procedures and methods used and nature and bases of conclusions reached.

Major Duties

Serves as an Environmental Protection Assistant, performs a variety of technical support work concerning the operation of the environmental plans and programs within an area of responsibility. Duties include conducting tests of various environmental samples; conducting command environmental surveillance programs and assisting in conducting hazard communication (HAZCOM) training; and maintaining environmental library.

1. Operates the environmental laboratory. Conducts analytical tests and interpretation of various environmental samples. Employs various laboratory techniques requiring considerable skill and judgment in calibrating and operating environmental instruments and devices and in making adaptations in the procedures. Also, conducts firsthand testing of various samples of known or unknown hazardous wastes with on-hand sampling and testing kits such as Clor-N-Oil test kit, Clor-N-Soil test kit, DETECT 100 kit, pH color meter at work sites. Prepares reports on test results.

2. Conducts various command environmental surveillance programs such as Radon Abatement, Noise Abatement, Air Quality Survey with different measuring and monitoring kits or devices. Measures, analyzes and interprets the results from the surveillance programs, and compiles data into a report for higher headquarters. Assists supervisor in conducting hazard communication (HAZCOM) training. Collects, photographs and/or maintains damages and specimens generated from environmental pollution. Conducts training to personnel concerned by demonstrating and identifying the damages and/or specimens.

3. Maintains an environmental library with legal and technical publications or related subjects from the United States Environmental Protection Agency, the Republic of Korean Ministry of Environment, research centers, universities and/or firms. Maintains and updates Code of Federal Regulations, DOD Directives, and higher headquarters regulations.

Performs other duties as assigned.

Environmental Protection Specialist, KGS-0028-09 SJD-S350

Supervisory Controls

Works under the general supervision of the Chief, Environmental Officer (Area Environmental Coordinator), or a higher grade specialist who provides initial and long range assignments with general instructions on overall objectives, priorities and deadlines. Incumbent plans own work, coordinates with installation environmental coordinator for hazard waste generating units or subject matter specialist, and carries assignments through to completion. Incumbent makes independent decisions on technical matters, referring unusual or difficult problems with a recommended course of action to the supervisor for clarification or appropriate guidance. Work is reviewed upon completion for technical adequacy and conformance with objectives.

Major Duties

Serves as an Environmental Specialist with assigned responsibility for planning, developing, and implementing environmental management plans and programs concerned with the safety and welfare of resources and environment. The plans and programs involved include hazardous waste management; disposal of domestic and industrial waste by on base facilities; collection, control, storage and disposal of hazardous waste via contract; management of hazardous waste material including survey, inspection, identification, analysis, minimization, etc.; noise abatement; indoor air quality (presence of asbestos and radon in real property); emergency response; counter measure; etc. Reviews the environmental portions of plans, designs, and specifications for the modification or improvement of existing facilities for technical accuracy. Develops and prepares training materials concerning the environmental management plans and conducts formal and/or on-the-job training to the hazardous waste generating unit personnel. Prepares or revises SOPs concerning environmental plans and programs for hazardous generating units.

1. Participates in implementing new or revised environmental management plans and program requirements for use installation wide. Conducts investigations and surveys to identify the types and quantities of hazardous waste generated and resolves the environmental problems. Provides technical guidance to installation environmental coordinators and concerned personnel assigned to hazardous waste generating units regarding identification, handling, recycling, recovery, storage, transportation, disposal, etc. Conducts analysis and determines if the generation of hazardous waste can be further minimized through the substitution of nonhazardous or less hazardous materials, through the modification of processes or upgrading of equipment, or through the recycling of the hazardous waste. Trains and monitors concerned unit personnel for proper operation and maintenance of Waste Recycling or Recovery System, such as antifreeze filtration unit, solvent distillatory, oil/water separator, battery acid neutralization system, etc.

2. Conducts environmental reviews and surveys of proposed military construction sites to ensure that they conform to plans, designs and specifications from the environmental engineering stand point. Inspects all the buildings and structures, and identifies the degree or possibility of hazard from asbestos containing materials, and recommends remedial actions. Surveys and inspects all the aboveground and underground storage tanks for leaks, containment and other requirements following the spill prevention control countermeasure plan. Participates as a member of the Installation Response Team for spills of hazardous materials and wastes and any environmental emergencies.

3. Manages the hazardous waste accumulation storages. Directs and/or performs work engaged in identifying, segregating, receiving and storing hazardous wastes by chemical categories and compatibilities. Monitors storage facilities construction, containerizing, labeling, placarding and turn in (transporting) of hazardous wastes to Defense Reutilization and Marketing Office (DRMO), and coordinates with the DRMO for pre-inspection or completeness.

4. Serves as an assistant contracting officer representative for environmental contracts. Monitors the contractors' performance to ensure that they are in conformance with the contract provisions and clauses. Recommends warning of contractor as desired for more efficient, economic and safe operation of the environmental program. Prepares reports on their performance.

Performs other duties as assigned.

Facility Management Scheduler, KGS-1601-09 **SJD-S146**

Supervisory Controls

Works under the general supervision of the Chief of the Engineering Resources Management Division (REMD), Directorate of Public Works (DPW) who assigns projects and provides guidance on new assignments or unusual problems. Supervisor makes final decision on controversial matters involving procedures and functions. Review of work is accomplished through informal discussion, examination of operating reports and similar management control records. Performance is also evaluated through appraisal as to the appropriateness and general adequacy of results obtained.

Major Duties

Serves as a scheduler in the Work Reception and Scheduling Branch, ERMD, DPW. Plans and schedules the work requirements for all elements of the shop operations through coordination with material coordinator, planners, estimators, shop foremen and administrative personnel in the head office of each function.

1. Plans work schedules and determines man-hours, material and equipment availability for service orders (SO), individual job orders (IJO) and standing operation orders (SOO); prepares master and weekly schedules of major jobs which will use the total work force most effectively in accordance with AR 420-17 and DA Pam 420-6. Makes necessary adjustment for reschedules.

2. Reviews pending IJOs for advance planning for accomplishment of work in the sequence of priorities and seasonal requirements. Determines man-hour availability for craft shops by each categories of overhead, SOO, SO, and IJOs; determines required material and equipment in coordination with appropriate personnel in the operating elements; reviews unit backlog, analyzes various data on resources, and prepares shop work schedules for release to shops.

3. Maintains a continuous surveillance over supplies required for individual jobs, which are readily obtainable or those which are back ordered, to ensure timely job scheduling and to prevent unnecessary work delays or stoppages after job orders are directed to shops for accomplishment. Maintains records and suspense controls of jobs in progress and those pending completion.

4. Controls minor IJOs to ensure that sufficient amount of minor work is generated in order to allow adequate use of resources. Maintains status information on work scheduled and in progress. Prepares and presents proposed master schedule to weekly scheduling meeting for review and establishment; prepares minutes of the weekly scheduling meeting. Prepares Facilities Engineer (FE) weekly unit schedules from approved master schedule in such a way to achieve best productivity; revises schedule to meet changing conditions and to prevent work stoppage. Coordinates with supply and operating elements and material coordinator to maintain sufficient IJOs backlog for future scheduling. Prepares SOO for preventive maintenance work and fixed plant operation.

5. Prepares unit backlog and work force distribution, analyzes deviations from objectives, and recommends corrective action to increase productivity through proper distribution of shop work forces and adequate level of work backlog. Evaluates FE weekly unit schedules to determine shop scheduling effectiveness and presents recommendations for management improvement action. Prepares major IJO listing and IJO backlog data, and assists in the formulation of Annual Work Plan, Unconstrained Requirement Reports, and Long-range Work Plan.

6. Maintains visual control boards for awaiting schedule and master schedule. Maintains suspense copies of IJOs which reflect the status of jobs planned and in progress.

Performs other duties as assigned.

Fire Communications Operator, KGS-0303-05 **SJD-S004**

Supervisory Controls

Receives limited supervision during day-to-day operations. Fire Chief or other supervisor is usually available for advice as needed and reviews work through occasional monitoring and observation of operations.

Major Duties

Performs work involved in the operation of radio and telephone equipment receiving and transmitting fire alarms, alerts and other messages in text or code. Receives fire reports with such information as location, name of person reporting fire and type of fire. Dispatches fire fighting personnel and apparatus to scenes of fires in accordance with run-schedule. Notifies Fire Chief and other officials concerned of fires or alerts. Maintains contact with fire fighting personnel at scene of fires to obtain fire fighting status. Dispatches reinforcements as necessary. Performs minor maintenance on radios, switchboard and telephone equipment. May perform related clerical duties, such as maintaining run card files to show correct routes and building numbers; maintaining logbook entering information on movement of fire fighting personnel, apparatus, equipment, etc. Serves as an interpreter for Fire Chief.

Performs other duties as assigned.

Fire Protection Inspector, KGS-0081-05 **SJD-M304**

Supervisory Controls

Work is performed under the administrative supervision of the Fire Chief and/or other supervisor in the Emergency Services Division who is available for advice and assistance as needed in resolving difficult or unusual/unfamiliar problems. Incumbent independently carries out recurring work assignments. Day-to-day decisions and recommendations are made in accordance with specific guidelines and are reviewed with the Fire Chief and/or Supervisory Personnel for overall adequacy and completeness.

Major Duties

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Inspects warehouses, shops, medical facilities, offices, living quarters, and other facilities and storage areas for violations of fire regulations and for conditions contribution to fire hazards. Inspects new construction, modified or altered buildings to see that necessary fire precautions have been taken. Typical inspections include electrical systems and equipment; storage of a wide variety of flammable materials in warehouses; storage and use of oxygen and other compressed gases; painting and welding in areas where a certain degree of fire hazard is unavoidable.

2. Performs fire prevention inspections for all facilities located within assigned area of responsibility. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.

3. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals, for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exists, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.

4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found, to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

Performs other duties as assigned.

NOTE: This position is a trainee (Entry Level), leading to KGS-6.

Fire Protection Inspector, KGS-0081-06 **SDJ-S017**

Supervisory Controls

Work is performed under the administrative supervision of the Fire chief and/or other supervisor in the Emergency Services Division who is available for advice and assistance as needed in resolving particularly difficult problems. Incumbent independently carries out recurring work assignments. Day-to-day decisions and recommendations are made in accordance with established National Fire Protection Association standards and specific guidance from the Fire Chief and/or assistant Chief/senior supervisory personnel.

Major Duties

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Typical inspections include facilities which contain a substantial amount and variety of combustible or valuable materials, supplies, and equipment stored and/or used, e.g., rubber, chemicals, electronic data processing equipment, electronic simulators or training equipment; a variety of shops (machine shops, paint shops, carpenter shops), which present work situations with partially uncontrollable hazardous conditions, such as welding in unprotected areas, machining and grinding of exotic metals, and painting in an insufficiently ventilated area; airfield activities which involve a moderate number of aircraft movements, e.g., 100-200 daily that normally carry passengers or cargo with relatively low fire potential; a medical facility where hazards include inpatients confined to beds; inspecting at installations where the nature of hazards and the similar working situations are typically at a moderate to high degree of risk; etc.

2. Performs comprehensive fire prevention inspections for all facilities located within assigned area of responsibility including high hazards areas such as petroleum lubricant areas, warehouses, ammunition storage and loading and off-loading zones. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.

3. Checks for compliance with local and higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.

4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

Performs other duties as assigned.

Fire Protection Inspector, KGS-0081-07 **SJD-S018**

Supervisory Controls

Work is performed under the administrative supervision of the Fire Chief, Assistant Chief, and/or other senior supervisory personnel who are available for advice and assistance as needed in resolving particularly difficult problems. Incumbent independently carries out work assignments. Day-to-day decisions and recommendations are made in accordance with established National Fire Protection Association (NFPA) standards and specific guidelines and are reviewed for overall adequacy and completeness. Work is normally expected to be technically correct.

Major Duties

1. Establishes and maintains continuing contacts with all levels of operating officials and employees to obtain their compliance with fire prevention measures and to promote cooperative relations. Makes/recommends changes in basic fire protection and prevention systems and equipment, procedures, or regulations. Typical inspections include large shops engaged in industrial or maintenance and repair activities such as production of explosive materials and use of highly toxic or flammable liquids, major overhaul and repair of tracked vehicles, aircraft and rockets, or extensive ship construction and repair; storage and movement of large quantities of highly flammable or explosive materials, such as gasoline and other fuels, conventional explosives, or chemicals; airfield activities which involve aircraft with large quantities of fuel, conventional weapons, and other materials that have the potential to explode within seconds after a fire starts; a large hospital with patients whose physical or mental condition severely limits their ability to protect themselves in the event of a fire; installations where the nature of hazards and similar work situations are typically at the complex/high risk hazards level; etc.

2. Performs comprehensive fire prevention inspections for all facilities located within assigned area of responsibility including high hazard areas such as petroleum/lubricant areas, warehouses, ammunition storage and loading and off-loading zones. Participates in preliminary investigations of causes of fires by inspecting damaged areas and interviewing witnesses. May appear as a witness before courts or boards of inquiry.

3. Checks for compliance with local higher echelon fire regulations, National Fire Protection Association (NFPA) standards and requirements of existing technical manuals and publications. Searches technical manuals for codes or trade books to ascertain the fire characteristics for new or unusual types of combustible or other hazardous materials, and questions of operating personnel as to their identification. Determines measures to reduce or eliminate the potential for fire or explosion. Checks for the presence of fire plans concerning evacuation and action upon discovery of fire. Checks for the existence of common hazards such as accumulated trash, blocked exits, and combustible material storage. Checks fixed protection systems and equipment for proper placement. Performs tests and minor maintenance and repair to ensure operational condition. Installs and maintains fire extinguishers. Conducts training for installation employees in basic fire protection methods.

4. Reviews and maintains correspondence pertaining to the building custodian program. Prepares comprehensive reports of conditions found to include recommendations for necessary corrective action. Maintains necessary records for follow-up to secure corrective actions. Investigates and compiles data for fire incident reports.

Performs other duties as assigned.

Housing Management Assistant, KGS-1173-07 **SJD-S352**

Supervisory Controls

Works under the general supervision of the Housing Manager who makes assignment by defining project requirements, work priorities, and assisting the incumbent with extreme situations or unique problems. The incumbent exercises resourcefulness and initiative while completing assignments in accordance with established housing policies, instructions, and directives. Work is reviewed in terms of adequacy, effectiveness and compliance with regulations, procedures and general instructions.

Major Duties

Serves as the Family Housing Management Assistant responsible for administering the family housing program, maintenance of housing, and general administrative clerical functions associated with assignment, termination, and inventory of housing furniture involving government controlled and leased quarters.

1. Performs a variety of technical work involved in the administration and operation of the family housing management program. Performs and/or participates in the conduct of surveys and studies such as segmented market analysis and the housing justification process requiring the knowledge of the housing program, rules and regulations. Participates in conducting initial and exit interviews with key management personnel to include Commanders, Korean National Housing Corporation, Realtors and home owners. Obtains information concerning housing trends, availability, price trends, new construction, adequacy standards and locations. Makes on-site appraisals of housing suitability. Prepares reports and recommendations to supervisor identifying housing alternatives such as construction, build-to-lease and rentals. Assists supervisor in preparation of necessary survey and justification documents.

2. Administers the Government quarters leased rental program and substandard housing program. Working from projected housing requirements, develops accommodation forecasts to ensure availability of housing units to meet future requirements. Determines requirements and develops justification for family housing leasing allocations with consideration of the number of incoming and outgoing personnel by grade, priority, number of dependents, accompanied furniture, etc. Interviews housing applicants to determine eligibility by their order, priority and availability of vacant housing. Certifies the availability of government family quarters for service members who are applying for command sponsored positions. Monitors the assignment of tenants to available quarters, and schedules pre-occupancy, pre-termination, and termination inspection. Contacts current occupants as their DEROS dates approach, and arranges schedules for both pre-termination and final termination check-outs. Determines authorized allowances and issues nonavailability certificates as required. Prepares assignment and termination orders for tenants, finance office and unit distribution.

3. Develops recommendation forecasts to ensure availability of Government Owned housing to meet future requirements. Determines requirements and develops justification for family housing with consideration of numbers of incoming and outgoing personnel by grade, priority, numbers of dependents, etc. Reviews and analyzes all the applications for family housing assignments submitted by the command sponsored EMs and Officers up to general level for validity, eligibility and priority. Establishes priority for each application, relative to one another, and prepares and maintains waiting list and assignment/termination schedules considering fairness and equity, and based on applicable DA regulations, local policies and guidelines.

Counsels applicants regarding the availability, type, size, location of housing, household shipment requirements, transient family housing resources and temporary lodging allowance entitlements.

4. Maintains constant liaison with maintenance elements of Facilities Engineer to provide adequate and timely maintenance and repair of family housing. Coordinates with maintenance personnel to review and assure propriety of proposed maintenance or repair, and the estimates costs thereof; initiates job orders for housing maintenance authorizing work. Evaluates the quality of maintenance and repair, inspecting repair and maintenance work as necessary to assure adequacy. Recommends areas of alternative maintenance of repair procedures based upon quality, timeliness or costs of services, such as services to be placed on contract, local procurement or other appropriate action to reduce costs and increase effectiveness of the use of housing facilities. Assists supervisor in resolving a variety of housing problems by assembling facts, evaluating information, and drafting reports. Prepares semi-annual occupancy/vacancy reports with a detailed narrative analysis and review. Coordinates with contractor representatives to insure timely and proper performance of repair, maintenance and cleaning during the period of check-in and check-out of the tenants. Advises USFK families (sponsors) of Transient Lodging Allowance (TLA) entitlements, when applicable, to both arriving and departing sponsors, and in accordance with applicable, to both arriving and departing sponsors, and in accordance with applicable Department of Defense Joint Travel Regulations, personnel regulations, and local standards and policy. Seeks advice and interpretation, with the prime agencies/offices responsible for this matter, namely, the servicing Finance (Disbursing) Office, the servicing personnel unit, or through direct contact with the Eighth U.S. Army J1 (Personnel) Section. In accordance with such regulations and guidelines, reviews and analyzes sponsors requests for TLA, checks and interprets such requests for validity and authenticity to include dates and costs for lodging, meals, transportation, laundry, and miscellaneous, either on-post or off-post computes the TLA entitlement, and prepares appropriate documents for submission, subject to review and signature of the Housing Project Manager.

Performs other duties as assigned.

Housing Project Assistant, KGS-1173-07 **SJD-S137**

Supervisory Controls

Work is performed under the general supervision of billeting officer who furnishes work assignments and periodically checks on the progress of work and problems being encountered through consultation with the incumbent. Completed assignments are evaluated for adherence to instructions, standards and regulations.

Major Duties

Serves as assistant to the billeting officer performing one of the following functions: (a) as manager of hotel-type permanent BOQ/BEQ facility; (b) as manager of large transient billeting facilities for officers and civilian employees; (c) as manager of VIP billeting facilities. Provides information and service to visiting dignitaries of all ranks, both military and civilian. Supervises a group of maids, laborers/maintenance workers. Trains personnel in accepted methods and procedures for maintaining rooms. Establishes work schedules and assigns personnel to work in the specified areas. Inspects quarters daily to ensure that they are clean and provided with authorized necessary supplies. Notes repairs needed and initiates requests for such service. Maintains time sheets, computes payrolls and pays personnel. Initiates requisitions for necessary supplies determining nomenclatures, stock numbers and quantities of supplies needed. Maintains or supervises the maintenance of a visitors' register showing dates, names and billet fees of personnel quartered.

Performs other duties as assigned.

Housing Referral Assistant, KGS-0303-07 **SJD-S351**

Supervisory Controls

Works under the general supervision of the Chief, Housing Division with responsibility for the Community Home Finding Relocation and Referral Service (CHRRS) program. Recurring assignments such as counseling applicants, inspecting off-post housing, or processing and negotiating tenant complaints are accomplished with considerable independence. Plans and executes all work necessary to accomplish the mission within the framework of established policy and procedures. Non-routine problems are discussed with superior for resolution. Work is subject to periodic review for compliance with procedures and regulations.

Major Duties

Performs a variety of duties required to administer the Housing Referral Program for the installation. Duties include utilizing the Community Home Finding Relocation and Referral Service, an automated program to effect maximum intra-and inter-service coordination using a single joint office where suitable and orient military families and civilian families who require off-post housing accommodations and takes a positive, aggressive action to obtain maximum listings. Interprets regulations, directives and instructions received from higher headquarters and used judgment in interpreting and applying these guides.

1. Develops separate listings of houses and apartments which may be rented. All listings are prepared in accordance with DOD policy of nondiscrimination. Establishes working relations with housing project operators and managers, real estate brokers, news media, and property managers to encourage open housing policies (as required for DOD personnel) and to maintain listings current. Develops procedures for obtaining signed assurance of nondiscrimination for all housing listed. Prepares a brochure of available schools, churches, shopping centers, bus routes and other community facilities for use in counseling housing applicants. Determines zones of suitability from a standpoint of commuting distance/time for housing to be listed. Periodically checks zones established for changes in traffic loads, patterns and travel time. Coordinates with applicable traffic authorities. Negotiates lease agreements between tenant and landlord to ensure both parties interests are protected.

2. In coordination with the Chief, Housing Division, develops standards of location, suitability and condition, prerequisite to acceptance of rental listings for DOD personnel applying for housing assistance. Inspects housing listed for general conformance with such standards or to determine any corrections necessary to meet the standards for listing. Schedules periodic reinspection in problem areas. As necessary exercises tact and diplomacy in coordinating correction of health, safety, or fire hazards with proper authorities when necessary. Responsible for arbitrating disputes between renters and landlords. Able to properly evaluate and effectively deal with such disputes in an equitable and humanitarian manner. Must be generally conversant on applicable ordinances and regulations affecting occupancy of listed housing by DOD personnel. Counsels personnel applying for housing as to general practice in leasing, deposits required, key money, money reconversion and responsibility of occupant in normal care of premises, and maintenance which may be expected from the owner/management. Secures reports from personnel of housing obtained or reasons for failure to obtain suitable housing.

3. Represents the installation in meeting with such municipal, county or agencies. Establishes procedures which will ensure positive control of the advertising of rentals on official media under

the control of the command. Maintains daily records of the numbers of housing applicants by type of housing desired for statistical purposes. Prepares maintains, and submits to higher headquarters reports as necessary and required by regulation. Develops procedures and instructions concerning housing referral activities to obtain adequate private housing in the local community. Directs the processing of eligible personnel. Compiles and maintains of rental and sale lists of dwellings available in the listing area; and dissemination of information regarding all functions of the referral function. Counsels outgoing soldier on relocating to their next duty station. Assists soldier in the preparation/computations of mortgage forms to determine whether a soldier is eligible to purchase a home at his next duty station. Provides housing relocation information for service members new area of assignment prior to permanent change of station.

4. Serve as system coordinator and operator of the Housing Operation Management System (HOMES) for Housing Division throughout the servicing area include Family Housing, CHRRS, Furnishings and Billeting modules. Responsible for the maintenance of all systems in the servicing area. Performs staff assistance visits and training sessions on systems. Develops new data bases within Housing Management. Receives software updates to automated Housing Programs (HOMES & CHRRS) works with developers of programs to report problems with application and recommends possible actions to correct problems. Also works with other program users within the installation to resolve problem areas. Prepares necessary operator instructions and orients personnel of staff element concerned as appropriate.

Performs other duties as assigned.

Human Resources Assistant, KGS-0203-05 **SJD-S020**

Supervisory Controls

Work is performed under general supervision of a Human Resources Specialist (Recruitment/Placement) or administrative unit supervisor who provides instructions and interpretations of the Federal Personnel Manual and its supplements pertaining to personnel actions, agency and command manuals, policy statements and key precedent setting actions. Work is evaluated primarily on ability to perform work independently and complete it in timely fashion.

Major Duties

Assigned to the staff of a centralized area civilian personnel office servicing a large number of units and organizations located within the geographical area of responsibility. Performs a variety of clerical and administrative work involved in the examination and processing of all types of personnel actions and in the maintenance of position control and personnel authorization files.

1. Examines and processes personnel action requests received from designated units in compliance with applicable regulations, policies and procedures; examines the requests to determine the need of preliminary approval of other technical branches of the Civilian Personnel Advisory Center/Civilian Personnel Office; ensures that all necessary personnel forms are present, complete, internally consistent and in compliance with information available in office records; and obtains additional or correct information if necessary. Prepares personnel correspondence (such as, notification of personnel actions, notices of reduction-in-force, change to lower grade, step increases, etc.) for review and signature of the approving official. Maintains position control and personnel authorization files; responsible for compliance with space voucher to preclude hiring in excess of space authorization; posts to position control cards types of action taken, job titles, grades, steps and effective dates based on personnel actions processed. Examines proposed actions against position control cards to determine availability of position/space ceilings, creditable time for completion of trial period and correct application to individual cases of standard terminology.

2. Answers inquiries and provides information regarding personnel policies, procedures and regulations covering standard personnel actions. Refers the more complex questions to supervisor. May technically supervise clerical personnel of lower grade. Makes written/verbal translations, from English into Korean and vice versa, of information, documents and conversations.

Performs other duties as assigned.

Human Resources Assistant (Office Automation), KGS-0203-05 SJD-K021

Supervisory Controls

Supervisory controls consist of assignment of work and general oral or written instructions concerning new assignments, priorities, changes in regulations, standing operating procedures and policies. Work is performed on own initiative in compliance with regulations, policies and procedures. Supervisor is available and does provide assistance and guidance in resolving unusual problems on interpretation of policy and regulations.

Major Duties

Performs a wide variety of clerical tasks pertinent to assignment, enlistment, reenlistment, promotion, discharge, retirement, preparation of general and special orders, maintenance of files and other processing actions for officer/enlisted personnel.

1. Processes personnel actions for arriving and departing military personnel. Determines correct primary and secondary military occupational specialties; examines records of personnel for data essential in determining character of discharge; determines reserve obligation; determines eligibility of lower grade officers for promotion; performs difficult coding of information of a complex nature which covers a wide range of program activities and data, and requires exercise of judgment and thorough familiarity with rules, regulations and policies; determines eligibility for decorations and awards. Uses discretion in choosing and selecting proper actions from a large number of procedural guides. Interviews personnel to obtain data necessary to complete a variety of actions, or secures information from previously completed files and records. Initially determines eligibility of the individual for the requested action from a technical knowledge of applicable regulations. Refers regulatory matters which require major changes to program to supervisor. Answers a variety of inquiries from personnel being processed, (for example, explains well-defined policies of the Standby and Retire Reserve).

2. Types correspondence which requires reference to regulations, related correspondence, precedents and guides pertinent to the area of military personnel administration. Assists in preparing efficiency reports and advises on procedures to be followed.

3. Sets up and maintains all required forms, records and files pertaining to assigned work. Makes additions, revisions, or deletions to records or files to keep them current, complete and accurate in compliance with regulations, policies and procedures.

Performs other duties as assigned.

Human Resources Assistant, KGS-0203-07 **SJD-S505**

Supervisory Controls

The supervisor defines the continuing assignment with procedures and methods to be used, priorities, and deadlines. The supervisor assists incumbent with difficult or controversial aspects of problems associated with assigned work areas. The assistant uses initiative in carrying in specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or assistance. Completed work is reviewed for conformance to policies and regulations, instructions, and timeliness.

Major Duties

Performs human resources assistance work in support of recruitment and placement, and position management and classification functions. Responsible for initiating and carrying-out day-to-day work according to established procedures, policies, and regulations in recruitment and placement, and position management and classification of assigned organizational elements.

1. Provides technical tasks in support of a team of human resources specialists in recruitment and placement activities, including developing new vacancy announcements and applying qualification standards and ranking procedures for a wide variety of clerical and technical positions for internal or external recruitment actions.

a. Writes and prepares recurring vacancy and merit promotion announcements for clerical and technical positions for predetermined areas of consideration. Writes announcements by abstracting a duties statement from the job description and the minimum years of general and specialized experience required to qualify from the qualification standard. Sets up merit promotion files and ensures that all appropriate forms, checklists, applications, etc., are in the proper file and arranged in the proper order. When announcements are closed, prepares log with names in alphabetical order and gives to the human resources specialist for review. Conducts and audits on the completed merit promotion file prior to giving to the human resources specialist for approval. Assures that proper remarks are included in the announcement.

b. Reviews Resumix data for accuracy and rates applications for external or internal placement in or promotion to positions covered by qualifications standards in a wide variety of clerical and technical occupations. Determines that minimum qualification requirements are met. Evaluates applications for job-related criteria in relation to required job skills, knowledge, and abilities according to local merit promotion plans or external recruitment plans. Refers candidates for consideration. Explains qualifications decisions as required.

2. Performs technical assignments to classify clerical and technical positions, and assists human resources specialists with more difficult assignments involving management studies and consistency reviews. Independently performs recurring assignments to classify position, process personnel actions, maintain organization and position data/files and input or retrieve data from automated systems.

a. Performs technical assignments to classify a variety of clerical and technical positions as well as wage board positions. Gathers information from personnelists and/or through on-site or telephonic interviews with employees and supervisors. Reviews and interprets classification

standards, organization charts and related documents. Analyzes duties, verifies accuracy of duty assignments while finalizing job descriptions for incorporation into FASCLASS. Interprets standards and writes evaluation statements to support title, series and grade. Assists in reviewing existing job descriptions to determine impact of new standards, appeal decisions and other directives, and updates job descriptions and evaluations statements to reflect changes having no impact on final classification. Assists specialists in applying decisions resulting in substantive changes in classification.

b. Processes requests for position/personnel action. Screens requests and related documents for completeness and accuracy. Contacts personnelists to obtain or provide information on personnel and status of classification or position management action. Maintains classification advisory files and classification decision documents, competitive level log with level descriptions, and other related classification supplemental documentation. Maintains organization charts, verifies organization data, and assures that charts contain proper organization and command structures; and reflect the accurate number of positions by title, series, grade, position number, and type of appointment. Types job descriptions and evaluation statements; prepares graphs, charts, spreadsheets statistical reports and other documents in support of own work or to assist specialists with their work. Applies various software including word processing, electronic mail, spreadsheets, database and graphics programs.

3. Serves as an assistant to the senior human resources specialist in the administration of the DOD Priority Placement Program. Advises employees on accepting job offers, declinations, etc. Performs files maintenance on changes after registration and deletes from the PPP program upon placement, declination of offer, extension of tour. Checks the Reemployment Priority List, PPP List, Repromotion Eligible List, Special Consideration List when SFs S2 are received and up to the issuance of the referral list to management. Advises lead staffing specialist of any referrals from these lists. Checks with OPM to clear the Displaced Employee Program (DEP) and IPAP lists prior to making OSL, direct hire, and Schedule B appointments. Advises the human resources specialist of any registrants that need to be considered prior to issuance of a referral list. 20%

4. Performs miscellaneous clerical work such as requesting OPM certificates; sending inquiries on interest and availability; notifying selectees of EOD date; coordinating physical exams and security clearances of selectees prior to EOD when appropriate; auditing and returning certificates or requesting extensions; completing personnel action requests to show salary, nature of action, regulatory authority, maintaining registers established under direct hire authority, etc. Logs in and out all SFs 52 received for human resources specialist on the team. Maintains and prepares data for monthly, quarterly and one time reports. Answers inquires regarding such matters as status of recruitment kinds of vacancies in the organizations serviced, procedures for filing applications, dates and times of merit promotion announcements, receipt and disposition of request actions or applications, and general questions concerning federal employment. Performs other duties as assigned.

Performs other duties as assigned.

Human Resources Specialist, KGS-0201-09 **SJD-S373**

Supervisory Controls

Receives general supervision from the Human Resources Officer or Chief, Personnel Services Branch who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

Major Duties

Serves as Civilian Personnel Advisory Center Human Resources Specialist providing Korean National (KN) personnel program support for assigned organizations. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems in a specific program. Other positions may include less complex, stable organizations with difficult advisory services requiring consideration of the total personnel management program. Applies a comprehensive knowledge of KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs assignments in two or more of the following functions:

1. Position Management and Classification:

a. Provides advice and assistance to organizational commanders and managers on: Realignments and Reorganizations, Position management, to include organization and position design supervisory ratios, career ladders, job enrichment and dilution, and streamlining actions; classification and classification grievance procedures to include assisting in preparation of adequate job descriptions and administrative processing of grievance packages; classification criteria and their general applicability to a given job; use of standard job description; and use of other job/classification tools to include information about how deviations are likely to affect the final decision.

b. Provides the following services: Gathering position information for consistency reviews required by higher echelons to include auditing employees, reviewing job descriptions, and reporting to the Civilian Personnel Operations Center (CPOC). Participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate, compensations, or local price studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons. Conducting local training and orientation on position management and classification matters.

2. Employment Services:

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits. Recruitment and recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive area, notification requirements, information on severance payments, and out-placement options. This includes providing such information to employees and unions at organizational briefings, etc.

b. Provides advice and assistance employees, applicants, and family members on the following matters: Application processes and procedures and general eligibility requirements. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at the CPOC and/or at the finance and accounting office (e.g., KN condolence payments). In processing to include completion of forms (manual and automated), etc. CPAC will assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

3. Labor & Management Employee Relations:

Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers and supervisors within assigned organizations in the following area: Disciplinary and adverse action options and procedures; separation actions; incentive awards; performance management; proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc.; grievances; both administrative and under negotiated procedures; settlement agreements; alternative dispute resolution for resolving disputes at the informal level; union notification on changes to conditions of employment that affects bargaining unit employees at the local level; suitability cases; local community issues related to KN employees.

4. Human Resource Developments (HRD).

a. Provides advice to organizational managers and supervisor on training strategies to improve organizational or individual performance to include Human Resource Development program planning to meet the organizations strategic priorities; use of training needs assessment survey instruments, developed by the CPOC; sources of training and other HRD marketing strategies; and training plan requirement, e.g., ACTEDS or Individual Development Plans required by regulation.

b. Validates local training requirements. Analyzes the overall installation/activity HRD annual training program and provide input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC installation/activity requirements, budget, and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site training classes as required.

Performs other duties as assigned.

Human Resources Specialist, KGS-0201-09 **SJD-S374**

Supervisory Controls

Receives general supervision from the Civilian Personnel Advisory Center (CPAC) Director, who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

Major Duties

Serves as CPAC Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Also serves as CPAC automation specialist and as information systems administrator with responsibility for the day-to-day maintenance and operation of civilian personnel automated data systems used in the CPAC. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems. Other positions may include less complex, stable organization with difficult advisory services requiring consideration of the total personnel management program. Applies a significant knowledge of both US and KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs the following assignments.

1. Position Management and Classification:

a. Provides advice and assistance to assigned organizational commanders and managers on: Realignments and reorganization, position management, to include organization and position design, high-grade reductions, supervisory ratios, career ladders, job enrichment and dilution, and streamlining actions; classification and classification appeal procedures to include assisting in preparation of adequate job descriptions and administrative processing of appeals packages; and use of FASCLASS job descriptions and other job classification tools to include information about how deviations are likely to affect the final decision.

b. Provides the following services: Gathering position information for consistency reviews required by higher echelons to include auditing employees, reviewing descriptions, and reporting to the Civilian Personnel Operations Center (CPOC). Participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate compensation, or local prime studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons.

2. Employment Services.

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits: Recruitment and affirmative employment strategies, recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive area, notification requirement, assignment rights, severance payments, and placement options. Development of crediting plans to include job analysis, specialized recruitment requirements, and ranking factors (i.e., Knowledge, Skills, and Abilities). Ranking panel requirements to include administrative scheduling of the panel and technical guidance on the ranking process to the panel. Assists the CPOC when subject matter expert (SME) evaluation is required by arranging for a SME to evaluate applications. Initiation of career referral requests to include CPAC receipt of priority placement/priority referral program clearance by the CPOC. Arranges access to official personnel records managed by the CPOC.

b. Provides advice and assistance employees, applicants, and family members on the following matters: Job information from CPOC and other Federal agency and announcements. Application process and procedures and general eligibility requirements to include presenting civilian personnel information at installation/activity transition assistance seminar. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at die CPOC and/or at the finance and accounting office (e.g., KN condolence payment) and/or Office of Workers' Compensation Programs (OWCP) (e.g., continuation of pay). In processing to include completion of forms (manual and automated), etc. CPAC will also assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Open Season for insurance/Thrift Savings Plan (TSP) programs to include disseminating brochures and information on behalf of the CPOC, assisting with preparation of change requests, and sending documents to CPOC for final processing. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

3. Labor & Management Employee Relations.

Provides advice and assistance on performance, conduct, discipline, and adverse action issues to managers and supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures; separation actions; incentive awards; performance management; proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc.; grievances, both administrative and under negotiated procedures; settlement agreements; alternative dispute resolution for resolving disputes at the informal level; union notification on changes to conditions of employment that affects bargaining unit employees at the local level; suitability cases; and local community issues related to KN employees.

4. Human Resource Development (HRD).

a. Provides advice to organizational manager and supervisor on: Training strategies to improve organizational or individual performance to include HRD program planning to meet the organization's strategic priorities; use of training needs assessment survey instruments developed by the CPOC; sources of training and other HRD marketing strategies; training plan requirements, e.g., ACTEDS or Individual Development Plans required by regulation; career program requirements; and assessment of training needs.

b. Validates local training requirements. Analyzes the overall installation/activity HRD

annual training program and provide input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC for installation/activity requirements, budget and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site, training classes as required.

5. Personnel Systems Management:

a. Maintains the civilian personnel automated systems and hardware for the CPAC. Provide advice, assistance, and training to area users on the Modern Defense Civilian Personnel Data System (MDCPDS). Provides advice and assistance to civilian personnel staff an operation and continual maintenance of personnel systems and on capabilities available to assist them in their day-to-day decisions, such as data stored, methods of retrieval, and interrelationships of data. Applies a practical knowledge of civilian personnel functions to determine where improvements are possible and/or what procedures need to be changed to permit meaningful use of automation equipment and programs.

b. Monitors automated processing (job independent data handling, buffer storage management, input/output device interfacing, and on-line peripheral service functions). Performs daily download, system backup, and monitors operations and maintenance of base-level MDCPDS. Troubleshoots problems to identify system failures and isolate the source of problems approved by higher authorities as necessary. On system software, devises temporary fixes, documents problems, and refer problems to systems administrator of senior specialist for permanent resolution.

c. Monitors daily file maintenance through review of transaction registers and source documents, and use of deferred and immediate inquiry techniques. Monitors implementation of change packages and completion of recurring processing requirements. Prints, reviews and purges daily system output products, including recurring and special reports. Assists in building and maintaining automated system local and unique tables. Monitors system enhancements, modifications, and conversions provided by a system release. Identifies need for changes in input data, required output, elimination of unessential steps, development of shortcuts. impending changes in reporting requirements and similar applications requirements. Researches coding problems, traces personnel transitions through functional areas, determines corrective action and provides guidance to correct and prevent future coding problems. Works with civilian personnel staff to identify and correct invalid data. Maintains the register for problem tracking and audit trail purposes. Follows up to ensure corrective action is accomplished.

d. Provides technical guidance to and works with civilian personnel staff in their formulation of output Business Objects Applications (BOAs). Provides assistance and/or prepares BOAs needed to support functional missions, produce statistical reports, or monitor program applications. Interprets MDCDPS requirements and recommends appropriate action to correct or improve application and use of BOAs. Provides training and instruction related to system routines, modifications and procedures, and complex BOAs writing.

e. Serves as information system network administrator for the Area III CPAC portion of Korea region civilian personnel automation program. Provides technical expertise on system operations, hardware, and a wide variety of personnel applications and programs. Exercises responsibility for local area network (LAN) development, maintenance, modification and configuration Management.

Performs other duties as assigned.

Human Resources Specialist, KGS-0201-11 **SJD-S375**

Supervisory Controls

Receives general supervision from the Chief, Personnel Services Division, who outlines overall program objectives and policies. The supervisor or senior personnel management specialist provides technical guidance or assistance as needed. The incumbent determines approach and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to advise customers and complete technical position and personnel actions. Informs the supervisor or senior specialist of current trends, identified problems, or potential controversies and recommends solutions. Completed work is reviewed in terms of accomplishment of program goals, compliance with established policy and customer satisfaction.

Major Duties

Serves as Civilian Personnel Advisory Center (CPAC) Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Provides personnel management support to complex, unstable organizations involving a wide variety of difficult position and personnel actions with management advisory services related to issues or problems in a specific program area. Other positions may include less complex, stable organizations with difficult advisory services requiring consideration of the total personnel management program. Applies a comprehensive knowledge of both US and KN position classification, management-employee relations, labor relations, recruitment and placement, and human resource development personnel programs to advise and assist management in accomplishing their personnel management responsibilities. Within the breadth and complexity described above, performs assignments in two or more of the following functions:

1. Position Management and Classification.

a. Provides advice and assistance to assigned organizational commanders and managers on: Realignments and reorganizations, position management, to include organization and position design, high-grade reductions, supervisory ratios, career ladders, job enrichment and dilution, and streamlining actions; classification and classification appeal procedures to include assisting in preparation of adequate job descriptions and administrative processing of appeals packages; classification criteria and their general applicability to a given job; and use of FASCLASS, standard job descriptions, and other job/classification tools to include information about how deviations are likely to affect the final decision. Special job considerations such as for environmental differential pay or hazardous duty pay determinations, emergency essential employment condition, or exclusion from career program. (Managers will make all final decisions, document the description, prepare implementing personnel action requests, and notify the servicing Finance and Accounting Office as appropriate.)

b. Provides the following services: May participating in wage and benefits surveys and/or provide information or administrative assistance during the survey. Performing special salary rate, compensation, or local price studies. Providing information and input to CPOC and/or automated personnel systems on organizational elements and key staff as required for establishment and maintenance of organization tables and system access tables. Preparing regular and special reports for managers and higher echelons. Conducting local training and orientation on position management and classification matters.

2. Employment Services.

a. Provides organizational managers, supervisors, committees, and coordinating offices with advice and assistance for the following employment matters relating to employment, staffing, and benefits: Recruitment and affirmative employment strategies, recruitment methods, labor market, past practices, etc. General reduction in force and transfer of function information in conjunction with downsizing to include competitive areas, notification requirements, assignment rights, severance payments, and out-placement options. This includes providing such information to employees and unions at organizational briefings, town hall meetings, etc. Development of crediting plans to include job analysis, specialized recruitment requirements, and ranking factors (i.e. Knowledge, Skills, and Abilities). Ranking panel requirements to include administrative scheduling of the panel and technical guidance on the ranking process to the panel. Assists the CPOC when subject matter expert (SME) evaluation is required by arranging for a SME to evaluate applications. Initiation of career referral requests to include CPAC receipt of priority placement/priority referral program clearance by the CPOC. Tour extension decisions to include employee entitlements in case of negative decision. Mobilization planning, exercise participation, and civilian personnel provisions/conditions of employment for emergency essential employees. Special matters involving employment and entitlements to include advice, assistance, and background information to installation/activity security, police, ration control, CID, etc. Arranges access to official personnel records managed by the CPOC. KN employment/employee information required by local government agencies.

b. FECA program to include program provisions: This responsibility includes serving as the civilian personnel advisor on installation committees responsible for the program, reporting/filing of injury reports and compensation claims, obtaining medical documentation and supervisor statement, reviewing claims and forwarding them to OWCP, advising on advantages and procedures for buying back leave, monitoring employee status and costs, and advising on alternative employment options.

c. Provides advice and assists employees, applicants, and family members on the following matters: Job information from CPOC and other federal agency announcements. Application processes and procedures and general eligibility requirements to include presenting civilian personnel information at installation/activity transition assistance seminars. Pay, retirement, benefits, allowances, entitlements, and claims to include counseling on basic provisions and options and initiating paperwork for final processing at the CPOC and/or at the Finance and Accounting office (e.g. KN condolence payments) and/or at OWCP (e.g. continuation of pay). In processing to include oath of office, completion of forms (manual and automated), etc. CPAC will also assist the installation/activity with new employee orientation by presenting the portion on civilian personnel provisions. Open Season for insurance/TSP programs to include disseminating brochures and information on behalf of the CPOC, assisting with preparation of change requests, and sending documents to CPOC for final processing. Death cases to include assisting the family with entitlements, support services, and claims. Work closely with CPOC to arrange expeditious processing.

3. Labor & Management Employee Relations.

Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers and supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures. Separation actions. Incentive awards.

Performance management Proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc. Grievances, both administrative and under negotiated procedures. Settlement agreements. Alternative dispute resolution for resolving disputes at the informal level. Union notification on changes to conditions of employment that affects bargaining unit employees at the local level. Suitability cases. Local community issues related to KN employees.

4. Human Resource Development:

a. Provides advice to organizational managers and supervisors on: training strategies to improve organizational or individual performance to include Human Resource Development program planning to meet the organizations strategic priorities. Use of training needs assessment survey instruments developed by the CPOC. Sources of training and other HRD marketing strategies. Training plan requirements, e.g. ACTEDS or Individual Development Plans required by regulation. Career Program or Personnel Proponency requirements. Assessment of training needs.

b. Validates local training requirements. Analyzes the overall installation/activity HRD annual training programs and provides input to the CPOC for consolidation of theater training requirements. Coordinates with the CPOC installation/activity requirements, budget, and regional delivery. Coordinates all on-site training. Ensures on-site training facilities are available, open, and ready. Ensures training materials and equipment are ready. Conducts on-site training classes as required.

Performs other duties as assigned.

Human Resources Specialist, KGS-0201-12 **SJD-S376**

Supervisory Controls

Receives general supervision from the Human Resources Officer who outlines overall program goals and objectives. The incumbent determines approaches and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to independently advise customers and complete technical actions. Informs the supervisor of current trends, problems, and solutions. Work is reviewed for accomplishment of program goals, compliance with established policy and customer satisfaction.

Major Duties

Serves as a senior Human Resources Specialist providing both United States (US) and Korean National (KN) personnel program support for assigned organizations. Provides difficult management advisory services affecting highly complex, unstable organizations with a wide variety of difficult position and personnel actions which are often sensitive and extremely difficult in nature. Independently resolves difficult issues/problems requiring consideration of the total human resource management program. Applies a comprehensive knowledge of human resource management to advise on the full range of life cycle functions and assist management in accomplishing their human resource management responsibilities. Provides technical services on assigned portions of position management, classification, staffing, and human resource development programs; and provides the full range of technical support regarding management- employee relations and labor relations. Within the breadth and complexity described above, performs the following assignments.

1. Provides position management and classification advisory services to commanders, managers and employees of assigned organizations. Supported organizations activities typically include extremely complex position and organizational structures with closely aligned responsibilities. There are a substantial number of complex positions involving research and development work, high level managerial responsibilities, and jobs affected by new or emerging technology. Advises employees and managers on the position classification process, and use of the various classification tools such as classification and job standards, higher echelon decisions, and standard job descriptions. Assists managers and supervisors who exercise their delegated authority for classification by advising on classification processes, instructing on the automated classification system, assuring that all necessary technical work is completed prior to processing personnel actions to the Civilian Personnel Operations Center (CPOC), and explaining CPOC advisory opinions on classification decisions. Provides advice and assistance with classification appeal procedures; assures that appeal packages comply with DOD/OPM requirements prior to forwarding the package to CPOC. Advises on position management policies including supervisory ratios, appropriate use of assistant and leader positions, fragmented organizational structures, job restructuring, impact on positions or employees with planned reorganizations; and provides recommendations for improvements in position and organization structures considering the full range of life cycle requirements. Assists management with planning reorganizations such as consolidation or realignment of existing functions. Coordinates with CPOC and assists CPOC personnelists with implementing new structures and conducting other surveys and studies.

2. Provides advisory services on recruitment and placement actions requiring identification and analysis of management staffing problems, and development of solutions considering the total personnel management viewpoint. Exercises persuasiveness, imagination and insight in

preparing and presenting recommendations to management. Advises management on recruitment strategies, Sources and special programs, which emphasize affirmative action in staffing positions. Makes suggestions and offers advice concerning the best-qualified candidates in keeping with DA staffing goals and programs. Assists management in the development of crediting plans to determine knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of well-qualified candidates in internal or external competitive staffing actions. Assists in developing short and long range staffing plans to Forecast civilian personnel mission requirements, assess employee turnover patterns, review past recruitment practices, technological changes and local labor market conditions, and provide advice to managers on future staffing strategies.

3. Provides advice and assistance on performance, conduct, discipline, and adverse actions issues to managers all supervisors within assigned organizations in the following areas: Disciplinary and adverse action options and procedures. Separation actions. Incentive awards. Performance management Proactive strategies (including training) to improve conduct, performance, intra-organizational communications, teamwork, etc. Grievances, bot administrative and under negotiated procedures. Settlement agreements. Alternative dispute resolution for resolving disputes at the informal level. Union notification on changes to conditions of employment that affects bargaining unit employees at the local level. Suitability cases. Local community issues related to KN employees.

4. Provides human resource development support to assigned organizations. Coordinates CPOC training needs survey to identify employee and management needs, potential training sources and possible on-site training requirements. Coordinates local presentation of courses, maintains attendance data and completes reporting requirements.

Performs other duties as assigned.

Human Resources Specialist (Classification), KGS-0201-09 SJD-S308

Supervisory Controls

Supervisor provides guidance and assistance on priorities, progress reporting and actions that become difficult, controversial or require application of guides and methods unfamiliar to the employee. Employee performs regular duties independently. Supervisor technically reviews actions that constitute local precedents or have significant impact on serviced organizations, employee groups or other personnel functions.

Major Duties

1. Provides continuing position classification services to organizations whose work is (a) primarily clerical, trades, crafts and laboring but complicated by large numbers of work units with closely related functions or unstable because of changing technology; and/or (b) of a mental, judgmental, public contact or coordinative nature in a stable organizational environment with clear missions. Applies classification standards and guides to positions which generally lend themselves to direct application of guides or otherwise fall into typical patterns. Conducts site audits of positions, prepares written evaluation statements as required, and processes individual actions.

2. Provides advice and assistance to serviced organizations in response to specific requests and individual problems. Recommends solutions to problems relying on well established precedents that present a few clear and apparent alternatives. Determines if problems impact other personnel functions and provides information on the problem and its ramifications to other specialists. Obtains the advice and assistance of the supervisor or higher grade specialists when problems are not readily resolved by reference to established precedents or have broader implications. Develops and maintains an effective working relationship with organizations served and furthers understanding of USFK position management and classification programs and policies as the opportunity arises.

3. Conducts position management and classification studies and surveys following established procedures and supervisory guidance for scheduling, reporting, clearing and presenting results and recommendations. Provides information concerning principles and procedures of position management and classification to employees, supervisors and managers during the survey/study process.

4. Serves as a wage data collector during locality wage surveys when appointed, to obtain various information and data regarding wage rates in Korean industry. Coordinates with representative of selected companies for data collection.

5. Coordinates with related personnel technicians in defining qualification requirements, levels of promotions, establishment of reduction-in-force competitive levels and similar problems, furnishing technical advice and assistance relative to position management and classification.

Performs other duties as assigned.

Human Resources Specialist (Classification), KGS-0201-11 SJD-S377

Supervisory Controls

Receives general supervision from the Chief, Position Management and Classification Division, who outlines program goals, objectives and priorities. The employee determines approaches and methods necessary to carry out assignments and resolve problems. Exercises delegated authority to independently advise customers and complete technical actions. Work is reviewed for compliance with established policies and accepted practices of classification, and accomplishment of program goals and objectives.

Major Duties

Serves as Human Resources Specialist (Classification) in the Civilian Personnel Operations Center (CPOC). Provides technical advice to staff in Civilian Personnel Advisory Centers (CPAC), and performs position management and classification work for assigned organizations. Assignments include complex, unstable organizations having a wide variety of difficult position and personnel actions with limited management advisory services related to issues or problems in a specific program area. Other classification assignments include less complex, stable organizations with difficult advisory services requiring consideration of the total human resource management program. The work requires a comprehensive knowledge of classification and position management to advise and assist management and the CPAC staff in accomplishing their human resource management responsibilities.

1. Provides continuing position classification services to CPAC personnelists and assigned organizations. Exercises delegated classification authority to develop and evaluate/certify position responsibilities for position actions. Applies classification standards and supplemental guidance to determine title, series and grade. Applies a thorough understanding of classification principles and concepts to interpret and adapt classification guides to secure sound decisions on positions. Conducts on-site or telephonic audits, prepares written evaluation statements as required by higher headquarters policy, and processes individual actions. Provides technical advice to CPAC personnel to assist managers in exercising their delegated classification authority. Interprets and explains classification criteria and prepares advisory opinions on the classification of positions. Provides advice and assistance with classification appeal procedures to meet DOD and OPM requirements. Assignments are characterized by one or both of the following:

a. Assignments of above average technical difficulty with limited management advisory services. This includes activities performing work of a mental and judgmental nature such as professional, scientific, administrative and technical fields where organizations typically have complex structures which generate difficult problems because many units have numerous closely related responsibilities, or because of highly dynamic and unstable conditions caused by rapid technological advances in major programs or continually changing concepts of the basic missions of supported organizations. Applies a thorough understanding of classification principles to interpret classification guides and secure sound decisions on positions where guides are often not directly applicable. Advises management and CPAC staff in response to specific requests or individual problems when alternatives are readily apparent. Refers problems with broader implications to the supervisor or a senior classifier for assistance. Recognizes problems that impact other personnel functions and provides information to other specialists.

b. Assignments of average technical complexity with a full range of management advisory service affecting several functional areas of personnel. Activities are composed of positions in: (1) clerical, trades, crafts and laboring occupations where organizations are complex or dynamic and unstable as described in the preceding paragraph; or (2) administrative, professional and technical occupations commonly found in Army where organizations are stable and jobs are standardized or clear-cut in operation. Applies classification standards and guides to positions which generally lend themselves to direct application or otherwise fall into typical patterns. Provides technical advice to CPAC staff, and full and responsible management advisory services to assigned organizations from a total personnel program stand-point. Plans and performs studies to identify long and short range personnel needs, advises on organization and position structures and solves problems affecting several functional areas of human resource management. Applies comprehensive knowledge of classification and position management concepts, thorough understanding of assigned organizations, working knowledge of other personnel fields and broad human resource knowledge to identify and analyze problems, investigate and determine possible solutions, effect coordination with personnel in CPACs and the CPOC, and develop recommendations from a comprehensive management standpoint.

2. Conducts position management and classification studies and surveys following established procedures to schedule, report, clear and present recommendations. Coordinates with CPAC staff to research organization and position structures, conduct on-site or telephonic audits, and complete studies for reorganizations, application of new classification standards, consistency reviews, and other surveys to facilitate program review. Provides advice to CPAC staff and serviced employees, supervisors and managers on principles and procedures of classification and position management during the survey/study process.

3. Acts on a variety of classification programs including Fair Labor Standards Act (FLSA), Environmental Differential Pay (EDP), Hazard Pay, Locality Wage Survey, draft classification standards, competitive level descriptions, and various DA/MACOM initiatives. Provides advice and assistance on automated programs such as Fully Automated System of Classification (FASCLASS) and position data requirements of the Modern Defense Civilian Personnel Data System (MDCPDS). Inputs and retrieves data from MDCPDS, assures accuracy of organization and position data, and initiates corrective action when necessary. Coordinates program requirements with management and with CPAC and CPOC personnelists as necessary.

Performs other duties as assigned.

Human Resources Specialist (HR Development), KGS-0201-09 SJD-S315

Supervisory Controls

Works under general supervision of the Chief, Training and Development Branch, who provides written and oral instructions regarding nature and priority of assignments with periodic discussions regarding mission to be accomplished. Work is subject to spot check or occasional review for compliance with legal and regulatory requirements, quality of advisory service provided, and degree to which assigned objective have been achieved.

Major Duties

Plans and administers all aspects of the employee training and development program for serviced administrative, clerical, and skilled trade and crafts occupations. Types of training provided include supervisory development, professional, technical and skills, office and record management, general orientation, and extension courses. These courses are provided through centralized group training, local training facilities, tuition assistance, and/or on-the-job training program.

1. Provides technical advice and assistance to all levels of management concerning determination of training needs, sources of needed training, planning to meet the needs presentation of training, and evaluation of results. Provides guidance and assistance to supervisors in planning job-related career development activities for employees. Encourages and aids employees in undertaking self-development activities.

2. Develops, coordinates, and administers training and development activities which are responsive to immediate and long-range needs and goals of the installation, the command, and higher headquarters. Interprets higher echelon policies, goals, regulations and statutes. Assists management in planning and preparing long-range and fiscal year installation training plans and programs. Assures proper programming and budgeting of manpower, funds and facilities to support the training plans.

3. Coordinates with higher echelons, Army educational activities, other Governmental agencies, civilian educational institutions, and industrial firms to locate and utilize resources to meet identified training needs. Provides leadership, assistance and technical guidance to all levels of management in evaluating the training process and training results.

Performs other duties as assigned.

Human Resources Specialist (HR Development), KGS-0201-11 SJD-S378

Supervisory Controls

Works under the general supervision of the Chief, Human Resources Development Division, who provides guidance on personnel program policy objectives and indications as to training and development activities needing emphasis; within this framework, is expected to develop and execute training program throughout area of assignment. Completed work is received for conformance to governing regulations, policies, procedures; proper coordination; and for the overall effectiveness of assigned work achievements.

Major Duties

Serves as Human Resources Specialist (Human Resources Development), assisting Division Chief in serving a number of organizations assigned including various technical service activities, and miscellaneous activities. These employees consist of professional, technical, administrative, clerical, skilled semi-skilled type personnel.

1. Implementation of local policies, procedures and methods: Assists management along with other staff members, in establishing fiscal year goals for the training program, and in formulating local policies & procedures of the organizations within the area of responsibility. Assists in training procedures, materials, aids, and methods consistent with program objectives. Promotes acceptance and active cooperation in the orientation, training, and development of employees which is designed to help accomplish the overall personnel management objectives. Collaborates with supervisory personnel and technical program chiefs in planning and programming employee development activities for implementation. Conducts research of training methods and techniques to accomplish development of new training methods, and seeks adaptations of past training experience to training situations in the area of assignment. Furnishes technical support to other functional branches civilian personnel staff in performance of their staff assistance responsibilities to operating officials in areas pertaining to employee training and development program.

2. Provides assistance and advice to operating officials and supervisor on training and employee development matters: With staff visits, furnishes technical assistant to organizations to assure that needs for training receive emphasis and recognition and provides technical guidance in development and use of methods for conducting surveys to identify training needs. Explains the nature and purpose of training courses, facilities, and development methods available to the employees. Serves on training committees of assigned units as technical advisor providing guidance on; training doctrine, developing local policy; design of training and development activities; responsibilities of training staff personnel; and the CPAC support role in employee development program. Assists operating officials in evaluating training given to their employees, and suggests improvements in organization, methods, facilities, coverage and scheduling used in employee training.

3. Plans, organizes, directs and/or conducts centralized training courses: Schedules and establishes centralized training courses in coordination with technical program chiefs, assists in securing qualified instructors or speakers, training aids and materials for the courses. Schedules employees for attendance and monitors progress of training courses. Conducts training sessions and conferences as required, employing lectures, demonstrations, and other classroom methods of instruction.

4. Promotion of Self-Development Program: Promotes employees self-development activities through publicizing Army Extension Courses, local training courses, and other available training and educational activities. Counsels employees and operating officials, on an individual basis, in methods of obtaining necessary on-and-off-duty training. Explains entrance and enrollment requirements and course prerequisites. Monitors progress of students enrolled in individual courses.

5. Development of training materials: Develops and/or adapts training materials with the objective of improving contents and attaining maximum effectiveness. Participates in translation of training materials as required. Provides guidance in development of special training materials and aids required to effectively train and develop employees skills. Prepares and presents sample brochures to management for consideration and comment.

6. Reviews and analyzes training activities: Reviews periodic reports of training and development activities and analyzes from the standpoint of benefits derived. Reports accomplishments as well as deficiencies and participates in staff personnel management conferences. Receives reports from serviced organizations, compiles statistical data, and prepares special and recurring reports. Analyzes and evaluates data in order to study training effects and results achieved. Makes recommendation to operating officials concerning needed improvement, and directs emphasis to proper areas.

Performs other duties as assigned.

Human Resources Specialist (Employee Relations), KGS-0201-09 SJD-S314

Supervisory Controls

Work is performed under general supervision of Chief, MER Branch who makes organizational and special assignments, provides advice and technical assistance in cases of an unusual or precedent nature. Work is evaluated primarily for overall effectiveness in solving problems and in improving employee-management relationships and in terms of judgment exercises in determining what situations require consultation with branch chief.

Major Duties

Serves as Human Resources Specialist (Employee Relations) for assigned organizations which are generally characterized by missions and structures that do not require extensive analysis or high degree of judgment in order to understand their basic function and operation. The majority of positions in these organizations perform duties that are typical of wage board and clerical positions, and the less complex administrative and technical occupations. More complex organizational assignments are not precluded at this level; however, such assignments normally involve substantial guidance from the branch chief including his direct participation in case problems, program evaluations and reporting.

1. Employee discipline, adverse actions, grievances and appeals.

a. Implements and promotes USFK policies on constructive discipline and personnel adverse actions. Evaluated application of such policies to served organizations in conjunction with concerned commanders and other interested staff offices. Uses attitude or supervisor surveys, personal contacts with individual supervisor as well as program statistics in identifying areas of possible supervisor weakness or inadequate supervisor-employee practices which tend to cause dissatisfaction or make for improper conduct.

b. Provides initial assistance on individual disciplinary cases, analyzing and developing required information; assists in preparing notices of proposed adverse actions, advising on penalty guides, and assists mangers in conducting inquires; sets as control point of contact for disciplinary cases submitted to the civilian personnel office for final action.

c. Provides assistance to managers on grievance and appeal cases and may conduct impartial investigations of employee complaints on management policies or working condition. Reviews, in conjunction with concerned commanders, formal grievances or appeals from actions taken by the command or the civilian personnel office.

2. Employee services. Evaluates availability and use of employee services and facilities in serviced organizations in terms of reasonable employee needs. Utilizes manager comments, union and employee complaints, attitude survey data, and supervisor surveys, as necessary. Consults with managers and/or concerned staff officers on possible improvements of employee facilities or services.

3. Employee-management communication. Evaluates effectiveness of communication in serviced organizations, using informal surveys or statistics on employee reactions. Provides staff assistance on supervisor-employee consultation on work-type positions and on broader questions of personal policy and employee services and on questions raised by employee unions.

4. Performance appraisal. Implements USFK policy with regard to performance appraisals for Korean employees; provides assistance and advice to supervisor and serviced commanders on the establishment of performance requirements and the sue of performance appraisals. Advises on the tie-in of performance appraisal with training needs and to employee recognition, as well as to possible employee reassignment, downgrading or separation.

5. Administers incentive awards. Provides technical guidance to operating officials and supervisors on the proper use of incentive award program and procedures. Reviews documented incentive award recommendations in terms of regulatory compliance prior to submission to approving authority and processes the same upon approval.

6. Employee counseling.

a. Advises managers and supervisors on their basic responsibility for counseling employees on all aspects of supervisor-employee relations including employee complaints, performance evaluation, and employee recognition.

b. Provides a counseling service to employees on complaints or inquires not referred by employees to supervisors; provides advice on personnel policy and administrative regulations, employee rights and services, and any other subject not initially referred by employees through the supervisory line.

Performs other duties as assigned.

Human Resources Specialist (Employee Relations), KGS-0201-11 SJD-S379

Supervisory Controls

Works under general supervision of the Chief, Labor Management and Employee Relations, who establishes organizational and special assignments; advises on objectives to be accomplished, and furnishes technical assistance or advice, primarily through discussions, on highly controversial matters, and/or in connection with problems affecting large groups of employees, and on matters known to be of interest to top command officials. Work is evaluated primarily in terms of overall effectiveness in resolving problems, in anticipating probable future problem areas, and in improving employee management relationships in assigned areas.

Major Duties

Serves as Human Resources Specialist (Employee Relations) for assigned organizations, a substantial portion of which are generally characterized by missions and structures that require extensive analysis and a high degree of judgment in order to understand their basic functions and operations. In addition to organizational responsibilities, is also frequently assigned individual problem cases of unusual complexity (e.g., those involving a number of conflicting issues), and/or of a highly controversial nature. These cases frequently have employee-management implications that extend considerably beyond the individual employer-employee relationship immediately involved. Other types of assignments frequently accomplished by specialists at this level include the collection and analysis of data regarding problem situations (especially in connection with disciplinary or employee communication matters) of special interest or of an especially sensitive nature. Evaluates programs in assigned organizations and reports results of evaluations to concerned officials.

1. Employee Discipline, Adverse Actions, Grievances and Appeals:

a. Implements and promotes all legal and regulatory policies on constructive discipline and personal adverse actions. Evaluates the application of such policies to serviced organizations in conjunction with concerned commanders and other interested staff offices. Uses attitude surveys or supervisor surveys as well as contacts with individual supervisors and program statistics; helps to identify areas of possible supervisor weakness or inadequate supervisor employee practices which tend to cause dissatisfaction or make for improper conduct.

b. Provides initial assistance on individual disciplinary cases, analyzes cases, assists in preparing notices of proposed adverse actions, advising on penalty guides, and assists managers in conducting pertinent inquiries; acts as central point of contact for disciplinary cases submitted to the civilian personnel office for final action.

c. Provides assistance to managers on grievance and appeal cases and may conduct impartial investigations of employee complaints on management policies or working conditions. Reviews, in conjunction with concerned commanders, formal grievances or appeals from actions taken by the commander or the Civilian Personnel Office.

d. Advises commanders and supervisors on command policy relating to employee conduct and discipline.

2. Employee services: Evaluates availability and use of employee services and facilities in serviced organizations in terms of reasonable employee needs. Utilizes manager comment and

union and employee complaints; attitude survey data; and supervisor surveys, if needed. Consults with managers and/or concerned staff officers on possible improvements or additional services with regard to food services, transportation, health conditions, recreation and other services.

3. Employee-Management Communication: Evaluates effectiveness of communication in serviced organizations, using informal surveys or statistics on employee reactions. Provides staff assistance and advice relating to open communications between supervisors and employees and to the two-way flow of information and use of informational media and staff meetings. Provides staff assistance on supervisor employee consultation on work-type problems and on broader questions of personnel policy and employee services and on questions raised by employee unions. Prepares and edits both the Korean Employees and U.S. Employees Newsletters on a periodic basis. Identifies or develops articles of interest; assembles information into final format; arranges for reproduction and distribution.

4. Performance Appraisal: Implements DA and Eighth Army policy with regard to performance appraisals for employees, provides assistance and advice to supervisors and serviced commanders on the establishment of performance requirements and the use of performance appraisals. Advises on the tie-in of performance appraisal with training needs and to employee recognition, as well as to possible employee reassignment, downgrading or separation. Incentive awards and employee recognition. Provides staff assistance and guidance on incentive awards and suggestion awards.

5. Employee Counseling:

a. Advises managers and supervisor on their basic responsibility for counseling employees on all aspects of supervisor-employee relations and career management as well as on employee complaints, performance evaluation and employee recognition.

b. Provides information/service to employees on complaints or inquiries not referred by employees to supervisors; provides information on personnel policy and administrative regulations, employee rights and services, and any other subjects not initially referred by employees through the supervisory line. When the subject matter of an employee complaint or inquiry requires substantive reply from another CPAC or CPOC either refers the employee to the appropriate organization or obtains information for the employee.

6. Translates correspondence between management and employees on labor relations, community relations, grievance and appeals, etc. Interprets and translates conversations, information and job-related documents into clear English.

Performs other duties as assigned.

Human Resources Specialist (Information Systems), KGS-0201-09 SJD-S371

Supervisory Controls

Supervisor provides continuing or individual assignments by indicating generally what is to be done, deadlines, and priority of assignments. The employee uses initiative in carrying out recurring assignments independently, but refers deviations and unfamiliar situations to the Information Systems Manager for help. Completed work is evaluated for technical soundness.

Major Duties

Serves as Human Resources Specialist (Information Systems) in the Civilian Personnel Operations Center (CPOC) Information Management Division with responsibility for day-to-day maintenance and operations of civilian personnel automated systems used in the CPOC. Provides ADP technical guidance to and works with users in application of standard programs and development of new or modified programs for local use. Assists responsible technicians with the local area network (LAN), database systems, and Functional Process Improvements (FPIs).

1. Maintains the civilian personnel automated data systems and hardware. Provides advice, assistance, and training to area users on Functional Process Improvements (FPIs). Provides advice and assistance to civilian personnel staff on operation and continual maintenance of personnel systems and on capabilities available to assist them in their day-to-day decisions, such as data stored, methods of retrieval, and interrelationships of data. Applies a practical knowledge of civilian personnel functions to determine where improvements are possible and/or what procedures need to be changed to permit meaningful use of automation equipment and programs.

2. Monitors automated processing (job independent data handling, buffer storage management, input/output device interfacing, and on-line peripheral service functions). Performs daily download, system backup, and monitors operations and maintenance of base-level MDCPDS. Troubleshoots problems to identify system failures and isolate the source of problems between equipment, system software and application programs, and recommend or implement changes approved by higher authorities as necessary. On system software, devises temporary fixes, documents problems, and refers problems to systems administrator or senior specialist for permanent resolution.

3. Monitors daily file maintenance through review of transaction registers and source documents, and use of deferred and immediate inquiry techniques. Monitors implementation of change packages and completion of recurring processing requirements. Prints, reviews and purges daily system output products, including recurring and special reports. Assists in building and maintaining automated system local and unique tables. Monitors system enhancements, modifications, and conversions provided by a system release. Identifies need for changes in input data, required output, elimination of unessential steps, development of shortcuts, impending changes in reporting requirements and similar applications requirements. Researches coding problems, traces personnel transactions through functional areas, determines corrective action and provides guidance to correct and prevent future coding problems. Works with civilian personnel staff to identify and correct invalid data. Maintains the register for problem tracking and audit trail purposes. Follows up to ensure corrective action is accomplished.

4. Provides technical guidance to and works with civilian personnel staff in their formulation of output Business Objects Applications (BOAs). Provides assistance and/or prepares BOAs needed to support functional missions, produce statistical reports, or monitor program applications. Interprets MDCPDS requirements and recommends appropriate action to correct or improve application and use of BOAs. Provides training and instruction related to system routines, modifications and procedures, and complex BOAs writing.

Performs other duties as assigned.

Human Resources Specialist (Information Systems), KGS-0201-09 SJD-S372

Supervisory Controls

Supervisor provides continuing or individual assignments by indicating generally what is to be done, deadlines, and priority of assignments. The employee uses initiative in carrying out recurring assignments independently, but refers deviations and unfamiliar situations to the Information Systems Manager for help. Completed work is evaluated for technical soundness.

Major Duties

Serves as the Civilian Personnel Advisory Center (CPAC) automation specialist and as information systems administrator with responsibility for the day-to-day maintenance and operation of civilian personnel automated data systems used in the CPAC. Provides ADP technical guidance to and works with users in application of standard programs and development of new or modified programs for local use.

1. Maintains Modern Defense Civilian Personnel Data System (MDCPDS) and hardware for the CPAC. Provides advice, assistance, and training to area users on Functional Process Improvements (FPIs). Provides advice and assistance to civilian personnel staff on operation and continual maintenance of personnel systems and on capabilities available to assist them in their day-to-day decisions, such as data stored, methods of retrieval, and interrelationships of data. Applies a practical knowledge of civilian personnel functions to determine where improvements are possible and/or what procedures need to be changed to permit meaningful use of automation equipment and programs.

2. Monitors automated processing (job independent data handling, buffer storage management, input/output device interfacing, and on-line peripheral service functions). Performs daily download, system backup, and monitors operations and maintenance of base-level MDCPDS. Troubleshoots problems to identify system failures and isolate the source of problems between equipment, system software and application programs, and recommend or implement changes approved by higher authorities as necessary. On system software, devises temporary fixes, documents problems, and refers problems to systems administrator or senior specialist for permanent resolution.

3. Monitors daily file maintenance through review of transaction registers and source documents, and use of deferred and immediate inquiry techniques. Monitors implementation of change packages and completion of recurring processing requirements. Prints, reviews and purges daily system output products, including recurring and special reports. Assists in building and maintaining automated system local and unique tables. Monitors system enhancements, modifications, and conversions provided by a system release. Identifies need for changes in input data, required output, elimination of unessential steps, development of shortcuts, impending changes in reporting requirements and similar applications requirements. Researches coding problems, traces personnel transactions through functional areas, determines corrective action and provides guidance to correct and prevent future coding problems. Works with civilian personnel staff to identify and correct invalid data. Maintains the register for problem tracking and audit trail purposes. Follows up to ensure corrective action is accomplished.

4. Provides technical guidance to and works with civilian personnel staff in their formulation of output Business Objects Applications (BOAs). Provides assistance and/or prepares BOAs

needed to support functional missions, produce statistical reports, or monitor program applications. Interprets MDCPDS requirements and recommends appropriate action to correct or improve application and use of BOAs. Provides training and instruction related to system routines, modifications and procedures, and complex BOAs writing.

5. Serves as information systems network administrator for the regional civilian personnel automation program. Provides technical expertise on system operations, hardware, and a wide variety of personnel applications and programs. Exercises responsibility for local area network (LAN) development, maintenance, modification and configuration management.

Performs other duties as assigned.

Human Resources Specialist (Labor Relations), KGS-0201-11 SJD-S380

Supervisory Controls

Works under general administrative supervision of the Chief, Labor and Management Employee Relations (MER) Branch, who establishes overall program objectives, policy and guidance for Branch operations. Works directly with the Civilian Personnel officer in the capacity of Special Advisor on the Korean national (KN) employee labor-management relations program and on evaluation of the program. counsels on major personnel problems and program deficiencies. Provides general direction and guidance as to desired end-results for assigned special projects. Work is performed with an extraordinary degree of independence, and work is reviewed and evaluated in terms of soundness of recommendations and overall contribution to program effectiveness.

Major Duties

1. Labor relations. Serves as principal advisor to the Civilian Personnel Advisory Center (CPAC) Director or Human Resources Officer, the Chief, Labor and Management-Employee Relations Branch and other members of the Area II CPAC staff on Korean National employee labor management relations. Serves as a point of contact for informal discussions with union officials. Maintains awareness of labor relations situations with particular emphasis on indicators of labor unrest. Furnishes background information pertinent to specific labor problems and advises on actions taken in previous related or similar cases. Participates in the resolution of grievances and unfair labor practice complaints arising out of the application and/or interpretation of negotiated agreements. Initiates projects to effect increased communication with Korean National work force regarding policy and procedures, items of general interest, and enhancement of KN employee prestige. Keeps supervisor informed of work force attitudes, especially those indicating need for program improvements and/or matters to be brought to the attention of management. Continually reviews local news articles to note and keep supervisor informed of significant trends of public opinion, news comments or other critical articles affecting maintenance of a good will community relations. Analyzes and evaluates such public attitudes and potential indicators along with recommendations as a way of improving the command's image and community relations. Assures that necessary labor relations training is made available for management and supervisory officials. Advises a wide variety of levels of management on labor relations matters affecting 42 union sub-chapters serviced by the Civilian Personnel Advisory Center (CPAC), Area II, and 6 other sub-chapters for Korean Area Exchange (KOAX); Nations Bank of Texas, N.A.; Stars and Stripes; Milk Plant; Dining Facilities; and Dragon Hill Lodge all located within the area of responsibility. The bargaining units serviced include KN employees in numerous organizations, which have distinctive and diverse missions, such as hospital, Directorate of Public Works, dining facilities, signal companies, commissary, transportation motor pools, maintenance companies, security companies, clubs, bank, milk plant, hotel, post exchanges, etc. Approximately 5,000 KN employees are assigned to these units and functions in an extremely wide variety of occupations including professional, non-professional, trades and crafts employees, etc. each of which has an extremely differing set of problems involving shift operations, hazardous pay, promotional opportunities, etc. Continually works to establish and maintain effective work relationships with union representatives, unit commanders, managers and supervisors with full consideration of the bilateral nature of labor relations. Constantly strives to anticipate and to minimize any labor problems or to achieve acceptable compromise to problems. Most of the labor problems are very controversial, and frequently involve large numbers of employees, rather than a few.

2. Employee Discipline, Adverse Actions, Grievances and Appeals. Implements and promotes Eighth US Army policies on constructive discipline and personnel adverse actions. Evaluates the application of such policies to serviced organizations in conjunction with concerned commanders and other interested staff offices. Uses attitude surveys or supervisor surveys as well as contacts with individual supervisors and program statistics; helps to identify areas of possible supervisor weakness or inadequate supervisory employee practices which tend to cause dissatisfaction or make for improper conduct. Provides initial assistance on individual disciplinary cases; analyzes cases; assists in preparing notices of proposed adverse actions, advising on penalty guide, and assists managers in conducting pertinent inquiries; acts as central point of contact for disciplinary cases submitted to the civilian personnel office for final action. Provides assistance to managers on grievance and appeal cases and may conduct impartial investigations of employee complaints on management policies or working conditions. Reviews, in conjunction with concerned commanders, formal grievances or appeals from actions taken by the commander or the Civilian Personnel Office. Advises commanders and supervisors on command policy relating to Korean employee conduct and discipline.

3. Serves as editor of Korean Employee Bulletin, with responsibility for review and editing news articles for publication and distribution to all Korean employees and their supervisors. Selects from various program administrators or activities articles which may be of interest to employees, and reviews various DA and Federal newspapers and bulletins for items of interest. Assembles into final format and arranges for reproduction and distribution. Maintains contact with personnel technicians to ascertain general interest areas and enlists assistance of functional specialists in preparing articles to be included for publication.

Performs other duties as assigned.

Human Resources Specialist (Recruitment & Placement), KGS-0201-09 SJD-S307

Supervisory Controls

Works under general supervision of the branch chief, independently accomplishing normal recurring recruitment and placement matters. Supervisor is available for consultation on matters of a precedent and/or controversial nature. Work is reviewed primarily in terms of regulatory compliance; the overall quality of applicants referred for appointment and internal placement; assistance provided operating officials and the degree of their understanding and judgment in problem matters.

Major Duties

Performs a variety of technical work involved in the recruitment and placement of all local national personnel employed by the operating units located within the geographical area serviced. Provides advice and assistance to operating officials and supervisors in the recruitment and utilization of personnel.

1. Maintains a continuing program of providing qualified labor resources through recruitment efforts involving a variety of employment sources. Recruitment activities include publicizing and individually advising applicants on the advantages of employment with USFK. Interviews applicants, evaluates their qualifications and probable potential and ranks with other applicants qualified for similar existing or future job vacancies.

2. Administers in-service placement within assigned area including promotions, reassignments, details and RIF actions. Is responsible for the quality of placement actions with special emphasis on ensuring that local applicant evaluation procedures result in referrals that include the best qualified candidates.

3. Advises and provides assistance to commanders and other officials on staffing matters, including advisory efforts to promote awareness and acceptance of the merit principles as the major consideration in staffing activities. Provides liaison for management with prospective employees and evaluations of candidates qualification and test results.

4. Orients new employees and counsels individual employees on such matters as possible advancement opportunities including qualification requirements for specific career progressions, reassignment, relocations and pertinent considerations involving changes to other occupational areas.

Performs other duties as assigned.

Illustrator, KGS-1020-05 **SJD-S113**

Supervisory Controls

Receives general supervision; work is performed under the guidance of illustrator of higher grade. Supervisor reviews completed work for compliance with instructions, guidance and acceptability.

Major Duties

Performs illustrating duties related to copying, drawing, coloring/lettering maps, charts, posters, photographs, lantern slides and drawings, by tracing or free hand and using common media such as tempera, oils, pen-and-ink or pencil. Follows instructions of supervisor as to the color, size/appropriate media and is responsible for the acceptability of the work completed.

Performs other duties as assigned.

Illustrator, KGS-1020-07 **SJD-S114**

Supervisory Controls

Works under the general supervision of a higher grade illustrator or supervisor who furnishes work assignments and explains media to be used and the appropriate color treatment. Completed work is reviewed for compliance with instructions and acceptability.

Major Duties

Performs the full range of illustrating duties requiring a substantial amount of original design, with some subject-matter knowledge involved. Duties include drawing, coloring/lettering maps, charts, posters, photographs, lantern slides and drawings, selecting and using various media such as pen-and-ink, pencil, tempera, wash, oils and air brush, working from rough sketch or information furnished and determining appropriate size, color/type of the illustration.

Performs other duties as assigned.

Information Technology Specialist, KGS-2210-09 **SJD-S043**

Supervisory Controls

Supervision received consists of work assignments, assistance from chief or team leader while work is in progress and review of completed work.

Major Duties

Is typically assigned to program complete relatively simple projects, or as a member of a team, is assigned to carry out substantial portions of moderately complex programs.

1. Receives materials which have been compiled or revised and modified by systems analysts covering relatively simple programs. Systems materials are reasonably complete so that the overall purpose and logic of the operation from inputs through machine processes to outputs is relatively clear. Incumbent contacts representative of the staff element concerned in those cases where additional information or clarification is necessary to acquire or augment knowledge of the subject matter area involved as well as the processes, uses and limitations of the application. Develops detailed flow charts and detailed machine logic charts and arranges with equipment operations for testing of program. Prepares necessary operator instructions and orients personnel of staff element concerned, as appropriate.

2. Serves as team member under the supervision of a higher grade programmer and participates in development of moderately complex programs. Accompanies team chief in fact finding in operating units to gain familiarity with the complete sphere of the operation and to obtain detailed data relating to the portions of the operation with which he will be directly concerned. Suggests system modifications which would appear to facilitate processing to team chief. Develops detailed flow charts and detailed machine logic charts for assigned segment and furnishes these to team chief to integrate into total program. Participates as assigned in development of operator instructions.

Performs other duties as assigned.

Information Technology Specialist, KGS-2210-11 **SJD-S044**

Supervisory Controls

Supervision received consists of assignment to projects, assistance if requested while work is in progress and spot check of finished work.

Major Duties

1. Serves as a senior computer programmer. Is typically assigned as team leader responsible for development of moderately complex programs which are frequently of sufficient scope to require segmentation into several machine runs or routines. A high proportion of the systems work has been performed by subject-matter specialists and is general in nature so that incumbent must usually finalize systems design as preliminary step to programming.

2. Receives assignments to program approved ADP applications. Reviews results of systems analysis work which has been conducted by subject-matter specialists and/or computer systems analysts. Contacts representative of staff element concerned in order to obtain additional information. Recommends further refinements of operations where these are deemed desirable to improve results from the application. Working from very general information provided by subject-matter specialists or from generalized process and flow charts and functional block diagrams prepared by systems analysts. Develops or supervises the development of detailed flow charts and detailed machine logic charts. Assigns detailed work pertaining to various segments to programmers of lower grades and integrates these segments into the total program. Arranges testing of program with equipment operations. Develops operator instructions. Orients personnel of staff element concerned as appropriate.

Performs other duties as assigned.

Inventory Management Specialist, KGS-2010-09 **SJD-S168**

Supervisory Controls

Supervision is of a general nature. Incumbent performs day-to-day work independently and has recourse to supervisory assistance only when problems arise that require deviation from basic policy. Supervisor is informed regarding work progress and major trends and decision, but material determinations and recommendations made are normally accepted as final.

Major Duties

Performs technical work involved in managing, regulating, coordinating or otherwise exercising control over supplies, equipment or other materiel which requires the application of a knowledge of system, techniques and underlying management concepts for determining, regulating or controlling the level and flow of supplies. Participates in management and control of assigned commodity items on which detailed supply control studies are conducted which presents complex supply management problems characterized by such factors as: (1) fluctuation in demands to changes in end-use of items causing part demands to be questionable; (2) introduction of new equipment; (3) changes in programs of supported items; (4) changes in replacement as wear-out factor. Materiel assigned is fully managed and controlled locally. The duties performed include: (1) computing materiel requirements or estimates for budget, procurement, disposal, provisioning or other special programs; (2) controlling and converting funds into materiel so that the proper kind, quality and quantity are available at the correct time and place; (3) planning and coordinating materiel actions to assure properly phased support to major items of equipment/weapons systems in service and during phaseout periods; (4) controlling stock in, due-in or planned for the distribution system on a quantitative and monetary basis; (5) controlling the distribution or redistribution of stock within the supply systems; (6) initiating or requiring action leading to cataloging, identification, procurement, maintenance or disposal of items of materiel; and (7) performing other related technical inventory management work.

Performs other duties as assigned.

Investigator, KGS-1810-07 **SJD-S154**

Supervisory Controls

Works under technical and administrative supervision of an investigator of a higher grade or supervisor who makes work assignments with detailed instructions on the nature and scope of assignments, provides assistance or resolves any actions involving policy, unusual difficulty or delicate situations which develop during the course of investigations and reviews reports submitted during the progress of investigations and those prepared at the completion of assignments for adequacy of information or evidence, adherence to policy and propriety of recommendation.

Major Duties

Independently or as a member of an investigation team conducts interviews, investigations and interrogations of Korean National personnel, suspects and witnesses to obtain information surrounding traffic accidents, VICE/AWOL incidents or complaints and claims involving damages to property. Visits scenes of accident, incident or property damage; collects and evaluates evidence; prepares statements of findings; translates statements into English; interprets questions, information and testimony; may appear as a witness in military or civil courts. Prepares reports of findings. Provides supporting information to officials and agencies as may be required.

Performs other duties as assigned.

Language Assistant, KGS-1046-05 **SJD-S117**

Supervisory Controls

Work is performed under administrative supervision. Completed work is subject to spot check for proper terminology, a logical sequence of ideas and an overall continuity.

Major Duties

Performs work involved in interpreting and translating oral or written statements of routine and noncommittal nature from English into Korean and vice versa. Acts as interpreter at interviews, lectures and conferences where the interpretation must convey the appropriate idea or meaning but need not be perfect. Translates written materials of routine and noncommittal in nature such as certificates, personal history statements, listings, incident reports, letters, administrative records and other uncomplicated, quasi-legal and administrative documents. Incumbent must have a good working knowledge of both the English and Korean languages and ability to express ideas clearly from and into English.

Performs other duties as assigned.

Language Specialist, KGS-1040-07 **SJD-S118**

Supervisory Controls

Receives very cursory supervision involving reading and understanding of translated material. Work is reviewed for proper terminology, logical sequence of ideas and an overall continuity.

Major Duties

Performs oral translation from English into Korean and vice versa, in either official or semiofficial meetings where mainly noncommittal subjects are discussed. Orally translates such noncommittal subjects as local governmental affairs, education, living conditions, subjects that are discussed in newspapers, magazines, current topics of conversations and other matters not involving specialized technical vocabularies. Interpreter at this level is required to have a fluent native knowledge with which he is working and a comprehensive knowledge and speaking ability in the other language and must be sufficiently familiar himself with the subject discussed. Makes idiomatic written translations (from English into Korean and vice versa) of materials involving subject matter which requires full language usage involving grammar and idioms. The materials translated may be relatively simple documents involving such subjects as economics, politics, science, law or materials that involve noncommittal or repetitive terms such as correspondence dealing with claims in the various government benefits programs, overseas correspondence from private citizens addressed to government officials, various legal documents of uncomplicated nature which generally involves repetitive language and format; or materials that involve some subject matter knowledge such as noncommittal, fiscal or scientific articles written for the layman requiring familiarity with basic terminology.

Performs other duties as assigned.

Language Specialist, KGS-1040-11 **SJD-S506**

Supervisory Controls

Works under general supervision receiving specific assignments and/or projects to be completed. Establishes own work priorities. Incumbent exercises complete independent initiative in selecting research procedures for the various subject assignments, in applying appropriate references and source materials, and in completing final projects. Work performance is reviewed and evaluated in terms of accuracy, effectiveness, bilingual capability and ability to comply with the requirements of the assigned duties.

Major Duties

Translates materials of high importance or sensitivity such as international agreements or communications transmitted between the command and the host nation government; and performs simultaneous interpretations in meetings where flag officers and minister level officials participate. In order accurately to convey the meaning and intent of the statements made at these meetings, the incumbent must have a thorough knowledge of the situation and perform preliminary research of the subject matter to be discussed. Establishes own work priorities and exercises complete independent initiative in selecting research procedures for the various subject assignments, in applying appropriate references and source materials, and in completing final projects. Assists in planning aspects for these meetings and in determining appropriate approaches to the matters to be discussed.

Performs other duties as assigned.

Librarian, KGS-1410-07 **SJD-S139**

Supervisory Controls

Work is performed under the general technical supervision of a supervisory librarian or librarian of higher grade who assigns general assignment of responsibilities and follows through the full continuity of the job to the final results. Completed work may be reviewed for technical accuracy.

Major Duties

Performs a variety of librarian work involved in acquiring, selecting, cataloging, and classifying library materials; performs reference and bibliographical services, requiring (1) training or experience in a broad field of librarian work or a specific functional area of the work, and (2) knowledge of the basic principles and practices, techniques, terminology and expressions of a subject-matter field. Performs any or all of the following duties: (1) searches catalog, bibliographies and trade journals to locate relatively hard-to-find bibliographic information and other data; reviews or prepares bibliographic entries and recommends appropriate sources when the basis for sources is clearly outlined; prepares correspondence to agencies or other libraries on matters concerning the acquisition of library materials; (2) performs full descriptive cataloging, establishing new entries for moderately difficult material indicating cross references and recording the results of the research on authority cards; makes additions on open entries involving description of bibliographical relationships; assigns subject headings and classification in many fields; and (3) locates and selects appropriate materials to answer ready reference questions and with guidance, to answer selective reference questions involving such information as statistical data, legislative materials, scientific findings and general facts; prepares lists of books and articles having common characteristics; assists readers in the use of the library's catalogs and standard bibliographical works.

Performs other duties as assigned.

Librarian, KGS-1410-09 **SJD-S143**

Supervisory Controls

Works under general supervision of area librarian of a major subordinate command who provides program objectives and guidance on major policy matters, advice and assistance in solving controversies and unexpected requirements of program administration; reviews work for compliance with accepted program objectives and standards, established policies and instructions given.

Major Duties

Serves as an assistant to the area librarian of a major subordinate command in planning, organizing, directing, coordinating, and evaluating the overall operation of libraries in the area of responsibility.

1. Assists in the development of local policies and procedures in response to instructions from higher headquarters. Advises the director of the status of programs and major problems encountered.

2. Assists the director in discharging staff supervision responsibility over library operations. Accompanies the director in, or independently conducts, periodic staff visits to libraries; reviews and evaluates overall library program in each library to determine effectiveness and efficiency. Evaluates needs and provides guidance to effect maximum use of potential skills and abilities of library technicians (for example, training for KN personnel); makes recommendations for and, if possible, makes on-site corrective actions as necessary. Conducts orientation and formal and informal on-the-job training designed to develop and improve skills and techniques.

3. Coordinates library activities and publicity program with other special services activities and agencies of the military community such as education centers, information offices, etc., to formulate more active and comprehensive library program. Maintains locator file for books, periodicals, phonograph records, tapes, etc., in libraries within area of responsibility and serves as coordinator between libraries for inter-library loan requests.

4. Reviews requests for fund allocation submitted by libraries. Develops budgetary requirements to include personnel, expendable supplies, equipment and repair funds; and reviews commitments. Receives, maintains, and keeps abreast of funds received, apportioned to operation, and expenditures made. Maintains accountable records and files in connection with supply transactions and disseminates information from higher headquarters on availability of items, methods of acquisition, and maintenance procedures. Reviews and analyzes monthly report of operations submitted by libraries within the area for overall program effectiveness, proper use of funds, personnel, etc.; compiles and completes recurring and special reports.

Performs other duties as assigned.

Library Technician, KGS-1411-04 **SJD-S140**

Supervisory Controls

Work is performed under supervision of a librarian or supervisory library technician who establishes procedures and operating instructions. Recurring routine assignments are performed on the basis of previous experience. Unusual or difficult problems are referred to the supervisor. Work is reviewed periodically to ensure compliance with procedures and quality standards.

Major Duties

Records, maintains and circulates library material and renders library service not requiring professional training. Performs assigned duties in accordance with well-established methods and procedures. Maintains library material in proper order; checks material to ensure that it is in good serviceable condition; shelves material returned from the circulation desk; prepares and files cards for new material; prepares material for the circulation desk; prepares material for circulation by stamping, lettering and pasting book pockets and date due slips; makes minor repair to library material; sets up special sections as directed such as newly arrived books and subject-matter material of current interest.

Performs other duties as assigned.

Library Technician, KGS-1411-05 **SJD-S141**

Supervisory Controls

Work is performed under supervision of a librarian or supervisory library technician. Detailed instructions are furnished where assignments are unique and require marked changes in established procedures. Supervisor discusses areas of work where special emphasis is needed, gives suggestions on handling more difficult assignments and is available to answer any questions which may arise.

Major Duties

Performs a variety of clerical work involved in recording, maintaining and circulating library material and rendering library services not requiring professional training. Duties include, but are not limited to the following: maintains library material in proper order, checks material to ensure it is in good serviceable condition; shelves material returned from circulation desk, prepares and maintains cards for new material; prepares materials for circulation by stamping, lettering and pasting book pockets and date due slips; records and compiles attendance and circulation statistics; sets up special sections as directed such as newly arrived books and subject matter material of current interest; operates a circulating desk, instructs patrons on membership rules and operating procedures, assists patrons and students in selecting and locating reference material and in using card catalogs, and checks out and receives material; and answers reference questions of a nontechnical nature.

Performs other duties as assigned.

Library Technician, KGS-1411-06 **SJD-S142**

The major duties are essentially the same as described under KGS-5 except that the positions of this level are independently operating a small branch, in some instances, with the assistance of one or two lower grade workers, under the general supervision of a librarian at a higher organizational level in another location.

Performs other duties as assigned.

Logistics Management Specialist, KGS-0346-09 **SJD-S507**

Supervisory Controls

Works under the general supervision of the supervisor, who provides initial assignments as to the scope and objectives to be performed, provides advice and guidance in regard to overall objectives and reviews recommendations and/or actions taken in accordance with and consistent with USAISC standard logistic policy and procedures. Incumbent is expected to perform assigned duties with a minimum of technical supervision.

Major Duties

Serves as assistant to the Logistics Officer, with responsibility of full participation in the planning phase of newly introduced logistics programs and changes to existing logistics procedures and policies. Provides financial management training to subordinate units. Maintains continued liaison with logistics personnel in subordinate companies. Work requires an extensive knowledge and understanding of assigned programs and their inter-relationships with overall logistics programs to include supply management and fund control training.

1. Receives and reviews directives, regulations, technical publications and other guidance from higher headquarters. Develops implementing plans and procedures for the conduct of logistics support operations throughout the battalion for the supervisor's review and subsequent implementation. Assists in the development of data pertaining to the battalion's logistics program and all matters requiring the Logistics Officer's attention and decisions. Assists in providing the most economical support possible to achieve and maintain overall readiness for the supporting facilities. Advises supervisor and technical personnel on status of programs and initiates actions as may be required to resolve problems such as methods to conserve funds, attain objectives and simplify operations. Compiles related data and prepares comprehensive staff studies with recommendations to implement approval actions.

2. Fully participates in the initial planning and training of subordinate company supply personnel, monitors execution of plans, and supervises inspections of subordinate units to ensure successful implementation. Provides instruction and follow up assistance to subordinate units for the use of logistics information systems and programs.

3. Develops the logistic allocation of operating funds. Prepares and submits to the Logistics Officer staff studies on allocation of OMA and SSSC funds for the subordinate companies and headquarters elements of the battalion. Provides staff advice and assistance to the action officers on programming, fund control, and other matters having financial management implications with respect to logistical support. Monitors management of operating funds in the budget execution phase of OMA and SSSC funds. Provides overall supervision of fund ledgers and conducts in depth analysis of expenditures by each subordinate unit. Coordinates and prepares studies for increases in allocation of funds with higher headquarters. Ensures preparation of recurring funds reports.

4. Serves as the battalion logistics customer assistant to subordinate units and direct support units. Provides liaison between units and Supply Support Activities (SSA) for critical equipment and repair parts. Discusses problem areas pertaining to customer service, relations, complaints, and special or non-routine support requirements and recommends or initiates corrective action and advises the Logistics Officer.

5. Conducts staff assistance visits independently or as a team member. Conducts, as needed, staff visits to all subordinate companies to determine most significant problems, concentrates maximum attention in areas which will contribute means for improving the overall supply support program and effective fund utilization. Answers technical questions and resolves complex problems in accordance with governing regulations and procedures. Makes on the spot corrections or recommendations to responsible personnel as necessary. Adjusts scope and emphasis of survey to concentrate particularly on problem areas to obtain maximum benefits in terms of improvement. Prepares written reports of findings and recommendations made during the course of staff visits conducted.

Performs other duties as assigned.

Logistics Management Specialist, KGS-0346-11 **SJD-S508**

Supervisory Controls

Works under the general supervision of the supervisor, who outlines general program policies and objectives, and assigns the overall responsibility for completing the required logistical support functions. The incumbent independently plans and carries out assignments, informing the supervisor of problems, controversial matters, and policy issues requiring discussion or decision. Completed work is evaluated for overall accuracy, for effectiveness and timeliness for overall compliance with policies and regulatory requirements.

Major Duties

Serves as Logistics Management Specialist with assigned responsibility for planning, coordinating and accomplishing a variety of dies concerned with methods, systems, subject-matter procedures and controls throughout the command and providing staff logistic assistance to all key supply personnel in subordinated elements on the application of command policies and procedures pertaining to Logistics management programs.

1. Conducts and accomplishes supply management studies to improve efficiency and performance. Analyzes higher and lower headquarters regulations, operating procedures and Command policies and procedures to determine impact on affected areas to facilitate support of command supply management programs. Reviews supply reports to assure compliance with established policies and procedures. Analyzes command policies and procedures concerning major supply management programs and problem areas. Isolates problems area and procedural conflicts. Participates in the evaluation of effectiveness of program administration and operation in comparison to established objectives and provides opinions and recommendations concerning overall operating effectiveness of programmed and actual accomplishment in supply control, storage and distribution, and support of activities. Assists in the establishment of basic operating program goals, objectives and plans to be accomplished within the assigned functions. Provides statistical data and progress reports to higher headquarters on the status of major programs, indicating performance standards, potential problems area and deficiencies.

2. Performs detailed studies to determine the capabilities of the subordinate commands to perform missions required by the Command and higher headquarters programs. Analyzes data received from subordinate commands to assure adherence to standards. Isolates reasons of unusual delays or bottlenecks which may affect work process. Works with chief or assistants collectively or individually in the accomplishment of required coordination. Provides assistance in resolving major problems encountered or as detected through own review and analysis of the programs. Reviews supply policy and procedural work results presented for adherence to stated objectives and goals, adequacy of translation and meaning and presents completed staff products for supervisor's review and approval.

3. Provides assistance to key supply personnel in the development and revision of current operating procedures, methods, tasks, and workloads, etc. Analyzes drafts of procedures developed by subordinate command for soundness, adequacy, and adherence to defined organizational and functional responsibilities. Reviews and analyzes supply coordination and liaison with all elements of storage activities, coordinates for staff and individual study findings and resolution of problems as the operations and activities of these organizations related to, or effected Command functions.

4. Responsible for the full range of review and analysis functions into the formulation and execution of the DOL/Command Budget Estimate. Administers the Internal Management Control system used for prevention of waste, fraud and abuse. Reviews and evaluates various service support agreements for revision or modification, when a significant change is made in terms of provisions of existing support agreements or additional manpower resources are required to accomplish the support of over 50 reimbursable customers. Develops DOL policy and directives of higher headquarters concerning control, allocation and utilization of manpower resources, organization and reorganization, mission assignment, distribution of functions and responsibilities, preparation and submission of manpower and equipment authorization documents for the varied and diversified organization assigned to the Command. Estimates and forecasts cost data for Joint Field Exercises. Prepares After Action Reports and Cost Transfer Actions for Joint Field Exercises in coordination with DOL Transportation Division..

Performs other duties as assigned.

Mail and File Clerk, KGS-0305-03 SJD-S033

Supervisory Controls

Supervisor makes assignments, furnishes detailed instructions and guides, is available to answer questions or furnish additional instructions as needed and makes spot check review of work for accuracy and compliance with instructions. Written procedures and guidelines are detailed, specific and directly applicable to the work.

Major Duties

Performs mail and file work consisting of a combination of tasks from duties 1 and 2.

1. Mail Work.

a. Reads, sorts and distributes mail according to subject-matter, content and functional responsibilities of few organizational units (for example, 10-20).

b. Maintains suspense control on designated types of mail requiring special handling and priority attention over routine mail. Follows-up to assure reply by required date.

c. Inspects outgoing mail for completeness and readiness for dispatch; pulls file and information copies; envelopes and seals mail.

d. Maintains a directory or locator file system by name, location and forwarding address; renders directory service for mail from this system.

2. File Work.

a. Arranges, files, or withdraws material according to an established filing system of some complexity requiring recognition of pertinent but clear-cut details (for example, an extensive name of numerical file where identification must be established by date of birth, serial number, or other specified information; simple subject-matter files where subdivisions of major groupings are determined by file clerk).

b. Furnishes information from files and performs routine search of records when the search is limited to a few designated places within the files or readily identified locations outside the files unit.

c. Indexes or cross-indexes material as required by established procedures, including a brief summary of the material for identification purposes.

Performs other duties as assigned.

Mail and File Clerk, KGS-0305-04 **SJD-S034**

Supervisory Controls

Works under general supervision, performing day-to-day work in accordance with established procedures and written guides. Receives instructions on new assignments, changes in procedures, matters involving deviations from established procedures, application of regulations in questionable cases and other problems of an unusual nature. Work is spot-checked for accuracy, adequacy and compliance with established procedures and instructions.

Major Duties

Performs work consisting of a combination of tasks from duties 1 and 2.

1. Mail Work.

a. Reads and routes mail by general or detailed subject matter content including multiple routines where necessary. Routing by general subject matter content involves routing to a substantial number of points (for example, 50) for subsequent finer routing by other when some problems in routing result from units having functions that are closely related or very similar. Routing by detailed subject-matter content involves routing to a smaller number of units (for example, 25) requiring knowledge of technical or specialized terminology of one or a few subject matter fields and comprehensive knowledge of the organization served.

b. Inspects outgoing mail for completeness, readiness for dispatch and conformity to a substantial number of administrative instructions (for example, proper address, correspondence is signed and dated, chain of correspondence is complete, all enclosures indicated are present, proper number of copies, initials indicating complete review and similar details). Removes and distributes information and file copies and clears mail control records. Sorts mail and readies for dispatch.

2. File Work.

a. Under a well-established filing system of moderate complexity (typically a system involving many hundreds of headings and subheadings at the finest point of subdivision) and where material assigned will, over a period of time, embrace the full range of file headings, performs one or more of the following:

(1) Classifies and cross-references material requiring reading and analyzing the substance of material to determine primary heading (for example, subject, topic, code symbol, or other designation), the most detailed and descriptive subheading under which material is to be filed and cross-references needed to other subheadings under which the material may be requested.

(2) Performs special search for records requiring application of a working knowledge and various operating units and a knowledge of the flow of work and general functions of the organization which the files serve.

(3) Segregates, screens, selects and assembles file and record material for destruction or transfer to a records depository. Disposition instructions and procedures are specific and the files or documents to be selected can be readily identified. Maintains records on disposition of

files and prepares required reports.

b. Searches through current and old files to establish continuous records when such files are voluminous and judgment must be used in associating related documents correctly.

c. Maintains publications files of orders, regulations, circulars, pamphlets, memoranda, bulletins and manuals issued locally and by higher echelons, including master reference files, record sets of publications issued locally and extra file copies as needed. Files new material; makes additions, deletions or recisions; and prepares indexes and cross-references as needed. Locates material in files including search of all possible sources when identifying information is meager or incorrect. Receives and distributes publications and routes copies to interested organizations based on subject matter content. Checks publication lists and requisitions publications needed but not received.

Performs other duties as assigned.

May use a typewriter in preparing file labels and indexes in connection with above duties; however, qualified typist not required.

Maintenance Clerk, KGS-0303-05 **SJD-S028**

Supervisory Controls

Works under general supervision. Supervisor makes initial work assignments with pertinent instructions as to nature and scope of objective to be achieved; provides assistance in the performance of more difficult or unusual assignments; and reviews and evaluates performance for accuracy, completeness, efficiency and adherence to the established procedures, policies and regulations.

Major Duties

Carries out a variety of duties involved in (1) providing clerical and administrative support of the maintenance operations following prescribed rules, methods and procedures; (2) maintaining administrative coordination with various shop personnel having maintenance responsibility over various equipment to ensure appropriate control and efficient operation; and (3) performing interpreting and translating duties of a nontechnical nature as required.

1. Receives, screens and processes individual job orders, indicating necessary work to be accomplished as well as supporting justifications preparatory to repair and maintenance of equipment; records and maintains control board, reflecting various information as to the status of progress and overall production trends in terms of workload accomplishments; initiates and prepares various recurring and special reports for submission to higher headquarters which require compilation and adaptation of data and information, selection and consolidation of feeder material, preparation of justifications and narrative statements and detailed arithmetical computations to develop figures as to the cost of labor, repair parts and damages caused by motor vehicle accidents; and maintains a complete and up-to-date technical library for the shop operations.

2. Maintains administrative coordination with various shop personnel having maintenance responsibility over such equipment as wheeled vehicles, office machines and appliances, electronic devices and equipment, armament and other items and equipment, distributing work orders received, contacts and obtains reports and information from various shops and sections regarding the current status of progress, repair parts and supplies used, backlog of work orders, and other related matters; meets visitors and provides information which frequently consists of some technical questions and answers; and provides general administrative and clerical services in the evacuation/disposition of items and equipment.

3. Performs interpreting and translating duties during subsequent discussion, meeting and questions or answer period for both military and civilian personnel. In addition, types a variety of correspondence, reports, letters, transmittals and other related materials.

Performs other duties as assigned.

Management Analyst, KGS-0343-09 **SJD-S358**

Supervisory Controls

Works under immediate supervision of a management analyst of higher grade who issues general instructions as to the scope of assignments, problems to be expected, objectives to be achieved and any limitations on the nature of the solution or the procedures to be used. Incumbent applies standard management mechanics in the accomplishment of projects. Supervisor provides advice and guidance on unusual or difficult problems and reviews work for compliance with general instructions and policies, adequacy, and soundness of conclusions and recommendations.

Major Duties

Working alone or as a team member, performs one or more of the following functions:

1. Serves as a management analyst with responsibility for conducting management appraisal surveys or studies of activities and functions of the activity; providing management advisory services to operating officials and staff members.

a. Conducts within the full management analysis realm, management project studies of mission, organizations, functions, work processes, methods/procedures and other related criteria in the clarification, appraisal, refinement, alteration or improvement of present management applications and practices within the various segments of the activity. Interviews operating and supervisory personnel and conducts research of records, reports, functional statements, operating regulations and directives and other pertinent sources to gather, correlate, analyze, determine and recommend the necessary action to resolve management problems or improve the efficiency or economy of operations.

b. In the conduct of management surveys and analyses, applies standard and well-established management principles, theories, techniques and methodologies where the operational activities are characterized by such features as relatively stable functional assignments, interrelated and repetitive work processes and correlated work schedules. Assignments embrace several of the specialized areas of management such as organization analysis, work methods and standards, records management, procedure analysis and management statistics and includes such typical activities as: reviewing, analyzing and evaluating methods, procedures and practices employed in operating segments for the purpose of developing new or revised measures for management improvement purposes; reviewing and analyzing workload data and operational processing criteria and evaluate the validity, reliability and practicability of work methods and standards; studying internal and external reporting and applicable directives to ascertain their accuracy, necessity and conformance with reporting procedures recommending actions required to correct deficiencies; reviewing operating procedures in developing and testing improved methods; conducting organizational studies of internal operating units to ensure the adequacy of the present organizations and conformance with pertinent policies and directives and preparing graphs, charts and management statistics to clearly, concisely and effectively express information contained in oral or written presentation of findings. Participates in such typical Army programs as Work Simplification, Value Analysis, Cost Reduction, Training of Operating Officials on Work Simplification, and related programs, utilizing management analysis techniques.

c. Maintains contact with operating personnel and responsible officials within the activity to

establish, clarify and disseminate information concerning management services, provide required orientation concerning management requirements of pertinent directives; assists in the resolution of practicability of minor variations in management applications.

2. Performs a variety of technical work involved in the administration and operation of manpower management program primarily requiring analysis of standard-type work processes and functions (for example, clerical, R&U, and maintenance activities).

a. Performs/participates in the conduct of organization surveys and studies requiring the application of knowledge of the manpower program; of governing rules, regulations, and standards; of tools and techniques; and a good knowledge of the structures, functions, and procedures of the organization surveyed.

b. Participates in conducting initial and exit interviews with key management personnel of units surveyed. Obtains information concerning organizational, functional and procedural phases of unit being surveyed, working with operating officials or management personnel, observing work operations, measuring work performance and estimating workload. Makes on-site appraisal of manpower requirements and manpower utilization of organizational segments or units. Prepares reports and recommendations.

c. Assists units/activities in preparation of necessary survey documents advising them in requirements and techniques. Reviews and prepares recurring and special reports required for manpower management.

Performs other duties as assigned.

Management Analyst, KGS-0343-09 **SJD-S037**

Supervisory Controls

Works under immediate supervision of a management analyst of higher grade who issues general instructions as to the scope of assignments, problems to be expected, objectives to be achieved and any limitations on the nature of the solution or the procedures to be used. Incumbent applies standard management mechanics in the accomplishment of projects. Supervisor provides advice and guidance on unusual or difficult problems and reviews work for compliance with general instructions and policies, adequacy, and soundness of conclusions and recommendations.

Major Duties

Working alone or as a team member, performs one or more of the following functions: Serves as a manpower management analyst at the Command Headquarters staff level e.g., USFK and Eighth United States Army. Independently performs a variety of technical work involved in the administration and operation of a manpower management program for a wide variety of organizations, including clerical, administrative, professional and highly technical functions.

1. Performs/participates in the conduct of manpower surveys and studies on either an independent basis or as a team member. Applies overall knowledge of the manpower program, of governing rules and regulations and of tools and techniques, such as use of work measurement criteria and utilization of manpower control devices. Exercises a good knowledge of the structures, functions and procedures of the organizations surveyed. Conducts initial and exit interviews with key management officials of units surveyed. Obtains information concerning organizational, functional and procedural phases of units being surveyed, working with operating officials or management personnel, observing work operations, measuring work performance and estimating workload. Makes on-site local appraisal of manpower requirements and manpower utilization of organizational segments or units. Prepares reports and recommendations as to utilization of personnel, manpower allowances and utilization standards, including recommending changes in organization, methods and procedures to ensure more effective manpower utilization, based on consideration of policy, approved mission, organizational structure, physical layout, facilities, operating methods and procedures, workload, efficiency of work force, priorities, funding limitations and available manpower resources. Assists units/activities in preparing necessary survey documents advising and instructing them in requirements and techniques.

2. Develops/participates in the development of manpower yardsticks and staffing patterns for application to U.S. and Korean personnel, based upon local conditions or circumstances. Reviews requests submitted by units for changes in currently established manpower authorizations. Recommends approval or disapproval to supervisor on the basis of analysis of findings including overall propriety, adequacy of justification and consistency with established yardsticks and standards.

Performs other duties as assigned.

Management Analyst, KGS-0343-09 **SJD-S045**

Supervisory Controls

Works under immediate supervision of a management analyst of higher grade who issues general instructions as to the scope of the assignments, problems to be expected, objectives to be achieved, and any limitations on the nature of the solution or procedures to be used. Supervisor provides broad policy guidance and program objectives on unusual or difficult problems and reviews work for compliance with general instructions and policies. Completed work is evaluated in terms or soundness and effectiveness of conclusions, compliance with controlling policies and adequacy of services rendered.

Major Duties

Serves as a manpower management analyst responsible for all matters relating to the documentation of personnel and equipment on all assigned Modified Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA), Augmentation TDA (AUGTDA), and Mobilization TDA (MOBTDA). Applies technical and functional knowledge of Major Subordinate Commands (MSC) and subordinate units, for the processing of all data in conformance with the Army's automated manpower and equipment documentation system. Utilizes knowledge of organizations' mission and functions to ensure the proper application of personnel and/or equipment changes proposed by doctrinal designers or organizational integrators.

1. Serves as a senior component command level management analyst in USFK responsible for the development, maintenance, review, and approval of all assigned MTOE, TDA, AUGTDA, and MOBTDA. Applies knowledge of plans, policies, regulations, and procedures governing military organizations, personnel, equipment, and force structure. Analyzes doctrinal concepts and proposed changes to determine their impact on subordinate units. Applies organizational structure concepts, staffing criteria and analytical judgment to ensure organizational readiness is consistent with the unit's mission and functions. Performs in-depth analysis of proposed Consolidated TOE Updates (CTUs), Basis of Issue Plans (BOIPs), and Incremental Change Packages (ICPs) to ensure uniformity with and applicability to approved force structure and equipment. Coordinates with the MSC commanders and staff to define unique mission and functions within the Korean Theater environment, which would impact on proposed fielding plans. Identifies specific areas of concern in the proposed fielding plans to the appropriate HQ elements.

2. Reviews manning documents for consistency and correctness. Responsible for processing requests for proposed personnel and/or equipment changes from assigned units. Analyzes the nature and supportability of the request and conducts in-depth studies when warranted. Coordinates with the MSC, unit commander, and staff elements as necessary to ensure integrity of overall mission and functions. Provides technical advice and guidance to unit commanders to assist them in completing the appropriate documentation to justify requested changes.

3. Maintains complete and accurate audit trails on all assigned Major Subordinate Commands organizations that reflect changes to their manpower resourcing posture. Prepares the manpower schedule 8 data for assigned units. Analyzes MSC request for resource adjustments for compliance to command policies and budgeting controls.

Performs other duties as assigned.

Management Analyst, KGS-0343-11 **SJD-S040**

Supervisory Controls

Receives general instructions as to the scope of the assignment, the broad objectives to be achieved and any new major problems to be expected. Unusual problems and difficulties encountered are consulted with supervisor for the purpose of obtaining advice and guidance as to the general nature of the procedures to be followed in solving the problem. Incumbent is expected, when confronted with unusual problems, to provide an initial recommendation as to their solution. Work may be reviewed for compliance with general instructions and policies, adequacy and soundness of conclusions.

Major Duties

Independently performs a variety of technical work involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures. Responsibilities include either (a) serves as a management analyst at headquarters staff level with responsibility for performing comprehensive surveys of a wide variety of organizational structures and functions complicated by many/varied operations and procedures, or (b) conducts a portion of the total management program at a major installation or complex organization within an installation or command.

Conducts recurring/special management appraisal studies of various organizational structure, distribution of functions and responsibilities, line of authority, flow of work, use of equipment and facilities, adequacy of controls, simplification of work methods and practices, etc. Makes recommendations for the establishment of new or revised management policies and for the application of these policies in order to improve organizational structures, work methods and procedures and lines of supervision. Performs field surveys to obtain basic information related to organizational and procedural phases of units. Prepares organizational manuals and functional charts to support statistical data reflecting justification of recommendations.

Performs other duties as assigned.

Management Analyst, KGS-0343-11 **SJD-S047**

Supervisory Controls

Receives general instructions as to the scope of the assignment, the broad objectives to be achieved and any new major problems to be expected. Unusual problems and difficulties encountered are consulted with supervisor for the purpose of obtaining advice and guidance as to the general nature of the procedures to be followed in solving the problem. Incumbent is expected, when confronted with unusual problems, to provide an initial recommendation as to their solution. Work may be reviewed for compliance with general instructions and policies, adequacy and soundness of conclusions.

Major Duties

Independently performs a variety of technical work involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures. Responsibilities include either (a) serves as a management analyst at headquarters staff level with responsibility for performing comprehensive surveys of a wide variety of organizational structures and functions complicated by many/varied operations and procedures, or (b) conduct a portion of the total management program at a major installation or complex organization within an installation or command.

1. Performs as a team leader directing the efforts of other Management Analysts toward a specific goal, mission, or product. Develops methodology for use, develops/approves project milestones, instructs subordinate analysts, checks completed work for accuracy and compliance with established procedures. Establishes employee schedules, recommends subordinate team members for awards or discipline. Performs as liaison between project team and supervisor bring problems with recommended solutions to the supervisor on behalf of the team.

2. Conducts recurring/special management appraisal studies of various organizational structures, distribution of functions and responsibilities, line of authority, flow of work, use of equipment and facilities, adequacy of controls, simplification of work methods and practices, etc. Makes recommendations for the establishment of new or revised management policies and for the application of these policies in order to improve organizational structures, work methods and procedures and lines of supervision. Performs field surveys to obtain basic information related to organizational and procedural phases of units. Prepares organizational manuals and functional charts to support statistical data reflecting justification of recommendations.

Performs other duties as assigned.

Management Analyst, KGS-0343-12 **SJD-S509**

Supervisory Controls

Works under general supervision of the supervisor, who provides overall assignments in terms of scope of projects and broad general objectives to be achieved. The employee independently plans and carries out work, coordinating work with others and solving most conflicts that arise, interprets policies, and develops team approach and methodologies. Supervisor is kept informed of unanticipated issues with potentially controversial or far reaching implications. Work is reviewed for soundness of overall approach and conformance with controlling policies.

Major Duties

Serves as a senior analyst at a headquarters staff office with responsibility for planning, developing, administering, advising on, or coordinating the force management program for the command. Acts as an advisor to the Commanding General on policies and technical matters concerning the effectiveness and efficiency of manpower management. Applies a thorough knowledge of organizational structures and their functional interrelationships, manpower and organizational control, theories, principles, and practices governing manpower authorization and manning plans.

1. Serves as senior management analyst at the USFK senior component command headquarters staff level directing the efforts of other management analysts toward a specific goal, mission, or product. Develops methodology for use, develops/approves project milestones, instructs subordinate analysts, and checks completed work for accuracy and compliance with established procedures. Establishes employee schedules, recommends subordinate team members for awards or discipline. Performs as liaison between project team and supervisor bringing problems with recommended solutions to the supervisor on behalf of the team.

2. Participates in planning and evaluating the command's manpower management programs. Conducts in-depth analysis of organization functions and missions to identify, quantify, and evaluate manpower resources. Evaluates requests and/or need for additional resource requirements. Coordinates review and preparation of actual and projected manpower requirements, justifications, and strategies in support of the overall command plans. Attends meetings and conferences with USFK senior component command staff elements, and subordinate commands to plan, coordinate, discuss, and advise on manpower distribution or manpower management issues. Plans and conducts staff studies and management analyses of substantial scale and several extensively interrelated complex functions (e.g., logistic support missions, materiel management, base operations, etc.). Evaluates the accomplishment of work involving study of manpower trends and analysis of a variety of data (e.g., manpower resources, organization and mission alignments, and manpower staffing standards systems). Keeps abreast of a variety of DA and USFK senior component command policy and procedural material relating to organizations and functions of the command to assess manpower management implications, and to plan for accomplishment of needed actions. Recommends implementation of new methods and procedures to increase efficiency and productivity of functions and to facilitate operations. Reviews and interprets directives from higher headquarters and advises on potential impact on the command force management program. Develops the implementation of new or changed technical programs, policies, and regulations, prepares command instructions. Provides advice and guidance on the application of existing, new or revised policies and procedures.

3. Provides staff advisory services on issues of substantial scope and impact throughout the command. Serves as advisor to operations and the commander on matters pertaining to TDA and MOB TDA manpower and equipment management, authorizations, assignment, discontinuance or reorganization of units. Establishes internal procedures and methods to implement regulation and policy guidance in executing manpower management programs within the command. Recommends studies needed in relation to policy and approved or programmed missions. Develops policy and procedural guidance to implement regulations and directives concerning control, allocation, and utilization of manpower resources. Prepares manpower guidance for application throughout the command. Makes staff visits to the subordinate commands to provide assistance and advice on problem areas. Recommends improvements that may affect manpower, procedures, organization, position structure, etc.

4. Coordinates problems on unusual actions. Directs, integrates and coordinates the work of analysts responsible for segments of projects. Oversees execution of overall operation of the following activities: maintaining accountability of manpower actions, establishing and documenting manpower and equipment requirements or authorizations, preparing concept plans and monitoring compliance with policies and procedure, conducting special manpower and equipment studies and surveys, and preparing and providing Force Accounting System (FAS) reports. Prepares internal instructions, operating policies, procedures, guidelines, etc., and takes corrective actions as necessary. Makes recommendations for changes and adjustments to ensure proper and adequate accomplishment of the force management program.

Performs other duties as assigned.

Management Assistant, KGS-0344-05 **SJD-S049**

Supervisory Controls

Receives initial instructions as to scope of tasks, sources of factual information, procedures, contacts to be made, and approximate results expected. Supervisor is readily available to provide advice and guidance concerning problems, difficulties, and questions. Work is reviewed in detail for compliance with instructions; adequacy of application of basic principles, theories, techniques, and methodology; adequacy and accuracy of facts presented; and soundness of any conclusions or recommendations.

Major Duties

Performs a wide variety of clerical and limited technical work involved in the administration of forms and records control program. Reviews requests for reproduction of new/revised local forms to determine propriety and necessity of the proposed forms; compares proposed forms with those in current use to avoid duplication and to determine the need for revision or consolidation of existing forms. Designs and prepares draft forms based on information contained in the request; obtains additional information from requesting units as required. Conducts periodic review of current forms to eliminate unnecessary or obsolete forms. Participates in the conduct of inspections of forms and records maintained by organizational segments to ensure compliance with governing regulations and directives; prepares reports of findings and recommendations. Installs and maintains a working reference card index system identifying obsolete standard forms, current authorized forms, etc. May conduct training courses in the field of forms and record controls.

Performs other duties as assigned.

Management Assistant, KGS-0344-07 **SJD-S050**

Supervisory Controls

Works under general supervision, performing recurring duties in accordance with established procedures. Work in progress is reviewed only when deviations from established procedures and methods are necessary. Completed work is reviewed through evaluation of reports and finished products.

Major Duties

1. Performs a variety of technical work involved in the manpower, forms and records management report control, and other technical duties associated with the management functions. Reviews and analyzes correspondence or directives pertaining to manpower management. Participates in developing manpower resources for the organization serviced. Prepares manpower requirement change request including narrative justifications consistent with applicable yardsticks. Maintains close coordination with management personnel and prepares schedule Xs based on workload data, previous records, justifications submitted and instructions from higher headquarters. Compiles and prepares manpower feeder reports reflecting number of personnel authorized by personnel categories, and workload data by AMS codes, sections and units. Prepares request for equipment changes. Prepares change inputs and coordinates modifications with higher headquarters Modification Table of Organization and Equipment (MTOE) and Table of Distribution and Allowance (TDA). Reviews and maintains authorization voucher, and reviews new or revised AMS codes to determine application of correct functional codes.

2. Reviews existing forms to eliminate unnecessary and obsolete ones. Combines and consolidates forms to reduce the number of operations performed in using them. Determines whether the most economical and effective reproduction and distribution methods are being followed. Surveys activities to determine the need for new forms, notes the use made of existing forms, and eliminates overlap and duplication.

3. Reviews existing reports to eliminate, combine, improve them, or reduce or increase the frequency of their submission. Compares the cost of reports preparation against established reporting requirements. Reviews proposed new or revised reports to determine if they are needed, whether they can be simplified or consolidated with existing reports, and if improvements in the instructions for preparation are required.

Performs other duties as assigned.

Marine Cargo Specialist, KGS-2161-07 **SJD-S179**

Supervisory Controls

Work is performed under fairly close technical and administrative supervision of a marine cargo specialist of a higher grade. Incumbent is given assignments covering the full range of cargo stowage planning and loading activities, subject to relatively close supervision on tasks of average difficulty. Work is judged by overall effectiveness, timely accomplishment, economical operation and the maintenance of good working relationships.

Major Duties

Performs a variety of work involved in the preparation of presto wage plans which indicate the location of cargo within assigned space aboard ship and the order in which it is to be loaded and unloaded; interprets and implements cargo stowage plans during the actual loading, stowage and unloading operations. Studies booking information and selected ship's characteristics relative to stowage space, location, cargo handling facilities, weight and cube measurement of cargo, and deterioration involved. Develops/assists in the development of preliminary cargo stowage plans reflecting how and where cargo is to be stowed, number of hold and level. Computes manifest, weight and measurement tonnage of cargo and drafts profile diagrams of vessels using drafting instruments. Assists in overseeing, coordinating and directing the loading, stowing and unloading cargo aboard assigned vessels; oversees loading operation to ensure adherence to approved cargo stowage plans and terminal cargo loading and stowage regulations and procedures. Coordinates with stevedore foreman on the major alteration of preliminary stowage plans to accommodate changes in cargo, special priority shipments, rearrangement of cargo and obtains authorization for necessary changes in stowage; sees that cargo is properly stowed, blocked and braced; and investigates stevedore detentions, extra labor and ship account items.

Performs other duties as assigned.

Marine Cargo Specialist, KGS-2161-09 **SJD-S180**

Supervisory Controls

Work is performed under the general supervision of a higher graded employee technically qualified in marine cargo planning and loading who provides instructions and advice. Completed work is reviewed for overall effectiveness, timely accomplishment, economical operation, and maintenance of good working relationships.

Major Duties

Assigned to a port operation and performs work involved in planning/directing the loading and stowage of cargo aboard vessels and the unloading of cargo from vessels. Studies booking information and selected ship's characteristics relative to stowage space, location, cargo handling facilities, weight and cube measurement of cargo, deterioration and hazard characteristics, order of points of discharge, and types of cargoes involved. Based on foregoing studies, develops preliminary stowage plans for all types of Military Sealift Command (MSC) and commercial vessels reflecting how and where cargo is to be stowed, number of hold and level. Oversees, coordinates, and directs the loading, stowage, and unloading of cargo aboard assigned vessels. Before beginning loading operation, inspects vessel space allocated by MSTS to determine if it is suitable and in condition to receive cargo. Determines and arranges for the required labor crews and equipment. Plans and orders the delivery of cargo to piers or shipside to maintain a continuous flow of cargo to the ship. Oversees loading operation to ensure adherence to approved cargo stowage plans and terminal cargo loading and stowage regulations and procedures. Confers with stevedore foreman on methods of handling cargo, rearrangement of cargo, changes in original plans due to changes in shipment priorities, and the problems of cargo. Secures concurrence of ship's representative on all changes in previously approved plans and prepares final cargo stowage plan. Investigates all stevedore detentions and extra labor on piers and ship. Makes a final inspection upon completion of loading operation to ensure that all cargo is properly stowed, blocked, braced, and secures signature of ship's representative.

Performs other duties as assigned.

Marine Surveyor, KGS-1670-09 **SJD-S147**

Supervisory Controls

Work is performed under the general supervision of a marine surveyor of a higher grade. Incumbents at this level receive general instructions on new policies, regulations and procedures. Work assignments are made with an outline of objectives and suggestions on potential difficulties. Incumbent is expected to select the method of work and detailed procedures on own initiative. Work in process is reviewed periodically, (for example, when recommendations require changes in general policies, such as revised maintenance procedures). Incumbent discusses work in progress to keep the supervisor informed. Completed reports and letters are reviewed for adequacy and conformance to policies and regulations.

Major Duties

Inspects hulls, engines and electrical, deck and refrigeration equipment on Army Class A and B vessels used for transporting personnel, supplies and equipment. Inspects hulls for leaks, damages, and general structural deficiencies; checks engines, electrical, deck and refrigeration equipment for overall general efficiency of operation and proper maintenance. From information gained through inspections, assists in the preparation of reports of survey and specifications for local repair. Determines estimated costs of repairs for supervisor's review and action. Cost estimates are obtained from contacts with local shipyards and previous repair experience. Assembles and prepares information for preparation of purchase requests and invitations to bid. Serves as liaison between office and local Army procurement authority in the clarification and expediting of paper work involved. Periodically inspects repair work in progress on Army vessels in local shipyards for compliance with contract terms. As delegated, participates in the inspection of vessels and equipment during trial runs following repair. Prepares various one-time and recurring reports (monthly cost and performance report, vessel repair work log, etc.) for review and approval of supervisor. As required, serves as translator and interpreter in negotiations between officials of the Marine Inspection Section and Korean shipyards and vessels. Supervises maintenance of vessels jacket files and files of inspection reports, specifications, contracts, and allied papers.

Performs other duties as assigned.

Marine Surveyor, KGS-1670-11 **SJD-S148**

Supervisory Controls

Work is performed under the general supervision of a supervisory marine surveyor. Assignments are usually received orally and are often self-initiated. Work related to the early stages of equipment development, (for example, when controlling design recommendations are being made, is normally reviewed carefully but most work in progress is not subject to detailed technical review). Controversial problems, (for example, recommended cancellation of modification programs, are worked out with the supervisor, but the decision of incumbent is normally accepted without major revision). Advisory and contact work is evaluated for effectiveness and completeness of investigations.

Major Duties

Inspects of hulls, engines and electrical, deck and refrigeration equipment on Army Class A and B vessels used for transporting personnel, supplies and equipment. Inspects hulls for leaks, damages and general structural deficiencies; checks engines, electrical, deck and refrigeration equipment for overall general efficiency of operation and proper maintenance. From information gained through inspections prepares reports of survey and specifications for local repair and determines estimated costs of repairs for supervisor's review and action. Cost estimates are obtained from contacts with local shipyards and previous repair experience. Assembles and prepares information for preparation of purchase requests and invitations to bid. Serves as liaison between office and local Army procurement authority in the clarification and expediting of paperwork involved. Periodically inspects repair work in progress on Army vessels in local shipyards for compliance with contract terms. As delegated, participates in the inspection of vessels and equipment during trial runs following repair. Prepares various one-time and recurring reports (monthly cost and performance report, vessel repair work log, etc.) for review and approval of the supervisor. As required, serves as translator and interpreter in negotiations between officials of the Marine Inspection Section and Korean shipyards and vessels. Supervises maintenance of vessel jacket files and files of inspection reports, specifications, contracts and allied papers.

Performs other duties as assigned.

Mechanical Engineer, KGS-0830-09 **SJD-S104**

Supervisory Controls

Works under fairly close technical supervision on assignments involving new types of equipment and materials. Accomplishes assignments including standard equipment under general supervision except when unusual problems or requirements are encountered. Supervisor assigns the work, outlines requirements and furnishes general instructions as to the scope of the engineering activities. Instructions usually include objectives of assignments related work being performed, approximate time limitations, priorities and similar data. Supervisor is available for advice; makes decisions on questionable points or deviations; gives detailed instructions when new criteria or new techniques are involved; and observes work for progress and coordination with other related designs, engineering and equipment features and completion or cost schedules. Completed work is reviewed for accuracy, adequacy and conformance with established policies, precedents and sound engineering concepts.

Major Duties

Performs professional engineering work relative to the design, construction, inspection, procurement, installation, operation, modification/major repair and maintenance of mechanical apparatus and equipment such as steam boilers; engines; turbines; pumps; condensers; internal-combustion engines (diesel and gas); hydraulic power apparatus; machine tools and other industrial machinery; heating, ventilating and air conditioning systems and equipment; refrigeration machinery; or construction machinery. Assists in the modification and revision of plans, blueprints, sketches and specifications. Prepares cost estimates and bills of material. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of construction projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Assists in preparing various reports on the progress and status of projects and maintenance of files of project plans, specifications, reports and references.

Performs other duties as assigned.

Mechanical Engineer, KGS-0830-11 **SJD-S105**

Supervisory Controls

Works under general supervision. The supervisor indicates the major objectives to be attained in engineering assignments, may provide background information and any pertinent data available, point out unusual aspects of the assignment and suggest ways of overcoming problems, but incumbent is allowed considerable freedom in planning and carrying out assignments. Problems are discussed with the supervisor. Progress of assignments is periodically reported to the supervisor. Completed work is reviewed for results obtained, soundness of engineering conclusions and recommendations and accuracy of important design computations and critical elements.

Major Duties

Performs professional engineering work relative to the design, construction, inspection, procurement, installation, operation, modification and/or major repair and maintenance of mechanical apparatus and equipment such as steam boilers; engines; turbines; pumps; condensers; internal-combustion engines (diesel and gas); hydraulic power apparatus; machine tools and other industrial machinery; heating, ventilating and air conditioning systems and equipment; refrigeration machinery; or construction machinery. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches and specifications. Prepares estimates of cost of production or production design and scope of work to be performed and makes recommendations for selection of contractor capable of meeting requirements. Visits project work sites to ensure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to supervisor and supervisory personnel in charge of projects in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment. Prepares various reports on the progress and status of projects. Maintains files of project plans, specifications, reports and references.

Performs other duties as assigned.

Medical Support Assistant, KGS-0679-04 **SJD-S361**

Supervisory Controls

Work is performed under general supervision of the clinic chief. Supervisor makes changes in clinic procedures and is available for guidance in unusual problem or emergency situations. The clerk is responsible for initiating and following through on recurring functions of the clinic. Advice on unusual situations is sometimes provided by the nurse or physicians in the clinic. Work is primarily reviewed in terms of the overall efficiency of service provided to patients and clinic employees.

Major Duties

Performs receptionist, recordkeeping and all clerical duties related to patient treatment in a clinic responsible for a variety of outpatient treatment programs and for inpatient consultations.

Receives telephone calls and visitors to the clinic (i.e., inpatients, outpatients, military personnel, families and friends of patients), regarding such things as the availability of, and procedures for obtaining medical assistance, directions and information for contacting various departments, services and patients, and requests for changes in scheduled appointments. Questions caller to obtain sufficient information necessary to determine primary need or area of interest and provides assistance or makes referrals to other responsible hospital personnel when matter is outside employee's scope of assignment.

Interviews patients who request initial treatment or unscheduled examinations, and obtains information regarding the type of medical problems, whether service-connected or nonservice-connected, and prior treatment received. Reviews such things as discharge papers to obtain identifying information and determines eligibility for treatment. Initiates appointments for patients eligible for treatment. Refers patients not eligible for treatment to supervisory or other hospital service.

Initiates patient appointments for tests such as X-rays, electrocardiograms, and laboratory exams, with the servicing department, ward, clinics and centralized scheduling unit. Explains necessary test preparations to patients and records information such as date, type of exam, and procedures required, on appointment cards. Completes all demographic data and laboratory test requested on the appropriated laboratory forms. Schedules and coordinates return appointments with the central scheduling unit for patients not physically able to go through the normal appointment making process. Documents and reports phoned laboratory results to the physician or nurse and collates results with the patients record.

Performs other duties as assigned.

Medical Support Assistant, KGS-0679-05 **SJD-S089**

Supervisory Controls

Receives general supervision from medical records supervisor who provides general instructions, policies and procedures relative to records keeping. Work is reviewed for accuracy and compliance with regulations.

Major Duties

Performs a variety of clerical and administrative work involved in processing and maintaining medical records. Screens narrative summaries, progress notes, operation records and similar documents contained in the clinical record folders to ensure that all diseases, conditions, operations and special therapeutic procedures are fully and accurately recorded and that coding and nomenclature comply with regulations. Extracts information from these documents required for inclusion in the clinical record, determining what information is needed based on the category of personnel and conditions for which treated. Reviews completed clinical record folders for presence and accuracy of all required documents. Prepares statistical reports such as bed and patient reports and outpatient reports. Maintains files of medical documents and indexes of all patients treated.

Performed other duties as assigned.

Medical Officer (General Practice), KGS-0602-13 **SJD-S510**

Supervisory Controls

Performs duties under professional supervision of the Chief, Emergency Medicine Services, 121st General Hospital. The incumbent works independently receiving policy guidance and assistance from supervisor as requested concerning administrative, diagnostic, and treatment problems. The scope of assignment is limited by policies. Review of performance is through informal observation, formal quality assurance, peer review and counseling sessions.

Major Duties

Performing as certified and licensed Medical Officer, provides professional emergency medical care for the Emergency Medicine Service, assuring that all examinations and treatments meet local and service standards. Serves as a physician assigned to the Emergency Room with responsibility for the evaluation and treatment presenting to the Emergency Room. Typically completion of formal residency training of 3-4 years, or progressive experience equivalent in breadth and intensity is required. Performance of duties will require shift work and includes days, evenings, nights as well as weekdays, weekends and holidays.

1. Examines and treats primary care patients presenting to the Emergency Room in accordance with governing regulations and accepted practices, policies and procedures. Determines laboratory tests, X-rays, and other procedures necessary for diagnosis. Refers patients to appropriate specialty clinics when necessary. Based on patient's history, physical examination, laboratory tests, X-rays, consultation reports, and other pertinent data, makes a diagnosis and recommends and makes administrative decisions regarding qualification, status, etc. Enters pertinent data into patients official medical record, e.g., medical history, physical examination results, selected laboratory tests, consultation reports, X-ray reports, etc.

2. Provides consultation support to outlying medical treatment facilities and EMS ambulances. Responds to major emergencies within the hospital as required. Performs procedures as delineated in the medical credentialling process. Additional medical procedures include those related to Advanced Cardiac Life Support (ACLS); Advanced Trauma Life Support (ATLS); Pediatric Advanced Life Support (PALS/APLS).

3. Actively participates in conducting peer review of other health care providers' medical records in compliance with the Quality Improvement/Assurance Program.

4. Responsible for all administrative activities normally associated with emergency medical care in a hospital setting. Maintains required continued medical education (CME) through conferences, reading programs or other approved CME events.

Performs other duties as assigned.

Medical Radiologic Technician, KGS-0647-05 **SJD-S087**

Supervisory Controls

Works under general supervision of a higher grade technician and radiologist. Guidance and assistance are generally immediately available from supervisory technician. Supervisor spot checks the technician's methods of performing a radiological examination.

Major Duties

Performs subordinate technical work involved in the operation of X-ray equipment primarily for diagnostic and observational purposes not requiring use of nonstandard techniques. There is no requirement for significant selection of method from wide range of possible procedures. Prepares patients for X-ray treatment, fixing lead plates to patients to protect portions not to be exposed to the X-ray. Manipulates switches to time length and regulates intensity of exposure. Develops films photographically and dries them.

Performs other duties as assigned.

Medical Radiologic Technologist, KGS-0647-07 **SJD-S088**

Supervisory Controls

Works under the general supervision of a radiologist who provides guidance and assistance for treatments which involve unusual problems or patient conditions. Work is evaluated in terms of how well developed picture meets desired objective.

Major Duties

Performs work involved in obtaining various X-ray series requiring
the frequent use of contrast material and an unusual amount of deviations to make or to accomplish clear views. Majority of views are taken from extremely ill, deformed, unconscious, or paraplegic patients, who present considerable problems in positioning and obtaining coordination. Operates simultaneously several control panels on X-ray equipment; coordinates timing with rapid signals from medical officers; and regulates timing, voltage and tube distance to obtain clear views considering such factors as body-structure, color or weight of patients. Exercises originality in deviating from routine and prescribed positions and adapts procedures for seriously ill or injured patients. Demonstrates methods and techniques to other technicians, students or new personnel receiving training or orientation in laboratory procedures. Administers or assists the medical officer in administering solutions or injections to patients in order to render internal organs opaque to X-rays. Develops films photographically and dries them. Maintains equipment in good working condition and reports to supervisor defects noted when major repairs or replacements are necessary.

Performs other duties as assigned.

Medical Technician, KGS-0645-05 **SJD-S085**

Supervisory Controls

Work is performed under general and technical supervision of a medical technician supervisor who provides detailed instructions on each step of the assigned test and examinations including techniques, procedures, stains, reagents, chemicals, controls to use and observe and machine settings. Supervisor reviews the reports of findings and occasionally runs duplicate tests on some specimen to assure the continuing reliability of the test results.

Major Duties

Performs routine and noncomplex phases of nonprofessional technical work involved in conducting laboratory tests and analyses characteristically found in a medical laboratory. Prepares specimen and stock solutions and prepares culture media of a routine nature. Conducts tests of a noncomplex nature, exercising limited judgment in selecting the appropriate test devices and instruments from several choices available and designing simple devices such as fixtures and adapters for supporting test specimens and instruments. May assist higher grade technicians in devising minor changes in the test procedure. Assists in preparing reports of test results.

Performs other duties as assigned.

Medical Technician, KGS-0645-07 **SJD-S086**

Supervisory Controls

Receives general and technical supervision consisting of work assignments and technical assistance concerning unexpected or unusual results. Work is reviewed for confirmation and reasonableness of results. Guideline consists of previous workable procedures and technical manuals for medical laboratory procedures in all specialties.

Major Duties

Assigned to the Clinical Laboratory, performs two or more of the following:

1. Bacteriology. Performs initial preparation and inoculating procedures of specimens for bacterial, parasitic and fungi organisms; identifies organisms or characteristics by their growth. Performs antibiotic sensitivity examinations.

2. Chemistry. Performs various chemical examinations for testing chemical components in blood, urine, plasma, serum, feces and other body fluids, determining qualitative and quantitative chemistry. Prepares standardized reagents used for chemical procedures; calibrates and maintains laboratory instruments used such as Coleman spectrophotometers, titrators and centrifuges.

3. Histopathology. Prepares glass microslides and cover slides; imbeds tissue in paraffin blocks prior to microtome sectioning and slide mounting; dehydrates mounted tissue and finally stains tissue slides using a variety of stains. Decalcifies appropriated tissue. Performs frozen sectioning of special tissue. Stains special cytological smears. Labels all finished tissue slides before submission to the pathologist for diagnosis.

4. Serology. Performs serological tests and procedures for detecting the presence of specific antibodies in blood and spinal fluid. Prepares stock solutions, antigens and reagents necessary in accomplishing required tests and procedures.

5. Hematology/Urinalysis. Performs hematological procedures on whole blood, blood components, semen, bone marrow, urine and spinal fluid, preparing bone marrow aspirates for micro-examination, osmotic fragility tests, LE preparation, routine coagulation studies and other specialized tests as directed by supervisor or high-grade medical technicians.

6. Blood Bank and Transfusion Service. Performs tests and procedures in the blood bank, including ABO typing, Rh typing and selective type of other blood component. Conducts cross-match examinations of donor and recipient blood for blood transfusions. Extracts plasma from whole blood using available equipment. Administratively processes blood into and out of the blood bank. Prepares blood obtained by the collecting team for shipment to the processing center.

Performs other duties as assigned.

Medical Technologist, KGS-0644-09 **SJD-S511**

Supervisory Controls

Works under the general supervision of the supervisor who defines the area of assignments, sets the overall objectives and indicates the priority to be handled. The incumbent independently plans and carries out the procedures necessary to complete the work and handles problems and corrects errors in accordance with established decision criteria or accepted practices. Seeks advice from supervisor on how to proceed when unusual problems or defects are encountered which cannot be corrected except by substantial modification of methods. Work is evaluated in terms of results achieved, sound medical practices and conformance with established policies.

Major Duties

Serves as a Medical Technologist with responsibility for performing the full range of procedures in the areas of chemistry, urinalysis, hematology, serology, bacteriology, and immunohematology; evaluating abnormal results; using and maintaining equipment; and setting up and monitoring quality controls.

1. Evaluates requested procedures to determine the suitability of specimen for analysis, requesting new specimen if determined to be unusable. Selects the procedures which are appropriate for the request for service and congruent with patient considerations. Prepares specimens for analysis, ensuring that the physiologic state of the properties is maintained.

2. Processes specimens using equipment, instruments, or techniques that are necessary to prepare them for specific analysis and controls physical conditions. Prepares reagents and assembles equipment. Standardizes, selects, performs, evaluates, and monitors the performance of routine, non routine, and specialized test procedures using manual and/or instrumental techniques in accordance with established protocols. Recognizes and reacts to indicators of malfunction; locates and implements corrections. Obtains analytical data; converts to prescribed units for reporting; and correlates data to verify results. Writes laboratory reports and forwards results to appropriate individuals.

3. Calibrates, standardizes, adjusts, and maintains instruments. Verifies correct instrument operation using established procedures and quality control checks. Identifies the cause of common problems and makes simple repairs. Sets up and develops protocols for new instruments and procedures from a well-established reference. Conducts quality control procedures on equipment, reagents, and products. Maintains proper records for quality control reports. Tests and develops quality control methods, and recommends new tests be incorporated into the procedures list.

4. Performs complex, highly specialized and new medical laboratory tests and examinations of human blood, urine, and/or other body fluids or tissues, requiring highly advanced technical competence and insight in the field of medical laboratory sciences. (a) Bacteriology: performs initial preparation and inoculation procedures of specimens for bacterial, parasitic, and fungal organisms. Performs gram stain analysis of various fluids obtained from patients; (b) Chemistry: performs chemical examinations for testing chemical components in blood, urine, plasma, serum and other body fluids, determining qualitative and quantitative chemistry. Prepares standardized reagents used for chemical procedures; calibrates and maintains laboratory instruments such as; Kodak DT 60, Piccolo, Raflotron plus, and centrifuges; (c) Serology:

performs serological tests and procedures for detection of the presence of specific antibodies in blood; and (d) Hematology/Urinalysis: performs hematological procedures on whole blood, semen, and urine. Performs manual differentials and cellular counts. Performs microscopic examination of urine sediments.

5. Participates in the planning, accepting, and testing of protocols for inclusion into the standard operation procedures. Provides reports of tests and examination. Evaluates test results, recognizing any technical irregularity and deviation from the normal, acceptable standards. Recommends alternate or additional test if deemed necessary. Responsible for maintaining laboratory standards in all areas of testing. Performs repetition of tests, replicate analysis controls, and College of American Pathology surveys. Brings deficits to the attention of the supervisor and provides suggestions or causes of error and corrections.

Performs other duties as assigned.

Motor Pool Clerk, KGS-0303-05 **SJD-S027**

Supervisory Controls

Works under general supervision consisting of general and specific work instructions and guidance on new or changed rules and regulations and assistance in the handling of unusual problems or difficulties encountered. Supervisor fully relies upon incumbent for scheduling, arranging and carrying out assignments to meet deadlines and operational requirements. Work is reviewed for overall accuracy and efficiency.

Major Duties

Assigned to an organizational motor pool as administrative assistant to the Motor Officer/Motor Sergeant. Performs a variety of clerical work supporting the administration and operation of the motor pool, including vehicle utilization, maintenance and repair, supply and inspections.

1. Maintains current manuals, publications and directives pertinent to the administration and operation of the motor pool. Provides assistance and guidance in the application of governing policies and directives. Participates in the conduct of periodic inspections of the administrative and technical operations of the motor pool.

2. Prepares preventive maintenance schedules for all assigned vehicular equipment. Coordinates with supply personnel in maintaining the prescribed load list of supplies sufficient for the operation and maintenance. Controls the consumption of expendable supplies (POL products) and replacement of parts. Computes the mileage, fuel, oil and lubricants consumed to ascertain the reasonable usage. Reports significant discrepancies to supervisor.

3. Maintains a variety of records and charts which reflect the preventive maintenance schedules and status of work progress, equipment density and location, unit ratings from spot and technical inspections. Prepares reports regarding the operation and maintenance of equipment, such as Material Readiness Report, POL Consumption Report and Preventive Maintenance Report. Types such reports in final format.

4. Upon receipt of transportation requirements, prepares and issues trip tickets and records necessary information on the organization control record. Receives trip tickets from drivers and examines them for completeness of entries; reports any misuse or abuse of the vehicle.

5. As required and on a limited basis, performs interpretation duties and makes written translations from English into Korean or vice versa of SOPs, safety rules, accident reports, or written instructions.

Performs other duties as assigned.

Motor Vehicle Dispatcher, KGS-2151-04 **SJD-S176**

Supervisory Controls

Works under the general supervision of motor pool official who interprets new policies and regulations concerning operation, advises on difficult problems and reviews completed work through the study of reports. Work is occasionally spot-checked.

Major Duties

Serves as a Motor Vehicle Dispatcher for a small motor pool (normally employing 15-35 drivers and about 50 vehicles). Performs clerical duties involved in dispatching or scheduling motor vehicles for the transportation of passengers, equipment or supplies. Assigns and dispatches vehicles in compliance with authorized oral or written requests. Prepares trip tickets for signatures of riders and gives trip instructions to drivers. Collects signed trip tickets, checking for signatures of users and drivers, mileage and fuel, repairs incurred and time employed. Reviews daily reports of drivers for completeness. Maintains records compiled from daily reports of drivers and prepares reports on motor vehicle activities.

Performs other duties as assigned.

Motor Vehicle Dispatcher, KGS-2151-05 **SJD-S177**

Supervisory Controls

Works under the general supervision of motor pool official who interprets new policies and regulations concerning operation, advises on difficult problems and reviews completed work through the study of reports. Work is occasionally spot-checked.

Major Duties

Serves as a Motor Vehicle Dispatcher for a large motor pool (normally employing 50-150 drivers and approximately 100-200 vehicles operating on a shift basis). Performs clerical duties involved in dispatching or scheduling motor vehicles for the transportation of passengers, equipment or supplies. Assigns and dispatches vehicles in compliance with requests. Determines priority of vehicle assignments to meet transportation demands, taking into consideration the number and type of available vehicles and operators, time requirements and other factors to assure effective utilization of vehicles. Prepares trip tickets and gives trip instructions to drivers. Collects trip tickets and checks for signatures of users and drivers, mileage and fuel, repairs incurred and time employed. Reviews daily reports of drivers for completeness. Maintains records compiled from daily reports of drivers and prepares reports on motor vehicle activities.

Performs other duties as assigned.

Nurse, KGS-0610-07 **SJD-S081**

Supervisory Controls

Works under very general nursing supervision of chief nurse and doctors. Incumbent receives guidance or direction from a physician through prescriptions, orders and directions relating to individual patients. Advice and guidance from a supervisory nurse is frequently not immediately available. Work is evaluated for effectiveness and conformance to general instructions, policies, rules and regulations. The supervisor periodically discusses activities and reviews activity reports.

Major Duties

1. Performs therapeutic measures prescribed and delegated by the medical officer (for example, medications may be administered orally, subcutaneously, intradermally, intramuscularly, intravenously, rectally and topically); application of heat, cold and pressure or of surgical dressings; irrigations of body cavities.

2. Contributes to the medical evaluation of patients by continuously evaluating symptoms, reactions to medications and treatments and by recording and reporting on such reactions. Also contributes to the medical evaluation of patients by determining and recording temperature, pulse, respiration, blood pressure and by recording the patient's response to therapy and the clinical environment.

3. Is responsible for the personal care necessary for the patient's well being, including bathing, oral hygiene and feeding, either by personal performance but, more typically, by direction of nonprofessional employees.

Performs other duties as assigned.

Nursing Assistant, KGS-0621-05 **SJD-S082**

Supervisory Controls

Work is performed under the supervisory control of professional nurse. Established policies and procedures are followed in the performance of assigned tasks. Nurses/enlisted medical specialist personnel give any special instructions required by tasks, are available to answer questions and solve problems arising and reviews work performed by spot check of observation to assure adequacy and compliance with requirements.

Major Duties

Performs a variety of nursing care duties, ranging from routine to moderately specialized in nature within patient-care units such as clinics, wards/nurseries. Duties are represented by (1) giving personal services such as bathing and other hygienic care to patients; (2) providing assistance to a professional nurse in the care of the seriously ill; or (3) providing assistance to a doctor during examination and treatment in dispensaries, clinics, examining rooms and operating rooms for minor surgery.

1. Sets up equipment and instruments for routine and complex examinations and procedures. Prepares patients for examination (for example, takes and records temperature, pulse, respiration and blood pressure, measures and records weight and height and obtains specimens for routine testing). Assists during examinations and minor surgical procedures to facilitate the doctor's work by holding or positioning patient and handing instruments and supplies. Gives prescribed medication by mouth such as aspirin, laxatives and vitamins.

2. Ensures patients are clean and comfortable and gives routine postoperative and postpartum care. Assists patients in walking, moving and changing of position by supporting and turning them.

3. Bathes and weighs infants and changes infants' garments. Takes and records temperature. Feeds infants including prematures. Washes and prepares bottles for sterilization. Observes babies and informs nurse of changes or unusual conditions.

Performs other duties as assigned.

Office Automation Clerk, KGS-0326-03 **SJD-S342**

Supervisory Controls

Supervisor makes initial work assignments, periodically reviews the progress of work and is available to provide advice and guidance concerning problems encountered. Individual independently accomplishes regularly assigned duties. Work performance is evaluated in terms of overall adequacy of results and for adherence to established policies and regulatory requirements.

Major Duties

Provides a variety of clerical duties in support of office administration with responsibility for operating an electronic typewriter, word processor, microcomputer, or computer terminal, using a standard typewriter style keyboard with addition function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printer and modems, as required.

1. Uses word processing software and printing equipment to create, copy, edit (for example, inserts, deletes, or moves material from one place to another), store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists.

2. Transcribes various correspondence and reports from handwritten drafts or voice recordings into proper format, with responsibility for correct spelling, grammar, capitalization, and punctuation. Includes some documents that require skill in performing a few nonstandard functions such as arranging tabulated data or in performing editing function to incorporate substantive changes made by originators.

3. Transmits, receives, and acknowledges electronic mail and messages. Checks transmittals for proper clearances; prints hard copies of incoming mail or messages or routes to other terminals in the unit as designated; and enters dates, time, and identifying data into an index of electronic files or documents.

Performs other duties as assigned.

Office Automation Clerk, KGS-0326-04 **SJD-S343**

Supervisory Controls

Supervisor makes initial work assignments, periodically reviews the progress of work and is available to provide advice and guidance concerning problems encountered. Individual independently accomplishes regularly assigned duties. Work performance is evaluated in terms of overall adequacy of results and for adherence to established policies and regulatory requirements.

Major Duties

Provides a variety of clerical duties in support of office administration with responsibility for operating an electronic typewriter, word processor, microcomputer, or computer terminal, using a standard typewriter-style keyboard with additional function keys, to produce a wide range of documents requiring use of advanced software functions to enhance productivity or meet needs of complex formats.

1. Edits and reformats electronic drafts of lengthy reports prepared by staff members who are not trained in work processing. Applies a good understanding of the software to identify and correct extraneous, erroneous, or missing functions as symbolized or illustrated by codes which can be revealed on the screen. Uses other advanced functions to generate tables of contents and lists of exhibits to perform extensive editing functions resulting from substantial revisions of drafts.

2. Uses word processing software to produce a variety of documents. For example, uses database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard reports; and uses graphic software to provide graphic symbols, charts, and graphs of viewgraphs. Transmits and receives documents and messages electronically using personal computers or workstations that are networked or linked to other computers or workstations through a central processing unit.

3. Types a variety of documents from handwritten and rough drafts with responsibility for selecting appropriate format, arrangement and spacing of material, and for assembling any necessary enclosures to accompany finished correspondence. Refers to regulations, manuals and nontechnical dictionaries. Answers telephonic or personal queries and provides information concerning administrative procedures or other information requiring a good working knowledge of the organization and/or functions.

Performs other duties as assigned.

Office Draftsman, KGS-1021-05 **SJD-S115**

Supervisory Controls

Under the general supervision of a subject-matter specialist, receives work assignments with general instructions and work without technical supervision. Completed work is reviewed only for administrative accuracy.

Major Duties

Provides general drafting work for the offices designed to portray the relationship of data through the application of drafting techniques.

Draws/assists in a variety of drafting details from rough sketches/information on diagrams, graphs, cartographic model making and various charts, such as arithmetic line charts, rectilinear charts, bar and column charts, and pie charts etc., using pen, ink, pencil or crayon, measuring devices, office drafting and drawing equipment such as, drafting scales, T-squares, curves, compasses, triangles and mechanical lettering sets. Studies work orders, sketches, notes, models and schematic drawings and lays out various details to scale. Letters material by freehand or training aids means using metal templates. Assists map compilers and model makers. Receives, tallies, cleans, stores and issues drafting supplies and equipment.

Performs other duties as assigned.

Office Machine Operator, KGS-0350-03 **SJD-S052**

Supervisory Controls

Supervisor makes specific work assignments and provides frequent oral instructions. Work is observed for progress and quality while it is in process. Completed work is spot-checked for adherence to instructions and overall performance is evaluated in terms of accuracy and ability to meet deadlines.

Major Duties

Typical, but not all-inclusive, duties include the following:

1. Operates a small offset duplication machine in reproducing specialized types of material (maps, charts, etc.) involving exact scale, close register, and multicolored. Makes precise adjustments and carefully mixes inks for proper color shades and tones. Incumbents are responsible for accurate color registration and for exact impressions of all details. As at lower level, performs minor maintenance and may make minor repairs to the machine.

2. Operates equipment to photograph on microfilm bound and unbound material of various sizes, such as newspapers, maps, plans, drawings, etc. Operating tasks involve making exact adjustments for the degree of reduction required, regulating light intensity to obtain proper illumination, using color filters as necessary to produce microfilm of proper contrast, and, as required, developing the negative microfilm and making positive enlargements. Performs minor maintenance and may make minor repairs to the machine.

3. Operates a daisy machine to reproduce copies of engineering drawing, and visual aid material. Sets up the machine for operation by adjusting the pressure and flow of ammonia gas, exposure controls, machine drive speed, and automatic papered controls. Maintains inventory of equipment supplies and daily production records. Performs minor maintenance on equipment operated.

Performs other duties as assigned.

Paralegal Specialist, KGS-0950-11 **SJD-S112**

Supervisory Controls

Works under the general supervision of a professional legal employee of higher grade who reviews the finished work mainly for technical accuracy and conformance to established policy.

Major Duties

Performs a variety of legal work involved in providing assistance in the research, collection, and interpretation of both local and U.S. Federal laws, ordinances and administrative decrees, requiring knowledge equivalent to that represented by graduation from a recognized law school but not requiring admission to the local bar.

Analyzes legal decisions, opinions, rulings and other material, selecting principles of law and preparing digests of the points of law for the internal use of the agency. Maintains legal reference files and furnishes them to attorneys and other citations to pertinent decision. Selects, assembles, summarizes and compiles substantive information on statutes, and specific legal subject for the use of supervisors or other officials concerned. Collects, analyzes and evaluates evidence as to fraud and fraudulent and other irregular activities under specific laws prior to agency hearing, contract negotiation or decision. Participates as an assistant in conferences, discussions or negotiations between officials and representatives of local agencies or organizations, interpreting/translating from or into Korean and English legal terminology, related laws and regulations.

Performs other duties as assigned.

Payroll Clerk, KGS-0544-04 **SJD-S070**

Supervisory Controls

Receives general supervision from the Chief, Civilian Payroll on continuing assignments with initial instructions on revisions or changes in work methods, procedures and operating policies. Follows established procedures, rules and regulations for all routine work. Supervisor discusses new regulations, changes in internal procedures and is available for consultation and assistance on unusual or difficult problems. Completed pay actions and records are routinely audited and checked against regulatory and accounting controls. Supervisor reviews completed work for accuracy and spot-checks cross-section of records for accuracy and conformance to rules and regulations.

Major Duties

Accomplishes routine pay actions requiring knowledge of small number of frequently used pay regulations, or as a trainee processes a variety of pay actions under close supervision of a payroll clerk of higher grade.

1. Reviews and verifies a variety of pay action documents (time and attendance records and various payroll deductions) for accuracy, authority, completeness and conformity to regulatory requirements; computes time and pay data and posts to records and/or prepares change slips or other documents to reflect changes for others to post; establishes, maintains and closes individual pay accounts; determines and verifies net pay changes or net amounts due; and verifies accuracy and agreement of payroll totals (or subtotals) with accounting controls and reconciles differences.

2. Prepares and verifies accounting and mathematical accuracy of a variety of lists, registers, statements, vouchers, summaries, reports and schedules (for example, payrolls and tax deductions); examines, audits and verifies accuracy, propriety and completeness of time, leave and payroll records; and prepares and maintains payroll certification or other subsidiary accounting controls, and reconciles discrepancies. Compiles and furnishes payroll data to management.

Performs other duties as assigned.

Payroll Clerk, KGS-0544-05 **SJD-S071**

Supervisory Controls

General supervision exercised by the Chief, Civilian Payroll on continuing assignments. Adapts to routine changes, but receives initial instructions on the more difficult and major changes and revisions in work methods, internal procedures and operating policies. Follows established procedures, rules and regulations which govern all routine work. Supervisor discusses new and revised regulations, changes in internal operating procedures and is available for consultation and assistance on unusual or difficult problems. All pay actions and pay changes processed are routinely verified and checked against accounting controls. Supervisor reviews completed work for accuracy and spot-checks postings and computations for accuracy and conformance to governing rules and regulations.

Major Duties

Establishes and maintains individual time, leave and pay records. Processes a relatively high rate of pay changes and nonstandard pay actions for regular, supplemental or one-time payrolls.

1. Examines and verifies a wide variety of pay action documents (including time and attendance records, overtime and night differentials, levies against salaries or wages for taxes, accessions, separations, promotions and demotions) for accuracy, propriety, completeness and conformance to regulatory requirements; computes, leave and pay data and posts to records and/or prepares change slips or other documents to reflect changes for others to post; establishes, maintains and closes individual pay accounts; determines and verifies net pay changes or net amounts due; and verifies accuracy and agreement of payroll totals (or subtotals) with accounting controls and reconciles differences.

2. Prepares and verifies accounting and mathematical accuracy of a variety of lists, registers, statements, vouchers, summaries, reports and schedules (for example, payrolls and tax deductions); examines, audits and verifies accuracy, propriety and completeness of time, leave and payroll records; and prepares and maintains payroll certification or other subsidiary accounting controls, and reconciles discrepancies. Compiles and furnishes payroll data to management.

Performs other duties as assigned.

Personnel Coordinator, KGS-0303-04 **SJD-S360**

Supervisory Controls

Supervisory controls consist of general oral or written instructions concerning overall objectives, new assignments, policies and matters of special interest to supervisor. Work is performed on own initiative in compliance with regulations, policies and procedures. Unusual problems not resolved after search of regulations, decisions and other guidelines are referred to and/or discussed with supervisor. Work is reviewed for regulatory compliance and degree of administrative assistance provided in promoting effective management of civilian personnel.

Major Duties

Performs a wide variety of administrative and clerical work involved in the overall administration of Korean personnel. Duties require working knowledge of clerical and procedural aspects regarding maintenance of records, preparation of reports, preparation of personnel requests and incentive award nominations. Also requires knowledge of current regulations pertaining to the more routine basic personnel management and payroll procedures and policies (for example, tours of duty, overtime and extended workweek procedures).

1. Reviews personnel action requests initiated by operating segments, such as recruitment, promotion, transfer, reassignment and reclassification for accuracy and completeness of such information as appropriations, kind of action requested and space authorization. Keeps operating officials informed on the status and progress of personnel action requests.

2. Prepares and maintains a variety of office files and records, such as, roster of employees, personnel history statements and suspense files on personnel actions requested.

3. Assists in administration of employee training program. Maintains training records, compiles training reports and advises supervisors on what training employees have completed. Assists in the scheduling of classes conducted within the organization.

4. Answers questions involving procedures and on less complex regulations governing LN personnel administration. Questions on the more complicated regulations and those requiring interpretation of regulations are referred to the appropriate area Civilian Personnel Office. Does not participate in or advise on selection or promotion of employees and on disciplinary matters.

5. May perform as a related task, interpreting and translating conversation, information and job related documents.

Performs other duties as assigned.

Photographer, KGS-1060-04 **SJD-S123**

Supervisory Controls

Work is performed under the close supervision of a higher-grade photographer but as proficiency is acquired in the simpler types of assignments, they are performed under general supervision.

Major Duties

Photographs subjects both indoors and outdoors. The subjects usually involve events not complicated by rapid movements or by the need to depict depth of field. Typical subjects are award ceremonies, pictures of interviews, external views of machinery, supplies, equipment, building interiors or exteriors and damaged shipments. Prepares various chemical solutions for processing black-and-white and colored films and for contact and enlarging paper. Develops films, washes and dries negatives; utilizes a variety of developing and enlarging equipment.

Performs other duties as assigned.

Photographer, KGS-1060-06 **SJD-S124**

Supervisory Controls

Work is performed under the very general supervision of a supervisor who is not familiar with specialized in photography work. Work is performed independently and in accordance with the needs and requests of operating officials. Finished work is reviewed for acceptability of product and photographic quality by administrative superiors and for fulfillment of program objectives by the program officials. Incumbent is expected to be able to solve all but the most unusual problems that may arise.

Major Duties

Takes still and/or motion pictures to provide evidence, proof or supporting material for scientific research and analysis, civil or criminal investigations, news and feature reports, document and/or other general reporting purposes. Selects and uses various types of cameras; adjusts camera settings such as exposure, focusing, lighting, camera angle, distance between camera and objects and attaching or detaching special lenses. Pictures are taken indoors and outdoors under various weather conditions and frequently requires promptness, high precision and/or artistic skill of photography. Prepares various chemical solutions for processing black-and-white and colored films and for contact and enlarging paper. Develops films, washes and dries negatives using proper equipment.

Performs other duties as assigned.

Physical Science Technician, KGS-1311-07 **SJD-S138**

Supervisory Controls

Work assignments are given in terms of long-range projects on which the technician will be working with an unusual amount of autonomy. Supervisor gives initial instructions concerning the primary goal and relative parameters of a project. Completed work is reviewed for technical accuracy and adequacy of procedures and methods used and nature and bases of conclusions reached.

Major Duties

Performs a variety of nonprofessional technical work involved in the conducting of analytical tests to determine quality of POL products in reference to established quality standards. Employs various laboratory techniques requiring considerable skill and judgment in such functions as making adaptations in the procedures; and calibrating, adjusting and operating instruments of a complex nature. Tests conducted include, but are not limited to, tetraethyl lead determination test, distillation test, ASTM gum test, oxidation stability test, viscosity test, carbon residue test, aniline test, cloud and pour point test and the flash point test. Selects the appropriate test procedure and devises minor modifications in the test procedures to obtain desirable results. Selects appropriate test devices and instruments considering the capacity of the test device, the magnitude of the forces it can develop and the limitations of the available instruments. Conducts tests to determine physical characteristics of samples being analyzed. Prepares reports of test results. Performs minor maintenance on precision laboratory apparatus and equipment.

Performs other duties as assigned.

Physical Therapist, KGS-0633-06 **SJD-S083**

Supervisory Controls

Work is performed under the close supervision of physical therapist of higher grade or professional medical personnel who provide specific therapeutic procedures in accordance with specific instructions. Supervisor is readily available for further consultation, to that which involves the relatively unsupervised performance of repetitive treatment procedures for regular patients of the clinic. The therapist supervisor closely reviews the therapist's progress reports on the patients for completeness, accuracy and significance of the medical rehabilitation data and checks the reports against the individual patient's condition by personal observation.

Major Duties

Performs a variety of therapeutic work in a general clinic or on a ward, with responsibility for administering a variety of forms of physical therapy treatments as designated by using such physical agents as therapeutic exercise, electricity, light, heat, and massage. Operates diathermy apparatus, ultraviolet lamp, infrared lamp, whirlpool bath, arm bath and sterilizes and cleans such equipment. Ensures comfort and safety of patients. Fills out necessary forms and papers as required.

Performs other duties as assigned.

Physical Therapist, KGS-0633-07 **SJD-S084**

Supervisory Controls

Work is performed under the general supervision of a supervisory physical therapist/physician who is available for consultation and discussion of cases requiring unusual treatment procedures for any patients assigned to the clinic. Supervisor generally does not review the plans for length of treatment, the plans for minor variations to accommodate the patient, or the choice of procedure when the physician gives only a general therapy prescription.

Major Duties

1. Performs a variety of professional therapeutic work prescribed by physician. Administers physical therapy treatments to patients by using such physical agents as heat, light, water, electricity, massage, therapeutic exercise and rehabilitation procedures. Operates various therapeutic machines. Determines particular machine to be used and operates various therapeutic machines and devices, such as, diathermy apparatus, luminous infrared or nonluminous infrared lamp, ultraviolet lamp, whirlpool bath, neck traction machine, hydrocollator pack. Evaluates muscle activities by carrying out muscle testing; gives massage, passive exercise or active progressive exercise. Instructs method of home exercise, crutch walking, ambulation training and daily living activities. Ensures patient's comfort, safety and assists patient to have self-confidence with his/her physical limitations.

2. Attends medical board meetings or discusses with physicians for the purpose of furnishing factual information about the treatment of a particular patient assigned to the therapist. This generally includes information about the progress of the patient, the therapeutic objectives and the procedures being used and the patients' response.

3. Performs nursing work such as giving immunization injections or other treatment as prescribed by physician.

Performs other duties as assigned.

Postal Locator Clerk, KGS-0305-03 **SJD-S032**

Supervisory Controls

Work is performed under general supervision following established procedures and written guides. Receives instructions on new assignments and changes in procedures. Work is spot-checked for accuracy, adequacy and compliance with established procedures and instructions.

Major Duties

1. Performs clerical work involved in the maintenance and operation of the area postal directory used in redirecting insufficiently or incorrectly addressed mail. Maintains locator cards alphabetically showing names of all personnel authorized use of the Military Postal Service in Korea. Compares insufficiently or incorrectly addressed mail with locator cards to endorse undelivered mail to correct addresses. Maintains suspense mail files for addressees in a travel status to Korea until their arrival. Prepares, changes and/or purges locator cards. Makes periodic checks of locator cards to maintain them in a current order. Answers telephone calls and gives out routine information as required in connection with area postal directory service.

2. May perform such duties as weighing and affixing postage to undelivered mail to be returned to senders and grouping and placing mail by class in the distribution box.

Performs other duties as assigned.

Procurement Technician, KGS-1106-05 **SJD-S130**

Supervisory Controls

Work is performed under general supervision which includes assignment of work, instruction on new work and provision of guidance as requested and review of completed work sufficient to assure accuracy, adequacy and adherence to established requirements.

Major Duties

Performs a variety of clerical work involved in the contract administration of procurement activities. Checks contract documents and attached correspondence submitted by local contractors, with responsibility for ascertaining the completeness of the information. Determines items and figures have been correctly entered and verifies the validity of the documents and overall adherence to governing regulations. Upon receipt of work sheets or instructions from supervisor, completes or prepares contract documents, such as invitations to bids, application forms for registration, individual contractor performance records, or other related documents. Prepares and distributes contract documents and obtains and edits information from contract documents for factual information from such records as required. Provides information of an administrative nature to local contractor personnel, such as procurement procedures and regulatory requirements. Maintains various contract files and records. May serve as an interpreter-translator in meetings between personnel of the office to which assigned and local contractor personnel in matters involving the contract administration of procurement activities.

Performs other duties as assigned.

Production Controller, KGS-1152-07 **SJD-S132**

Supervisory Controls

Work is performed under general technical supervision consisting of instructions as to the scope of tasks, techniques to be used, possible precedents and approximate results expected. Supervisor is readily available to provide advice and guidance concerning problems and difficulties. Work is reviewed for compliance with instructions, adequacy of application of basic principles, theories, techniques and soundness of recommendations made.

Major Duties

Serves as a production scheduler, performing more routine and less complex phases of work involved in preliminary and immediate production control functions to include advanced planning of workload on repair of unserviceable depot stocks; investigation and analysis of work requirements in relation to production capacity; compiling estimates of overall requirements for machines, man-hours and materials; scheduling and releasing jobs into the repair shops.

1. Assists or participates in performing preliminary production control functions. Receives requests for repair of unserviceable depot stocks; assists in investigating and analyzing work requirements in relation to production capacity; compiles estimates of overall requirements for materials, machines and man-hours by coordinating with supervisory personnel in various repair shops and other branches to obtain required data for accomplishing repairs required. Recommends priorities in relation to repair, shop capabilities, availability of skilled personnel, equipment, production quotas and experience data.

2. Assists or participates in performing immediate production control functions. Schedules work in a balanced manner to preclude production delays and maintains coordinated and uninterrupted operations. Prepares and releases repair directives to the various units for preparation of maintenance request and commencement of work. Establishes and maintains work progress cards for in-process work. Assists in expediting jobs in progress to assure timely accomplishment of projects. Locates and investigates potential or actual sources of production delays and recommends methods for expediting production. Recommends necessary changes in production schedules as required by the increase or decrease of production man-hours available and changes in priorities as directed by a higher authority. Prepares production reports as directed by production controller of a higher grade.

Performs other duties as assigned.

Production Controller, KGS-1152-09 **SJD-S133**

Supervisory Controls

Works under the general supervision of the section chief who initially assigns and explains area of responsibility on new types of production scheduling projects; furnishes assistance and advice on problems of an unusually difficult nature; relies on incumbent to exercise resourcefulness and judgment in conducting necessary coordination and liaison work; and reviews and evaluates work for effectiveness of scheduling productivity in terms of results, and for overall conformance with established policy and regulations.

Major Duties

Serves as a production scheduler and expediter responsible for preliminary and immediate control functions to include advanced planning of workload on repair of unserviceable depot stocks; investigation and analysis of work requirements in relation to production capacity; compiling estimates of overall requirements for machines, man-hours and materials; scheduling and dispatching jobs into the repair shops; expediting jobs in progress as well as use of manpower, machines and materials.

1. Performs preliminary production control functions. Receives requests for repair of unserviceable depot stock; investigates and analyzes work requirements in relation to production capacity; compiles estimates of overall requirements for materials, machines and man-hours by coordinating with supervisory personnel in various repair shops and other branches to obtain planning data such as availability of machines, facilities, materials, man-hours and skills required to accomplish repairs; coordinates with supply activities to arrange/ expedite supply support; determines workload to be accomplished in connection with given projects; and priorities in relation to repair, shop capabilities, availability of skilled personnel, equipment, production quotas and experience data.

2. Performs immediate production control functions. From the planning data, schedules work in a balanced manner to preclude production delays and maintains coordinated and uninterrupted operations. Prepares and releases repair directives to the various units with sufficient lead time to relocate unserviceable equipment to repair facilities for preparation of maintenance requests and commencement of work. Establishes and maintains work progress cards for in-process work. Expedites jobs in progress to assure timely accomplishment of projects, following up to see whether work is progressing as planned, locating and investigating potential or actual sources of production delays and recommending methods for expediting production. Makes necessary changes in production schedules as required by an increase or decrease of production man hours available, changes in priorities as directed by higher authority.

Performs other duties as assigned.

Program Analyst, KGS-0343-09 **SJD-S051**

Supervisory Controls

Works under general supervision of the Chief, Engineer Resources Management Division or assistant, who issues general instructions as to the scope of assignments, problems to be expected, objectives to be achieved and any limitations on the nature of the solution or the procedures to be used. Supervisor relies on incumbent to independently apply standard procedures in the accomplishment of routine projects and provides specific advice and guidance only on unusual or difficult problems. Work is reviewed for compliance with general instructions and policies, adequacy, and soundness of conclusions and recommendations.

Major Duties

Serves as a Facility Program Analyst in the Engineer Resource Management Division. Analyzes and evaluates all completed work orders including repair, maintenance, minor construction, service orders and fixed operations managed by the relevant provisions of agency regulations.

1. Reviews and analyzes all completed job orders to determine accuracy of estimates or variances between actual amounts of each element and estimated amounts. Determines reasons for variances, conducting investigation including discussion with branch chiefs, and shop foremen, on-site inspection, reevaluation of material estimated and labor standards, analysis of delay time, examination of pricing guides, and determination of unexpected conditions. Based on analysis, determines corrective action required, such as refining job standards, changing material pricing guides used by estimators, overhaul of equipment, training programs and meeting, changes in organization, substitution of materials, reduction or increase in the number of personnel assigned to each type of job, changes in work methods, coordination with other organizations zone of areas, etc.

2. Prepares and assists in preparing resources management plan by estimating monthly/annual cost of man-hours, travel, material and equipment using EPS standards/standards based on past performance data.

3. Develops work measurement standards through application of work sampling techniques; uses statistical data gathered through analyses of work completed and comparison of estimated requirements of accomplishment of individual job and actual resources expended in their completion.

4. Evaluates all the records of work performed for effectiveness and completeness, in compliance with relevant agency policies and real property maintenance activities of the work management program. Prepares various management reports such as quarterly facilities engineer review and analysis report, ratio of minor construction to maintenance & repair that provide a variety of engineering data by cost, man-hour, material, and other necessary information with narrative analysis and recommendations.

5. Maintains contact with operating personnel and responsible officials within the activity to establish, clarify, and disseminate information concerning management services; provides required orientation concerning management requirements for long range work plans and present operations; and assists in the resolution of practicability of minor variations in management applications.

Performs other duties as assigned.

Property Disposal Clerk, KGS-1107-05 **SJD-S131**

Supervisory Controls

Work is performed under the technical supervision of higher-graded employees or supervisor. Supervisor gives general instructions and guidance as to changes and revisions in work methods and operating policies. Completed work is reviewed for compliance with instructions and guidance.

Major Duties

Performs a variety of clerical work involved in the disposal of supplies, equipment, material, or property (other than real estate). Checks disposal documents and attached correspondence submitted by prospective buyers, with responsibility for ascertaining the completeness of the information, determining that items and figures have been correctly entered and for overall adherence to governing regulations. Upon receipt of work sheets or instructions from Property Disposal Officer, completes or prepares disposal documents such as invitations to bids, identification cards of registered buyers and disposal contracts. Prepares and distributes disposal documents. Assists in contacting various sources to clarify procedural aspects, bid procedures, loading facilities, property characteristics and components. Obtains and edits information from disposal documents for the purpose of factual information from such records as required. Assists in presenting orientation briefings to buyers regarding sales procedures, process of contracts, payment, or other related matters. Serves as an interpreter for Property Disposal Officer.

Performs other duties as assigned.

Publications Supply Clerk, KGS-2005-04 **SJD-S164**

Supervisory Controls

Receives general supervision consisting of instructions on new assignments, changes in regulations and standard operating procedures. Regular work is performed without instructions but supervisor is available for discussion on problems not covered by referenced material. Work is occasionally spot-checked upon completion for adequacy of final results and compliance with procedures, regulations and instructions.

Major Duties

Performs a wide variety of clerical duties involved in the requisition, receipt and distribution of publications and blank forms. Establishes and maintains stock record cards of publications (approximately 12,000 administrative and 35,000 technical type) and blank forms (approximately 2,000 standard type and 200 local forms) reflecting receipt, issue, due-out, due-in, current publication and blank form number, nomenclature, unit of issue, authorization, cross reference and source of supply. Receives and edits requisitions for publications and blank forms against publication index, directives and other instructions for currency of information and availability of supplies on hand. Editing includes supplying missing data; determining quantities to be requisitioned indicating appropriate identification symbols in the required action to issue previous due-out, cancellation, excessive quantities, obsolete or suppression depending upon the type and kind of items requisitioned. Consolidates and prepares publication and blank form requisitions in accordance with established procedures and schedules as applies to category of publications and supply sources (AG Publications, Supply Points, or CONUS publication agencies). From requests submitted by customers and past usage data, prepares requisitions for automatic monthly distribution of standard type blank forms. Performs initial (pinpoint) distribution of new publications in accordance with applicable regulations. Maintains adequate stock level for standard type and locally published blank forms for customer use, taking into consideration the previous usage experience and forecasted requirements. Receives, segregates, sorts, bins, issues or distributes publications and blank forms to respective customers taking necessary supply actions on requisitions, Due-Out Shipments, Action on Cancellation or DO Item Slips. Performs follow-up actions on cancellation, due-out or due-in contacting and coordinating with supply agencies and respective customers to obtain and furnish necessary information and action to be taken, or by reference to pertinent regulations and periodic information bulletins from supply sources.

Performs other duties as assigned.

Purchasing Agent, KGS-1105-05 **SJD-S129**

Supervisory Controls

Under the supervision of a higher grade employee who makes general assignments and rates performance in terms of efficiency and effectiveness of accomplishment. Work is performed within well-defined guides which are usually generally applicable. Supervisor is usually available to solve problems although incumbent is expected to make recommendations as to appropriate courses of action.

Major Duties

1. Requests quotations, advertises for bids, solicits bids and selects sources in purchasing items or services of somewhat limited complexity within areas of supplies and services specified. Purchases range from common-use to technical items describable by terminology used in industry and understood by the general public. Items are usually stock items even though not always locally available. Services involve standard transactions or standard contractual provisions. Methods are primarily informal, open market purchases, involving informal solicitation of quotations and preparation of purchase order and voucher for supplies or services. To a limited extent, knowledge of commercial distribution patterns as they affect supply sources, handling charges and transportation costs are needed especially by trainees assigned work to prepare them for professional procurement positions.

2. Contacts users to clarify requirements or to suggest substitutes; and suppliers to give and receive information about new items, new sources of supply, prices, item availability; to explain specific requirements, regulations and procedures; to obtain items or services within short deadlines; or to question price quotations which appear out of line.

3. Makes recommendations regarding such features as adequacy of terms and conditions of purchase request; selection of potential bidders; selection of purchase method; compliance of offers with required terms and conditions; most advantageous bids, considering transportation and handling charges, prices, delivery dates and discount rates.

Performs other duties as assigned.

Qualification Examiner (MVO), KGS-0303-05 **SJD-S031**

Supervisory Controls

Works under general supervision of chief, driver testing and licensing station who makes general assignments and rates performance in terms of efficiency and effectiveness of accomplishment. Supervisor is usually available to solve unusual problems encountered.

Major Duties

Conducts clerical and technical driving tests of all personnel assigned to the units serviced. Methods of testing include psychophysical tests, mental tests, road tests, interviews. Uses various testing mechanisms, guidelines and standard testing material obtained from applicable regulations and standards. Rates the result of tests in accordance with established rating procedures. Types of vehicles driven range from 1/4-ton trucks up to 5- and 10-ton trucks, sedans, buses and other heavy special automotive vehicles. Maintains driver qualification records reflecting ratings of individual drivers. Makes recommendations to revise testing material and procedures to meet local peculiarities and requirements. Through review of results of tests given, recommends/conducts driver training.

Performs other duties as assigned.

Quality Assurance Specialist (Ammunition), KGS-1910-07 SJD-S156

Supervisory Controls

Works under general supervision of a higher grade Quality Assurance Specialist who provides detailed instructions concerning new or complex situations encountered and answers questions concerning applicability or interpretation of guide. Work is reviewed and checked to the extent that the supervisor is constantly and affirmatively aware that instructions and methods are being understood and followed.

Major Duties

Assists high grade Quality Assurance Specialists in performing a variety of work involved in the inspection and surveillance of ammunition, ammunition components and explosives. Observes methods used in the receipt, storage, packing, unpacking, classification, renovation, normal maintenance, salvage and disposal of ammunition; and recommends to supervisor/personnel engaged in such operations new or modified methods to ensure safety, efficiency and compliance with established procedures, specifications and regulations. Assists in examining and conducting functional tests of incoming, mistreat and outgoing commodities, checking for indications of mold, mildew, decay, infestation, rust and other signs of deterioration; uses various testing gages and tools to detect any defective parts or components of ammunition or any deviations from specifications. Inspects the physical condition of plant buildings and magazines for adequate safety equipment. Reports deficiencies to Ammunition Inspector of a higher grade on the use of storage facilities; relocation of storage areas, considering proximity of populated areas; safe loading and unloading methods of trucks and rail cars. Works with personnel engaged in surveillance, maintenance, loading, unloading, storing, packing and unpacking ammunition, ammunition components and explosives.

Performs other duties as assigned.

Quality Assurance Specialist (Ammunition), KGS-1910-09 SJD-S157

Supervisory Controls

Supervisor gives detailed instructions concerning new or complex situations to be encountered and answers questions concerning applicability or interpretation of guide. Work is reviewed and checked to the extent that the supervisor is constantly and affirmatively aware that instructions and methods are being understood and followed.

Major Duties

Performs a variety of work involved in the inspection and surveillance of ammunition, ammunition components and explosives. Observes methods used in the receipt, storage, packing, unpacking, classification, renovation, normal maintenance, salvage and disposal of ammunition; and recommends to supervisor/personnel engaged in such operations new or modified methods to ensure safety, efficiency and compliance with established procedures, specifications and regulations. Examines and conducts functional tests of incoming, instorage and outgoing commodities, checking for indications of mold, mildew, decay, infestation, rust and other signs of deterioration; uses various testing gauges and tools to detect any defective parts or components of ammunition or any deviations from specifications. Inspects the physical condition of plant buildings and magazines for adequate safety equipment. Makes recommendations to Ammunition Inspector of a higher grade on the use of storage facilities; relocation of storage areas, considering proximity of populated areas; safe loading and unloading methods of trucks and rail cars. Works with, advises, trains, and supervises personnel engaged in surveillance, maintenance, loading, unloading, storing, packing and unpacking ammunition components and explosives.

Performs other duties as assigned.

Quality Inspection Technician, KGS-1910-05 **SJD-S158**

Supervisory Controls

Works under general supervision. Decisions or recommendations are made in accordance with specific guidelines and are reviewed for overall adequacy and completeness.

Major Duties

Assigned to a quality control function of a depot operation, serves as general supply items inspector. Inspection work includes visual inspection and physical examination of items to ensure adherence to established specifications and standards with respect to identity, condition, serviceability, packing and packaging, preservation and completeness of items. Inspects items in storage, upon receipt and/or prior to shipment; selects samples; uses testing equipment and gauges; inspects or examines to determine stock characteristics, physical condition, serviceability, proper packing and packaging and presence of required parts. Prepares documents to effect changes in stock number, nomenclature, condition and serviceability based on inspection performed. Prepares reports on damage or improper shipment of items in storage or discovered upon receipt or prior to shipment in accordance with existing regulations. Initiates work requests for reprocessing, recondition or other remedial action to maintain or restore items to a serviceable condition. Investigates customer complaints in coordination with concerned activity to determine validity of complaints and causes for deficiency; prepares reports of findings. May inspect locally procured items in accordance with contractual requirements and accepts or rejects items based on inspection. Maintains records of inspection reports as a history. May advise warehousing personnel on improper storage or shipment of items to ensure safety of personnel and to prevent damage or deterioration to supply items.

Performs other duties as assigned.

NOTE: Use Appendix I to classify positions involved in technical inspection of equipment requiring trades and crafts knowledge and skills.

Realty Specialist, KGS-1170-05 **SJD-S134**

Supervisory Controls

Works under close supervision receiving detailed written or oral instructions with each new type of assignment. Assistance of a higher grade realty specialist is normally readily available for the solution of problems and work is frequently checked during progress. Completed work is thoroughly reviewed for accuracy and adherence to instructions and guidance and to determine the rate of progress and capabilities for higher level assignments.

Major Duties

1. Serves as a member of a real property survey team, primarily as a trainee. Observes work of higher graded specialists and assists in less complex realty tasks as directed. Receives more difficult assignments commensurate with rate of progress.

2. Checks and records dimensions, type and physical status of lands, structures and facilities used by U.S. Forces in Korea. From drawings, maps and various real property records, locates land or structural sites; measures and records size of land/structural areas and component parts; notes and records type of construction and number and type of facilities present. Based on findings, prepares new property record cards, drawings, property check lists/makes changes to established records.

Performs other duties as assigned.

Realty Specialist, KGS-1170-07 **SJD-S135**

Supervisory Controls

Work is performed under the close to general supervision of a realty specialist of a higher grade, depending on the complexity of assignments. Supervisor is generally available for consultation and guidance. Work is often checked during progress. Completed work is reviewed for adequacy, judgment displayed in recommendations and adherence to principles, policies and guidance.

Major Duties

1. Performs less difficult and complex phases of technical duties involved in the acquisition, management, utilization, appraisal and disposal of real property. Assists in examining and analyzing real property for desired use; recommends best utilization and proper management; assists in correcting/reviewing records maintained on property surveyed. Participates in appraisal/utilization surveys of real property for rental, easement, relocation, acquisition, disposal, utilization and management; visits sites, gathers information and data regarding all aspects of property including adjacent land and property.

2. Assists in the review and maintenance of important documents and records on U.S. real estate in Korea. Assists in supervising the processing of a variety of real estate reports, requests and documents and checks for accuracy, completeness of data, legality, conformance with governing policy and regulations. Records include requests/documents pertaining to and finalizing the acquisition, disposal, utilization/management of real estate, containing such items as geographical location, address, sufficient justification, evaluation data, real property inventories, cost/value of U.S. construction.

Performs other duties as assigned.

Realty Specialist, KGS-1170-09 **SJD-S136**

Supervisory Controls

Work is performed under general supervision. Supervisor reviews and spot-checks work for soundness of conclusions reached and for compliance with procedures and instructions.

Major Duties

1. Performs a variety of technical duties involved in the acquisition, management, utilization, appraisal and disposal of real property. Independently examines and analyzes real property and determines value, condition and adaptability of property for desired use; recommends best use and proper management; corrects/revises records maintained on property surveyed. Actively participates in appraisal/utilization surveys of real property for easement, relocation, acquisition, disposal, utilization and management; visits sites, gathers information and data regarding all aspects of property including adjacent land and property. Prepares report of findings and recommendations as to approval or disapproval of the application.

2. Reviews and supervises maintenance of important documents and records on U.S. real estate in Korea. Supervises the processing of a variety of real estate reports, requests and documents and checks for accuracy, completeness of data, legality, conformance with governing policy and regulations. Records include requests/documents pertaining to and finalizing the acquisition, disposal, utilization/management of real estate, containing such items as geographical location, address, sufficient justification, evaluation data, real property inventories, cost/value of U.S. construction. Supervises collection of data and maintenance of records on real estate controls.

Performs other duties as assigned.

Recreation Aid, KGS-0189-03 **SJD-S513**

Supervisory Controls

Supervisor or Recreation Specialist of higher grade gives initial assignment and instruction and is available for assistance as necessary. Receives a detailed explanation of gymnasium, policy, operating procedures and safety rules. Work is reviewed for compliance with instruction, procedures and adequacy of results.

Major Duties

1. Assists Recreation Specialist in carrying out assigned sports and athletic program activities. Issues and receives sports equipment. Returns equipment to storage area. Reports any discrepancies to the supervisor. Sets up gymnasium areas for scheduled activities. Prepares for athletic activities and sports events by stringing tennis or volleyball nets, laying out and lining up baseball diamonds, liming baselines and base paths, or setting batting cages. Makes inventory of supplies as necessary and advises supervisor when supply runs low.

2. Ensures proper standards of cleanliness and appearance of the recreation area; maintains playground or courts in a proper operational condition; clean and free from debris or any hazards; makes minor repairs to sports equipment, furniture, etc. Assists with proper closing of gymnasium in preparation for evening fire department inspection or military police requirements.

Performs other duties as assigned.

Recreation Aid, KGS-0189-03 **SJD-S514**

Supervisory Controls

Works under general supervision of the manager of the swimming pool who explains policies and operating procedures. New assignments are explained in detail and are performed under close supervision. Assistance is available when unusual or difficult problems arise.

Major Duties

As a lifeguard at a swimming facility, continuously observes swimming area to ensure safety of patrons. Rescues swimmers in trouble and promptly administers first aid and/or lifesaving technique as needed. Maintains cleanliness of pool, pool decks, and facilities. Periodically checks for chlorine and alkaline content. Alerts supervisor to problems with pool equipment or chemical levels. May check authorization cards to ensure use of pool is restricted to authorized persons. The incumbent must possess a current certificate of Lifeguard.

Performs other duties as assigned.

Recreation Assistant, KGS-189-04 **SJD-S353**

Supervisory Controls

Works under close supervision of the recreation center director, program director, or recreation specialist of higher grade who makes work assignment with detailed instruction; provides assistance in the interpretation of established policies, regulations and other governing rules; and closely reviews completed work for compliance with accepted service club techniques and standards, and established policies and instructions given.

Major Duties

Serves as a Recreation Assistant performing one or more of the following functions:

1. Performs routine clerical work to provide assistance to recreation specialist on the basis of specific instruction. Receives telephone calls and visitors and provides general information of recreation activities as operated; provides customers with information on points of scenic interests in Korea, bus and train schedule, resorts and current entertainment facilities; maintains recreational equipment and tools, catalogues, phonograph records; issues recreational instruments and tools to authorized personnel and checks in items issued; makes inventory of supplies; and makes minor repairs to furniture and recreational instruments.

2. Performs work involved in assisting recreation specialist of higher grade in leading individual portions of the overall arts and crafts program. Performs a variety of tasks concerned with the nontechnical aspects of shop operation: keeps records; files material; stores tools, equipment and supplies; and operates a check-out and check-in system to ensure the safekeeping, proper issue, and return of equipment. Is responsible for ensuring cleanliness of area. Observes and enforces safety rules.

3. Performs work involved in assisting recreation specialist of higher grade in leading one or more indoor and outdoor sports such as baseball, football, basketball, tennis, ping-pong and horseshoes. Receives and issues sports equipment, maintaining logbook and obtaining signatures from users. Performs various minor repairs to sports equipment such as gloves, rackets, nets and balls using machines or hand tools. Maintains playgrounds or courts in a proper operational condition, supervising a group of laborers. Keeps scores on individual games, as necessary.

Performs other duties as assigned.

Recreation Assistant, KGS-189-04 **SJD-S332**

Supervisory Controls

Works under general supervision of the Director/a higher graded employee of the Tour and Travel Center (TTC). Supervisor makes work assignments with pertinent instructions as to the nature and scope of objectives to be achieved. He/She also interprets and explains new policies, programs, and directives. Work is reviewed for accuracy, completeness, efficiency, and adherence to established procedures and policies.

Major Duties

Assigned to Domestic Tours Department and Information Counter at a TTC. Performs a variety of customer services and travel information functions in support of the center's programs and services in accordance with well-established policies and procedures, requiring subject matter knowledge and experience pertaining to tour and travel facilities and systems within the Republic of Korea.

1. Performs travel agency duties. Completes paperwork for tour registration, including handling money, issuing receipts, refunds, and transfers. Counsels customers in person or via telephone regarding tourist attractions and TTC tour itineraries throughout the ROK. Ensures that tour sign-up and all related paperwork and customer relations is accomplished. Advises supervisors of trends, problems, suggestions, and customer feedback.

2. Prepares various office forms to account for cash flow, customer statistics, and brochure distribution. Maintains adequate supplies of all brochures acquired from various tourist attractions and facilities; plus maintains businesslike, customer-oriented atmosphere.

3. Sells tickets to various events, tourist attractions, and TTC-sponsored activities, which provide MWR opportunities to USFK personnel. Updates knowledge of available events and attractions, including cost and value comparisons.

4. Assists at TTC's Information Counter by providing customer service to individuals needing information on various TTC and other MWR activities; plus hotel reservations, transportation schedules, attraction brochures, travel counseling, and general information on areas throughout the ROK. Assists with poster displays advertising special TTC tours and ticket sales.

5. Serves as Tour Guide for Domestic Tours Department once or twice a week or as available. Explains to tour participants points of interest, historical backgrounds and legends.

Performs other duties as assigned.

Recreation Specialist, KGS-188-05 **SJD-S330**

Supervisory Controls

Works under the supervision of the Tour and Travel Center Director. Receives general instructions on objectives to be attained and tour program goals to be achieved. Within the framework of regulations and procedures, performs assigned duties independently; assistance of supervisor can be obtained in cases of unusual problems, new programs, and on matters requiring higher echelon decision. Work is reviewed in terms of results achieved, services rendered, initiative and judgment applied and effectiveness of assigned activities.

Major Duties

As a tour and travel specialist on a military installation, provides continuous, appropriate and varied tour and travel program information of a recreational, social, cultural, special interest and creative nature. The incumbent maintains close relationships with local tour companies, hotel managers, and local government officials to facilitate intercultural cooperation. From these sources obtains accurate in and out of country tour and travel information and materials.

1. Identifies and classifies existing areas, evaluates proposed tour in terms of importance and interest. Selects appropriate programs taking into considerations price, time, means of travel, accommodations and restaurants available. Serves as a consultant for unit travel activities and the military dependent community to stimulate participation and increase program offering. Plans monthly tour program, initiates appropriate action for posters, brochures, and publicity; prepares itineraries for each tour and fact sheets on each tour area to include history of the area.

2. Plans and coordinates individual and group travel plans with commercial airlines and tour companies within Korea. (Keeps abreast of current information, airline cost, hotel cost throughout the Orient in order to answer inquiries from personnel on general or specific travel opportunities.) Schedules itineraries (group and individual), makes reservations, collects all fees, obtains airline tickets and vouchers for hotels, tours, transfer fees and presents the customer with a complete travel plan and itinerary. Informs personnel of any changes and hears and reviews travelers complaints and grievances. Escorts and assists group tour to airport with responsibility for checking in entire group and baggage.

3. Prepares and maintains daily, weekly, monthly and annual reports to include all fees and moneys collected. Prepares bank deposit slips and ensures all moneys collected are accounted for and receipts issued to individuals. Makes payments to local tour companies for services rendered.

4. Prepares information brochures, handout material, flyers, posters, AFKN and Daily Bulletin publicity, keeps all information current and has knowledge of a library of travel books and guides. Keeps abreast of current special events and concerts in Seoul and obtains tickets to sell when possible. Arranges all transportation for all tours as needed (military bus, commercial bus, train, boat, air). Provides information on obtaining passports and visas and maintains current addresses and phone numbers of all foreign Embassies and Consulates.

5. Performs routine clerical work; assists supervisor on the basis of specified instructions. Receives telephone calls and visitors and provides general information of recreation activities as operated; provides customers with information on points of scenic interests in Korea, bus and

train schedules, resorts and current entertainment facilities.

Performs other duties as assigned.

***NOTE*:** Employee is responsible for complying with regulations and policies related to safeguarding government property, duty-free merchandise, and cash items. Failure to comply with these regulations/policies can be basis for disciplinary action or removal.

Recreation Specialist, KGS-188-06 **SJD-S014**

Supervisory Controls

Works under general supervision of the recreation center director or program director, who makes initial work assignment with general instruction; provides assistance in the interpretation of established policies, regulations and other governing rules; and reviews work completed for compliance with accepted service club techniques and standards, established policies and instructions given.

Major Duties

1. Serves as an assistant to either recreation center director or program director in assigning, administratively supervising and coordinating the work of KN employees (for example, illustrators, carpenters, cooks, laborers, clerks and janitors) engaged in decorating the inside and outside of the center buildings to fit various occasions, preparing posters and signs for publicity, performing general housekeeping and maintenance work of recreational facilities, equipment and buildings, cooking or baking light food stuff, etc. Participates with director in planning duties of KN employees, clarifying responsibility, outlining requirements, and providing instructions. Conducts formal and informal training of KN employees to familiarize them with good working habits and procedures. Orients new employees and recommends various personnel actions. Makes recommendations and takes actions on maintenance and improvement of facilities and services. Plans and monitors recreational activities for KATUSA personnel. May participate in the scheduling of center activities, recommending proper decorations, required publicity, suitable programs, destination of sight-seeing trips, etc.

2. Guides sightseeing tours and picnics sponsored by the center. Explains to participants spots of interest, relics, historical backgrounds, legends and folklores. Provides information to visitors regarding available recreational facilities and details of current or scheduled program.

Performs other duties as assigned.

Recreation Specialist, KGS-188-07 **SJD-S015**

Supervisory Controls

Works under the general supervision of the area recreation center director who provides initial work assignments with appropriate instructions as to the scope and objectives to be achieved; provides assistance in the handling of unusual or problematical cases encountered and in the interpretation and implementation of established rules, procedures and policies; and evaluates performance in terms of efficiency of operations and results achieved toward program objectives.

Major Duties

Serves as an administrative assistant to the area recreation center director with assigned responsibility for performing a variety of administrative, technical and clerical work involved in the planning, development, coordination, training and staff supervision of Korean National employees engaged in the operation of the recreation centers.

1. Assists the area recreation center director in the supervision of KN personnel. Coordinates and recommends personnel actions and refers personnel problems to the supervisor for appropriate solution. Interprets and explains accepted recreation techniques and procedures to ensure effective operation; and disseminates information and instructions to KN employees as directed. Assists the director in the initiation and preparation of SOPs, implementing instructions and other procedural guidelines to create good working habits and procedures and to further effect maximum use of potential skills and abilities. Conducts formal and informal orientations and training of KN employees to familiarize workers with the technical aspects of recreation center operations. Accompanies the director in conducting scheduled or unscheduled visits to subordinate recreation centers to review, inspect and evaluate the operation in terms of efficiency and results achieved toward program objectives; and makes recommendations for corrective actions as found necessary.

2. Performs administrative duties such as compiling reports, letters, endorsements, and various other material pertaining to the operation and administration of the program. Completes recurring and special reports, obtaining required data and information from appropriate sources; prepares technical and professional items for mailing/circulation to each respective recreation center; types correspondence, technical memorandums, budgets, surveys material for conferences, rosters, personnel actions, and other related material. Maintains administrative, reference and technical files in accordance with prescribed functional filing system; and keeps the supervisor informed of current changes in reference directives and manuals.

Performs other duties as assigned.

Recreation Specialist, KGS-188-09 **SJD-S016**

Supervisory Controls

Works under the general supervision of the area recreation center director of a major subordinate command who provides program objectives and major policy matters, advice and assistance in solving controversies and unexpected requirements in program administration; and reviews work for compliance with accepted recreation center objectives and standards, established policies, and instructions given.

Major Duties

Serves as an assistant to the area recreation center director of a major subordinate command in planning, organizing, directing, coordinating, and evaluating overall operation of Army recreation centers. In the absence of the area director, assumes duties and responsibilities as required.

1. Assists in the development of local policies and procedures in response to instructions from higher headquarters. Advises director of status of programs and major problems encountered. Attends meetings and briefings, prepares background information on a variety of subjects for the area director.

2. Assists the director in discharging staff supervision responsibility over recreation center activities. Accompanies the director in, or independently conducts, periodic staff visits to recreation centers; reviews and evaluates overall phases of the recreation program in individual centers to determine effectiveness and efficiency. Evaluates needs and provides guidance to effect maximum use of potential skills and abilities of center personnel (for example, training for KN personnel); makes recommendations for corrective actions as found necessary.

3. Coordinates with centers and other recreational activities of the military and local communities to solicit cooperation and participation in programs. Develops "People to People" program through employment of local talents such as floor shows, folk dancers, artists, craftsman, etc., and schedules tours to local areas of interest.

4. Reviews requests for fund allocation submitted by recreation centers. Develops budgetary requirements and adjustments for personnel, commissary items, expendable supplies, equipment and repair work; and reviews commitments. Maintains accountable records and files in connection with supply transactions and disseminates information from higher headquarters on availability of items, methods of acquisition, and maintenance procedures. Reviews and analyzes monthly report of operations submitted by recreation centers within the area for overall program effectiveness, proper use of funds, personnel, etc. Compiles and completes recurring and special reports.

Performs other duties as assigned.

Religious Affairs Assistant, KGS-0303-07 **SJD-S302**

Supervisory Controls

Works under general supervision of the Chaplain who outlines scope of assignments and objectives to be achieved; delegates responsibility for general and administrative management of the Chaplain Office; and discusses problems or major policy matters. Work is evaluated in terms of effectiveness, adequacy of recommendations, judgment and overall results.

Major Duties

Performs a variety of management and administrative functions essential to the direction and operation of the Chaplain program. Work requires a comprehensive knowledge of the Chaplaincy program, organizational structure and mission; office management and budgetary preparation, procedures and techniques; preparation and maintenance of special and periodic reports and records; and development or revision of directions and instructional material for religious activities.

1. Provides assistance to the Chaplain by developing operating budget estimates and its execution. Utilization of the annual funding program is controlled by expense ceilings regarding contracts, TDY, stock fund, non-stock fund and maintenance, facilities, and other unprogrammed special projects. Forecasts and estimates for expenses submitted by subordinate chaplain office and office elements. Compares estimates with current mission requirements, considers known and anticipated changes, revises estimates accordingly, and consolidates into the approved expense program. Compiles and submits all budgetary and financial plans required by higher headquarters. Maintains up-to-date status of commitments, obligations and balance of unobligated funding.

2. Acts as language intermediary during discussions, question and answer period, marriage counseling, etc., to render oral translations from English to Korean and vice versa, responsible for conveying appropriate tone, expression and meaning during translations. Accompanies superior during visits and meetings to orphanages, local chapels and community activities to serve as interpreter. As required, records discussions and prepares final minutes.

3. Performs written translations from Hangul into English and vice versa of conference minutes/related documents, statement, instructions, and letters, etc. Translations require overall knowledge of the different religious services available in the Command. Maintains coordination with local churches and religious organizations on various chapel programs and religious activities.

4. Prepares a variety of miscellaneous recurring and one-time special reports, such as Chaplain Activity Report, review and analysis data, community relations activity, etc., required in the administration of the Chaplain program.

5. Assists the Chaplain in the procurement of religious material and supplies. Initiates requisitions to procure material required for base chapel services. Maintains property records and the receipt, storage and issue of supplies.

Performs other duties as required.

Safety and Occupational Health Specialist, KGS-0018-09 SJD-S001

Supervisory Controls

Assignments are outlined by the safety officer of higher grade or head of the program or his assistant in terms of objectives to be attained. The work is not subject to day-to-day review but supervisor is readily available for advice and guidance. Spot checks are made of employees approach and methods used. Interpretations of procedures based on precedent actions may be made but policy questions are referred to supervisor. Methods and plans for installing new practices and procedures are subject to a detailed technical review. Written reports are reviewed in detail. Verbal recommendations and advice in the assigned organization segment are not subject to review.

Major Duties

Assists in the administration of a safety and occupational health program for a standard-type organization(s) normally involving a limited number of unusual technical or administrative safety problems. Independently adapts and applies standard safety practices, criteria, regulations, procedures, techniques and methods to the solution of assigned problems. Plans and conducts surveys and inspections of areas, buildings, structures, operations, facilities, shop machinery, mechanical processes, equipment and personnel for the purpose of (a) ensuring conformance to safety rules, standards, and regulations; (b) detecting hazards and undesirable operational conditions; (c) originating and recommending corrective actions; and (d) increasing the effectiveness of such safety features as mechanical safeguards, processes and protective measures currently in use. Organizes and conducts or provides advice and guidance concerning a complete motor vehicle accident prevention program, including provision of technical guidance to training of operators. Formulates and conducts formal safety training courses for Korean supervisors/employees. Develops or adapts educational, technical and promotional materials to be integrated into the safety education and promotion program. Conducts investigations and analyses of material damage and personal injury accidents and cases of occupational disease; investigates all circumstances involved in individual cases, determining material damage costs and interviewing witnesses. Compiles and analyzes accident statistical data and prepares charts, tables and reports. Analyzes statistical data to discover accident trends, to identify accident causes, to locate hazards and accidents peculiar to the activity and to develop possible remedial measures. Serves as member of a local safety council.

Performs other duties as assigned.

Safety and Occupational Health Specialist, KGS-0018-11 SJD-S002

Supervisory Controls

Work is performed under the general supervision of safety director who makes assignments in general terms such as statement of long-term objectives to be attained and relationship to other programs within the command. Work is checked occasionally through oral discussion with supervisor for the purpose of determining the degree of success and accomplishment of the objectives of their assignment.

Major Duties

Provides staff advice and assistance in the planning, organizing and maintaining of safety and occupational health programs for subordinate area commands/major installations. Participates in staff assistance visits to safety sections of subordinate commands/major installations to review, evaluate and provide assistance in the administration of the overall safety and occupational health programs; obtains first hand information on problem areas and advises on resolving such problems. Discusses findings with supervisor and makes appropriate recommendations for correction or revision of program weaknesses/inadequacies. Provides technical assistance and guidance to safety officers of subordinate commands/major installations to develop/improve safe work methods and practices throughout area of responsibility. As requested, provides assistance and advice to ROK officials of local governmental agencies in the planning, organizing and conduct of safety programs. Recommends appropriate measures in the prevention of accidents and coordinates safety activities with such agencies concerned. Organizes and conducts both formal and informal training or conference of Korean safety officers assigned to subordinate commands/ major installations to ensure maximum utilization of technical personnel and skills. Develops safety training and promotional materials.

Performs other duties as assigned.

Safety and Occupational Health Specialist, KGS-0018-11 SJD-S344

Supervisory Controls

The supervisor assigns the specific area of responsibility, safety objectives and applicable program constraints. The safety and occupational health specialist, in consultation with the supervisor establishes priorities and completion dates. He/she carries out routine safety and occupational health activities within the assigned area conferring with other safety and occupational health specialists as necessary or with the supervisor where controversial or unusual problems are encountered and precedent experience is inadequate. Completed work is evaluated for both program and technical adequacy of results achieved and compatibility with prevailing requirements.

Major Duties

Performs as safety and occupational health specialist assigned to a military installation, or a command tenant thereon, safety office. Applies knowledge of recognized principles, standards, and techniques of safety and occupational health management that contribute to the achievement of comprehensive safety and occupational health objectives.

1. Independently schedules and performs surveys of organizational operations and activities including fixed and floating assets to identify, develop and institute countermeasures necessary to abate or mitigate hazards posing risk to the safekeeping of human and/or materiel resources.

2. Participates in the investigations of accidents to determine "present and directly contributing cause factors" as well as "present but not directly contributing cause factors." Analyzes precipitating factors and accident cause data in order to develop and institute specific countermeasures required to abate or mitigate same. Consults with specialists from related occupations concerning modifications to industrial work processes and military training programs in order to recommend viable countermeasure criteria.

3. Prepares safety guides and internal instructions for low safety and normal safety risks encountered in assigned area of responsibility; identifies the need for higher level risk guides or instructions.

4. Advises senior level management officials within the assigned area on the status of the safety and occupational health programs and recommends changes in the design of industrial work processes and military training programs to meet current and/or new safety and occupational health standards.

5. Develops specific and/or adapts various available media to fit special and unique training requirements and participates in the development of novel or innovative safety training and promotion activities.

6. Periodically, confers with host national officials to seek cooperation in the abatement or mitigation of hazards posing risk to the safekeeping of United Sates military forces human and materiel resources.

Performs other duties as assigned.

Sales Clerk, KGS-2091-03 **SJD-S171**

Supervisory Controls

Supervisor assigns work, provides general instructions and guidance, explains internal procedures, advises of changes in work methods, gives more specific instructions for new work and provides assistance on the more difficult work. Work is performed in accordance with standard operating procedures and is spot-checked for accuracy, conformance to instructions and adequacy of performance.

Major Duties

Sells/issues items of merchandise from a limited range of stock items where technical/specialized knowledge of merchandise is not required. Also may exchange small amounts of Won for U.S. Dollars. Examines credentials to determine eligibility. Checks customer selections, determines and records item prices on cash register, collects total amount of purchases making necessary change. Ensures that all sales are processed as prescribed by the ration control regulations, internal store limits and policies. Replenishes depleted shelf and counter stocks; makes changes in item prices to conform to revised pricing guides; participates in recurring and special inventories of stock items by counting, weighing, listing and computing total quantities and costs. Reports to supervisor of slow-moving, out-of-stock, defective and damaged merchandise. Keeps supervisor informed of customer requests and complaints. Is responsible for displaying and maintaining merchandise in a neat and presentable condition.

Performs other duties as assigned.

Sanitary Engineering Technician, KGS-802-09 **SJD-S363**

Supervisory Controls

Works under the general supervision of the Chief, Sanitation Branch, who gives initial instructions concerning environmental analysis for the control of air, water, solid waste, and noise pollution. The incumbent independently takes actions concerning all matters of Sanitary Engineering and discusses only major problems with the supervisor. The incumbent may consult the supervisor on the technical aspects of sanitary operations. Work is reviewed through discussions, conferences, consultations, analyses of operating and cost data, as well as frequent inspections of activities concerned.

Major Duties

Assist the Chief, Sanitation Branch, on all Sanitary Engineering aspects, as well as nonprofessional technical work in the Physical Sciences portion of his/her responsibilities. Assists superior in all installations, alterations, modifications, operations, maintenance, and repairs of water treatment plants, as well as raw water sources, waste water treatment and disposal plants, sanitary land fills, refuse collection and disposal, pumping systems, sewage lift stations, elevated water storage tanks, domestic and fire water distribution systems installed and operational on the installation. Assists in the development, planning, coordination, and scheduling of maintenance and operational programs involving raw and processed water treatment plants, waste water treatment and disposal plants, water wells and pumping systems, sewage lift stations, and the water and waste water testing laboratory. Duties include investigation of and planning for acceptable environmental conditions in conjunction with the plants and systems in the Sanitation Branch.

1. Assists in the planning for the operation, maintenance, and replacement of all sanitation plants, equipment and systems. Schedules work to maintain efficiency and to keep emergency maintenance work due to breakdowns at a minimum. Makes studies of records, plants records and logs, and denotes deficiencies, prior to initiating corrective actions. Maintains current information, as well as historical records on water plants and waste water treatment plants from both energy conservation and environmental quality programs for use in programming of sanitation systems. Prepares and maintains inventory and base data of all sanitation systems. Prepares plans to ensure effective maintenance of sanitation systems in the event of emergency breakdown and coordinates work required with pertinent personnel from other sections.

2. Assists in the monitoring, implementation, and administration of the environmental and pollution abatement program. Ensures compliance with the hazardous substance spill control and contingency plan to minimize pollution effects of significant spills of hazardous substances. Coordinates with installations, organizational headquarters, local government and industry representatives on adherence to applicable environmental control standards and formulation of long range environmental control plans. Attends appropriate environmental control lectures, conferences and meetings.

3. Is responsible for the quality and acceptability of potable water produced by the water treatment plants in compliance with applicable water quality standards. Conducts appropriate analytical and bacteriological tests to determine quality of water, and to ensure that acceptable water quality standards are maintained. Employs proper laboratory techniques in the conduct of laboratory test to ensure safe, effective and efficient results. Selects appropriate test procedures and devices required in the test procedures to obtain the correct results. Upon identification of an unacceptable condition, promptly notifies the appropriate plant supervisor of the condition with corrective recommendations.

Performs other duties as assigned.

Secretary (OA), KGS-0318-04 **SJD-K035**

Major duties are essentially the same as described under KGS-5 Secretary (OA) but positions at this grade level are: (1) assigned to supervisors whose scope of responsibility is less than described under KGS-5 or (2) for positions that otherwise meet KGS-5 criteria when the level of participation in overall office administration is generally substantially less than the KGS-5 level even though the supervisor's scope of responsibility meets KGS-5 criteria.

Perform other duties as assigned.

Secretary (OA), KGS-0318-05 **SJD-K036**

Supervisory Controls

Supervisor makes work assignments, provides instructions on existing procedures and office practices, is available for consultation on problems and reviews completed work for accuracy and compliance with instructions. Written guides consist of correspondence manuals, standing operating procedures and nontechnical dictionaries.

Scope of Supervisor's Responsibilities

The supervisor's responsibility may range from being head of a significant segment of a program (for example, Division Chief in a major subordinate command staff level) to being head of a major program. Depending on other aspects of the program, the subordinate staff may range from a small group of technical or professional personnel to a large work force which may include industrial, production, clerical, professional and technical personnel. Also included is direction of staff offices of equivalent responsibility and importance. The organization is normally divided into several segments headed by subordinate supervisors.

Major Duties

1. Receives telephone and personal callers. May personally handle routing queries, routing more technical matters to supervisor or to appropriate staff members. Provides information on routine business of the organization to outside callers. Maintains supervisor's calendar, reminds him of appointments and makes appointments at his social/business convenience.

2. Assists supervisor in preparing and compiling special studies and reports. Following instructions as to the nature of the subject matters required, obtains reports, documents, files and other background material from a variety of sources. Selects specified information from appropriate documents, consolidates and using an automated system types draft of data in various categories required. After review by supervisor and approval, types in final form.

3. From verbal instructions prepares standardized and routine correspondence such as transmittal letters or endorsements. Prepares draft for review and approval, then types in final form.

4. Establishes and maintains subject matter and regulatory files in connection with work of the office. Uses initiative in establishing or revising files to meet current needs. Filing duties require good knowledge of the Component Filing Systems.

5. Performs a variety of other miscellaneous secretarial and typing duties to include correspondence, studies, reports and messages. Types from rough drafts with responsibility for selecting appropriate format; making corrections in grammar, punctuation and spelling; checking and verifying references used; and for assembling any necessary enclosures to accompany finished correspondence.

Performs other duties as assigned.

Security Guard, KGS-0085-03 **SJD-S005**

Supervisory Controls

Normal duty assignments are exercised under general supervision and in compliance with established security policy and procedures, regulations and specific post orders and instructions. Supervision is exercised through regular inspections, issuance of special oral and written instructions, and evaluation of written and oral reports. Exercises initiative and judgment in taking actions and interpreting orders, although direction is usually available by voice, call, radio or telephone.

Major Duties

Performs any one or more of the security guard duties shown below either on a regular or rotating shift. As an armed guard, enforces special security measures to protect strategic property, materials, equipment and personnel against injury, damage, fire and theft and to guard against possible acts of sabotage. Duties require thorough knowledge and application of a number of specific security regulations for the protection of the property guarded as well as disaster or evacuation procedures for areas protected. Duties also require completion of appropriate training in armed and unarmed defense and ability to use the oral English characteristic of security operations.

1. Guards interior and exterior gates; assures proper identification of all pedestrian or motor traffic; clears visitors and maintains prescribed records; may also escort visitors or direct authorized personnel to various segments of organizations; examines vehicles and inspects cargo on departing military, commercial and privately owned vehicles to prevent unauthorized removal of property. Questions suspicious persons/searches for illegal possession of unauthorized items; detains suspects. Presents oral reports of incidents.

2. Patrols security posts on foot and constantly checks assigned areas and buildings to detect and eliminate fire hazards; to detect unsecured doors or windows of buildings, unauthorized personnel and vehicles, evidence of irregular activities, evidence of thievery or pilferage and violation of regulation. Detains unauthorized personnel and reports to supervisor for further disposition.

3. Stands guard on vehicles and vessels with assigned responsibility for preventing theft and pilferage of cargo. Permits only authorized personnel to board the truck or vessel; detains persons attempting to steal or damage property; conducts positive searches of personnel leaving the work area.

4. Incidental to other assignments, performs traffic control duties at a stationary post/parking area(s) enforcing various traffic regulations and safety rules. Directs and regulates pedestrian and vehicular traffic to facilitate rapid movement and to prevent accidents.

Performs other duties as assigned.

Security Guard, KGS-0085-06 **SJD-S007**

Supervisory Controls

Work is normally performed under general supervision of a military officer or his/her assistant who provides security policy, procedures and regulations. Supervision is also exercised through issuance of special oral and written instructions and evaluation of written and oral reports.

Major Duties

Performs a variety of coordinative and liaison work associated with the overall operation of a security activity. Receives and records personal and telephone messages and instructions involving guard personnel emergency requests, reports of incidents, complaints and offenses from activities and personnel within/outside the area of responsibility. Based on nature of such requests, determines and notifies responsible authority or agency, providing an outline of the complaint or incident and issuing pertinent instructions. Maintains constant contacts with guard post areas to keep guard personnel informed of temporary orders or instructions affecting their posts. Acts as interpreter for military policemen and Korean personnel, including visitors, offenders, suspects and renders oral translations from English into Korean and vice versa, of conversations, questions and answers. Participates with supervisor in developing daily area assignment rosters for the total guard force; as necessary makes recommendations, or makes independent decisions for revisions to the assignment rosters to meet emergency situations and/or special or critical operational requirements. Performs related clerical tasks to include preparation of military police desk journals, blotters and reports.

Performs other duties as assigned.

Security Guard Supervisor, KGS-0085-05 **SJD-C009**

Supervisory Controls

Under general supervision of a guard supervisor of higher grade performs work in accordance with established standing operating procedures, regulations and instructions. Work is subject to review by supervisor for compliance with regulations, standard operating procedures and instructions.

Major Duties

Serves as a guard supervisor with assigned responsibility for supervising and directing the work of a single group of guards (normally 5-15) operating on a shift basis. Assigns and relieves guards to and from specific posts according to an established assignment schedule. Conducts patrols to the posts and area of responsibility to check guards on duty for proper performance of assigned duties and to relay and explain special orders and daily security instructions as given by the supervisor. Assists in solving emergency and unusual situations encountered during the hours of duty.

Performs other duties as assigned.

Security Guard Supervisor, KGS-0085-06 **SJD-D011**

Supervisory Controls

Work is performed under general supervision of a guard supervisor of higher grade who furnishes assignments. Work is performed in accordance with standing operating procedures, regulations and instructions. Supervisor reviews work for effectiveness and compliance with regulations and instructions given.

Major Duties

Serves as guard supervisor with assigned responsibility for supervising and directing the work of several groups of guards (each generally under the supervision of the Corporal of the Guard) operating on a shift basis who are engaged in the protection and security of government property. Conducts inspections to ensure that assignments are carried out in compliance with orders and regulations. Receives and resolves grievances and complaints from subordinates and refers more complicated cases to supervisor.

Performs other duties as assigned.

Security Guard Supervisor, KGS-0085-07 **SJD-D013**

Supervisory Controls

Work is normally performed under general supervision of a military officer who provides assignments in the form of a general outline of work to be accomplished. Work is reviewed and evaluated for effectiveness and compliance with standing operating procedures, regulations and instructions.

Major Duties

Serves as guard supervisor with assigned responsibility for overall administration and operation of a security guard program at a small military establishment. Supervises and directs the work of several groups of guards (each generally under the supervision of a Corporal of the Guard) operating on a shift basis who are engaged in the protection and security of government property. Conducts inspections to ensure that assignments are carried out in compliance with orders and regulations. Receives and resolves grievances and complaints from subordinates and refers more complicated cases to supervisor.

Performs other duties as assigned.

Sports Specialist, KGS-0030-05 **SJD-S003**

Supervisory Controls

Works under general supervision of the area sports director who provides work assignment with general instruction; and provides assistance in the interpretation of established policies, regulations and other governing rules; and reviews completed work for compliance with accepted manners, established policies and instructions given.

Major Duties

Performs work involved in leading one or more indoor and outdoor sports such as baseball, football, basketball, tennis, ping-pong or horseshoes. Instructs participants by explaining or physically demonstrating various techniques of the sport such as maintaining proper position, body balance, grip jump, running, stroke, timing, etc. Orally interprets various rules and regulations of the sports. Participates in sports to coach or physically demonstrate techniques and to increase participants' interest. Serves as referee or umpire as necessary. Plans and recommends matches or tournaments and arranges for such events. Receives calls and reserves facilities for participants, determining priorities. Receives and issues sports equipment, obtaining signatures of users. Supervises or performs the work of repairing various sports equipment such as gloves, rackets, nets and balls using heavy-duty sewing machines or repair kits and equipment. Maintains fields and courts in proper operational conditions. Supervises a group of skilled or unskilled laborers and recreation assistants of lower grade.

Performs other duties as assigned.

Sports Specialist, KGS-0030-07 **SJD-S515**

Supervisory Controls

Works under general supervision of the area sports director who provides work assignments with appropriate instructions as to the scope and objectives to be achieved; provides assistance in handling of unusual or problematic cases encountered and in the interpretation and implementation of established rules, procedures, and operations; and evaluates results achieved toward program objectives.

Major Duties

Serves as Sports Specialist with assigned responsibility for overall management, direction, planning and coordination of all phases of day-to-day operations of an active recreational sports program for US military and civilian personnel and their dependents, requiring an understanding of the participants' interests and needs and a knowledge of the methods and techniques required to carry out a well-rounded athletic program. The sports program includes but no limit to individual and team sports such as basketball, volleyball, biking, weight-lifting, foot ball, softball, tennis, etc.

1. Supervises and directs the gymnasium operations which includes servicing, maintenance, and rendering of equipment and other related facilities. Conducts training for employees to familiarize them with established methods and techniques of serving participants, and maintenance of sports equipment and facilities. Serves as referee or umpire as necessary. Provides advice and guidance in organization and operation of overall sports activities and makes recommendations on maintenance and improvement of recreational sports facilities (indoor and outdoor). Assists the director in the initiation and preparation of SOP's, implementing instructions and other procedural guidelines.

2. Keeps abreast of various sports equipment and supplies currently in supply channels. Prepares or reviews correspondence pertaining to the operation of the program, maintenance of facilities, requisitioning of supplies and equipment.

Performs other duties as assigned.

Station Chief, KGS-0081-09 **SJD-S368**

Supervisory Controls

Works under the general supervision of an Assistant Fire Chief, Fire and Emergency Services Division, who passes on specific policy objectives of Fire and Emergency Services functions, and provides guidance on operating policies and procedures such as Army and local regulations and directives for fire protection and training programs. Supervisor is available for discussion and consultation on controversial policy matters. Work performance is evaluated in terms of operating efficiency and for conformity with governing policies and directives.

Major Duties

Services as Station Chief, with assigned responsibilities for assisting in the planning, directing, training, and coordinating Fire and Emergency Services functions of an assigned shift. Assumes the duties of the Assistant Fire Chief when directed by the fire chief. Leads and provides command and control at fires scene and other incident sites.

1. Participates in the planning, training, and administration activities of assigned shift. Supervises the day-to-day operations of the firefighting forces, including care and maintenance of firefighting equipment and facilities. Provides technical assistance for firefighting personnel in all aspects of daily operations including mechanical operating efficiency of firefighting apparatus and equipment. Responds to all types of fire alarms (structural, crash, wild-land, hazardous materials, etc), and participates in all fire related emergencies within the assigned area as the command and control officer. Responsible for air crash rescue calls, and stand-by assistance at points where spillage and fuel leaks are detected. Assigns personnel and equipment to engage in firefighting and insures that operations are carried out effectively. Reports action taken and evaluation of situation to the Assistant Fire Chief or Fire Chief as soon as available.

2. Assigns and schedules firefighting personnel to ensure adequate personnel are available at all times without any hindrance of operations. Prepares precise pre-fire plans for all structural and aircraft, which involves the inspection of buildings and aircraft, and recording information pertinent of efficient firefighting, such as building floor plan, location and identification of firefighting hazard and barriers, location of nearest water supply, capacity of water supply, etc. Ensures that information above is maintained at fire stations. Directs periodic inspection of target hazard facilities, fire hydrants, sprinkler systems, detection and alarms systems and reviews spot survey reports to insure that deficiencies are reported to the Fire Prevention Branch. Supervises technical inspections of all fire equipment such as fire extinguishers, permanent ladders, standpipes and fire escapes to assume they are in proper operating condition. Prepares and maintains recurring and special reports and records of firefighting personnel, fire prevention and protection activities.

3. Ensures that pre-determined amount of motor driven firefighting apparatus respond to emergencies. Instructs in laying hoses and other measures required to limit the spread of fires, wets down adjacent buildings, sets a backfires, cuts off electrical power supply and removes flammables from near buildings in the effected area, etc. Coordinates with local Korean firefighting personnel to provide/or obtain firefighting support. When directed, provides consultation to local Korea firefighters on fire prevention and protection matters. Maintains continuing liaison to local firefighter on matters of mutual interest and support coordinating with technical personnel of the facilities engineer in development of plans for new construction, alteration and/or changes to existing structures to preclude or eliminate fire hazards.

4. Participates in the development, promulgation, application, administration and enforcement of technical principles, practices, training and education. Conducts schedules training for assigned firefighter including normal on-the-job proficiency, disaster control, fire prevention, etc. Reviews training offered for such variables as: effectiveness/practical application, adequacy of training equipment and aids, the need for training to keep pace with new changes in fire technology, etc. Plans drills to include techniques in administrative procedures, use and maintenance of equipment and techniques and procedures for fighting various types of fire. Conducts and observes fire department training exercises to evaluate effectiveness of instruction and adequacy of coverage. Secures and directs the sitting of the Fire Fighter Training System when scheduled in the area, ensuring the area is safe, accessible for fire vehicles and action has been coordinated with the local DPW and other installation organizations. Monitor the progressing toward the next higher level of certification. Prepares fire prevention lectures and gives orientations to newly assigned building managers and general populations on fire safety requirements on their respective areas.

5. Plans work to be accomplished by subordinate personnel. Sets priorities and prepares schedules for completion of work and training. Provides advice, counsel, or instructions to firefighters on both work and administrative matters, schedules daily work assignments to maintain at least minimum manning levels and to achieve overall mission of the fire department. Ensures all Component and DoDI departmental directives are carried out in a timely manner. Advises the Assistant Fire Chief of any complaints and attempts to make satisfactory adjustments. Recommends approval or disapproval of annual leave of employees based on pre-arranged leave schedule. Participates in employee performance appraisal process.

Performs other duties as assigned.

Statistical Assistant, KGS-1531-05 **SJD-S145**

Supervisory Controls

Work is performed under general supervision. Supervisor indicates the desired form in which data are to be presented, sources and computations to be used and procedures to be followed. The work is spot-checked and completed assignments are reviewed for adherence to instructions and policy.

Major Duties

Performs a variety of statistical clerical work involved in collecting, editing, computing, compiling and presenting statistical data, requiring knowledge and application of statistical clerical methods, procedures and techniques. Prepares tables, charts and graphs, working out specific methods, procedures, steps and sequences of operations applicable to the assignments. Searches primary and secondary sources for data, making preliminary evaluation of the currency, pertinency and usability of selected data. Compares and evaluates related totals, averages, ratios and percentages with similar statistics from various related sources and operational elements. Selects, summarizes and computes ratios and percentages and consolidates data according to specific needs and requirements. Selects and applies formulas and statistical processes in developing and presenting by chart/graph method, special and outline tables and tabulations for inclusion in numerous types of statistical studies and reports. Maintains basic work records and reference files. May supervise statistical clerks of a lower grade.

Performs other duties as assigned.

Statistical Clerk, KGS-1531-04 **SJD-S144**

Supervisory Controls

Work is performed under the general supervision. Supervisor makes initial assignments, gives general instructions about their purpose and use, form of presentation, and ultimate objectives of the assignment or project. The work is reviewed for logic, adequacy of coverage, use of proper techniques, consistency and conformity with procedures.

Major Duties

Performs a variety of routine, less complex statistical clerical work involved in collecting, editing, computing, compiling, and presenting statistical data, requiring knowledge and application of statistical clerical methods, procedures, and techniques. Assignments at this level are of a recurrent nature, usually on a continuing workflow. Prepares tables, charts and graphs, using limited and well-established procedures. Searches primary and secondary sources for data on specific instructions from the supervisor, requiring the location and adjustment of data from readily available sources. Compares related totals, averages, ratios, and percentages with similar statistics from various related sources and operational elements. Selects, summarizes, and computes statistical measures requiring the application of a limited set of statistical measures. Maintains basic work records and reference files.

Performs other duties as assigned.

Supply Clerk, KGS-2005-03 **SJD-S162**

Supervisory Controls

Supervision is exercised by a Supply Clerk supervisor or other supervisor who makes work assignments and supervises flow of day-to-day work which results in assignments; furnishes and explains detailed instructions for new work; and indicates changes in existing instructions and procedures for regular work. Work is reviewed upon completion for accuracy, completeness, adequacy and compliance with instructions.

Major Duties

Performs clerical duties involved in the maintenance of a master locator system for use in the receipt and processing of all documents requesting issue from stock in depot storage. Maintains an assigned number of master locator cards in stock number sequence and separately by category of cards such as active, stock number change and dead locator files. Posts new locations to locator cards and annotates stock locations on receiving and shipping documents or inventory tags. Makes periodic audits of locator cards to assure accuracy of stock locations, that no duplicated locator card is prepared and that no unlisted location is found on the active file. Based on inventoried location sheets, annotates change/new locations on the active locator cards. Reviews stock number change listings and annotates new stock numbers on the locator card, or prepares new cards through a keypunch operator. Upon notification of deletion of locator cards due to empty location, removes the locator cards and files in the dead locator card files.

Performs other duties as assigned.

Supply Clerk, KGS-2005-03 **SJD-S161**

Supervisory Controls

Supervision is exercised by a supply clerk of higher grade or other supervisor who makes work assignments and supervises flow of day-to-day work; furnishes and explains detailed instructions for new work; and indicates changes in existing instructions and procedures for regular work. Supervisor is readily available for specific questions, explanations of vague instructions or of difficult work encountered. Work is reviewed upon completion for accuracy, completeness, adequacy and compliance with instructions.

Major Duties Performs one or a combination of the following duties:

1. Works as a member of an inventory team or individually engaged in checking stock records for locations, locating stock in closed or open storage areas, identifying and counting stock. Records locations, stock numbers, nomenclatures and quantities of material on summary sheets or count slips. Replaces stock in bins or pallets upon completion of count. Notifies supervisor of discrepancies encountered in stock locations, quantity of stock on hand or nomenclature.

2. Checks and tallies incoming/outgoing general items of supply; compares for agreement with information on an invoice, purchase order or tally sheet for such information as nomenclature, stock number, quantity, date, consignor, weight and size; and notes condition of supplies and reports to supervisor. Assembles copies of shipping/receiving documents according to dates and priorities. Records documents in registers by listing voucher number and date received. Routes copies to the appropriate warehouse for stock selection. Receives supplies from a warehouse or other sources and checks items against documents for numbers, nomenclatures and quantities and stock numbers. Prepares shipping tags from information on documents. May assist supply clerk of higher grade in overall storekeeper activities.

Performs other duties as assigned.

Supply Clerk, KGS-2005-03 **SJD-S160**

Supervisory Controls

Supervisor assigns work, provides general procedures and guidance, advises of changes to work methods and provides instructions for new work, provides assistance on difficult work encountered and vague instructions and spot-checks work for completeness and accuracy. Work is performed in conformance with detailed procedures with little or no deviation.

Major Duties

Performs a variety of procedural and repetitive clerical work involved in the documentary control of the receipt, storage, transfer, replenishment, adjustment/issue of property, supplies, equipment and other material. Tasks include one or more of the following: (1) checking requisitions against stock records (or examining such documents as receivers' reports, tally-in sheets, inspection reports and delivery slips) for the purpose of verifying and if necessary correction on the requisition, the accuracy of stock numbers, nomenclature, description of items and similar data and occasionally coding such data as station number or type of issue by simple, repetitive codes; (2) posting to such records as stock cards or property control register (from requisitions, invoices and similar documents) clearly indicated data including voucher number, dates, quantities, cost and similar items and indicating obligations for issue; (3) computing and posting new balances on stock cards or property control registers and compiling statements from such records where reconciliation of discrepancies is not required. Work is performed in conformity with well-established methods. As a trainee leading to KGS-4 level, may perform duties described in the KGS-4 description under close supervision.

Performs other duties as assigned.

Supply Clerk, KGS-2005-04 **SJD-S163**

Supervisory Controls

Supervisor issues general work assignments, controls flow of day-to-day work, and explains changes in existing instructions. Regular work is performed without instructions but supervisor is available for discussion on problems not covered by referenced material. Work is occasionally spot-checked upon completion for adequacy of final results and compliance with directives.

Major Duties

Performs clerical work in the documentary control of the receipt, storage, transfer, replenishment, adjustment/issue of stock or property items, makes decisions and recognizes problems relating to such determinations as the need for stock review, detection of discrepancy, causes and adjustments required for stock balances conflicting with inventories, and the acceptance or rejection of material received. Work is performed in any of the following stock control work areas in either a manual or a mechanical system.

1. Stock Level Maintenance. Conducts preliminary investigation for items of an urgent demand or critical nature and takes appropriate action to reflect findings on stock records. Researches actions emanating from the data processing system. Reviews records for possible substitution, replacement of item, utilization of special stocks, etc., and makes recommendation to supervisor accordingly. Requests revisions of requisitioning objectives and recommends local purchase when considered applicable. Reviews correspondence from procurement activities concerning unavailability of items, late deliveries, etc., and determines action to be taken. Reviews past demand data to make preliminary determinations on replenishment of stocks. Conducts investigation of data relative to stock leveling. Reviews records to determine current status of item and recommends items to be received at this or subsidiary locations. Initiates disposal actions and stock level changes of slow-moving or dormant items.

2. Inventory Adjustment. Prepares inventory adjustments for discrepancies disclosed by physical inventories, warehouse refusals, transfer of material between accounts, location changes, condition code changes, transfer of material to special accounts, assembly or disassembly of kits, sets, and assemblies, etc. Receives applicable documentation and secures the necessary detailed data of the material in question by inquiry into automatic data processing equipment or by searching through manual records. Investigates the activity (receipts, issues, etc.) on the item by searching summaries, activity register and other reference sources. Initiates action to freeze material to preclude issue. Prepares inventory adjustments when the cause of the discrepancy is determined. Collects data for the preparation of Report of Survey. Makes investigations in answer to correspondence, prepares correspondence and maintains and prepares records, reports, and files relative to work being performed.

3. Receipt Control. Processes receipt transactions for material being received by contract, local purchase, and similar means. Reviews packing lists, receiving documents, bills of lading, inspection reports, and other actions for material receipts against contract/purchase orders to verify accuracy of stock identification, quantity, prices, and other pertinent data. Prepares material receipt documents or cards for those receipts having no major discrepancies. Investigates receiving documents involving discrepancies such as items that exceed the contract clauses, shortages, quantities, substitutes, items that do not meet specifications, and similar actions. Examines contract files, authorizations and changes, inspection reports, pricing

guides and other activity files; contacts inspection, purchasing, and other organizational personnel to obtain data relative to discrepancies. Accepts or rejects material that can be resolved based on investigation and interpretation of data available in files and in accordance with standard procedure. Provides needed data for the receipt of stock by account and furnishes information to other personnel for continuation of investigation of discrepancies. Forwards copies of receiving transactions to purchasing, fiscal, and other activities for completion of filling, funding, and accounting actions.

4. Editing. Reviews a variety of reports and documents generated by automatic data processing of stock demands and determines action required for proper processing. Enters various types of exception data on input documentation and annotates pertinent information on relevant documentation . Serves as a control point for merging of documentation and submission to data processing activity for further processing. Assures timely and complete processing, control and follow-up on documentation, determines cause of delays and coordinates action in such a manner as to ensure that maximum supply actions are completed within the processing time standards. Researches erroneous transactions and takes independent action to correct errors detected.

Performs other duties as assigned.

Supply Clerk, KGS-2005-04 **SJD-S165**

Supervisory Controls

Supervision is exercised by supply clerk supervisor or other supervisor who makes general work assignments, controls flow of day-to-day work and provides and explains new instructions or changes in existing instructions. Work is checked occasionally during progress but reviewed generally upon completion for adequacy of final results and compliance with directives.

Major Duties

Performs clerical tasks in connection with the receipt, storage, issue and custody of supply items. Plans and schedules unloading operations. Checks stock for agreement with receiving papers as to quantity, description, size and weight. Determines, selects and applies storekeeper and handling methods most applicable for stock. Issues supplies to authorized personnel. Maintains control records showing the item, stock number, quantity, receipts and issuances and amounts on hand. Applies precautionary measures for safety, fire prevention, pilferage and vermin control, stock rotation and prevention of damage and deterioration. Work performed involves a variety of predominantly clerical-administrative supply functions coupled with incidental manual tasks pertinent to receipt, storage and issue of supplies.

Performs other duties as assigned.

Supply Technician, KGS-2005-05 **SJD-S313**

Supervisory Controls

Supervisor issues general work assignments and explains major changes in procedures. Supervisor relies on incumbent to select, interpret, and apply guidelines pertinent to operations with a minimum of instructions and guidance. Finished work is subject to spot-checks for adequacy and compliance with directives.

Major Duties

Maintains property accountability records by performing the following duties:

1. Maintains the property book to reflect all items of property, repair parts, and components received, issued or otherwise disposed. Prepares issues, turn-in, and other transaction documents for item authorization; if not authorized, requests approval. Maintains a register of transaction documents, and makes necessary postings to the property accountability records.

2. Physically inventories property at periodic intervals. Compares inventory results with property records. Reconciles discrepancies by reviewing the property book postings with transaction documents for error; if no errors are found, initiates turn-in slips to adjust discrepancy. Prepares Report of Survey for unaccountable items, indicating individual responsibility.

3. Maintains hand-receipt file of all nonexpendable items received from the installation Property Book Officer. Reissues items to using organizations on hand-receipts, and maintains the hand-receipt file in a current status.

4. Maintains files pertaining to property book activities. Compiles information and prepares a variety of monthly, quarterly, semiannual, and annual reports.

Performs other duties as assigned.

Supply Technician, KGS-2005-05 **SJD-S340**

Supervisory Controls

Works under the general supervision of the Supply Office/Supply NCOIC, who outlines the area of work assignments and explains changes in existing policies and regulations. Regular work is independently performed without instructions; however, the supervisor is available for discussion on problems not covered by reference material or precedent. Work is occasionally spot checked upon completion for adequacy of final results and compliance with regulations and directives.

Major Duties

Serves as Unit Supply Technician. Performs a variety of supply work involved in the requisition, issue, turn-in, inventory and maintenance of supplies and accountable records of organizational and installation supplies and properties for activities serviced.

1. Receives requisitions from using activities and edits requests for accuracy and presence of stock numbers, nomenclatures, unit prices, authorized allowances, basis and authority. Ensures that the requested supply items are authorized in the applicable command table of allowances. Prepares requisitions for properties and supplies, editing and consolidating information by nomenclature and quantities; coordinates with PBO, submitting requisitions and drawing supplies or turn-in of same. Is familiar with a variety of manuals, catalogues, ARs and bulletins applicable to the supply operations. Searches for items which are not available in the Army supply system and recommends items to be purchased with imprest fund or unit fund based on the nature of the supply items.

2. Receives supply items, checks to determine the type and quantity of supply ordered are correct. Delivers to requisitioner and secures hand receipts for the supply and property items issued. Maintains sub-hand receipt accounts, secures proper signature, assigns Julian date, document number and makes proper posting to supporting document file. Coordinates with supporting organizations for reconciliation of due-in requisitions. Conducts periodic and special inventories. Searches history and records, balances conflicting inventory counts, identifies errors and resolves discrepancies by contacting the concerned organizations and personnel. Prepares report of loss or damage, as required.

3. Fund Control. Receives fund credit allocations for purchasing Self Service Supply (SSS) items on quarterly basis. Maintains fund control records to ensure that all the purchases do not exceed credit allocations. Prepares monthly report of fund status, total amounts of expenditures, monthly balances or submission of additional allocations needed. Maintains up-to-date price list for SSS items.

4. Prepares recurring or special reports such as Ammunition Basic Load Report, Equipment Status Report, Loss/Loss Recovery Report, Fuel Consumption Report, Individual PCS Schedule Report, etc. Prepares correspondence and endorsements on general supply matters originating from the operation.

Performs other duties as assigned.

Supply Technician, KGS-2005-05 **SJD-S167**

Supervisory Controls

Supervisor issues general work assignments, controls flow of day-to-day work, and explains changes in existing instructions. Regular work is performed without instructions but supervisor is available for discussion on problems not covered by referenced material. Work is occasionally spot-checked upon completion for adequacy of final results and compliance with directives.

Major Duties

Performs technical work required for the documentary control of the receipt/issue of stock or property items. Uses stock control procedures, guides and precedent material to reconstruct complex transactions. Conducts extensive and exhaustive searches for required information and prepares reports/other documents when established procedures are not applicable. Work is performed in any of the following stock control work areas in either a manual or a mechanized system.

1. Inventory Adjustment. Investigates discrepancies resulting from shipment of erroneous quantities received, unit of measure and price changes, and other discrepancies. Performs stock status investigations by checking requisitions, activity register, stock number changes, bills of lading, contracts, etc. Inquires manually or by automatic data processing means into the stock records to determine the stock status of the material. Contacts other organizational segments and off-depot activities personally, by telephone or correspondence in the course of the investigation. Physically checks stock in storage when required to accomplish the function. Determines cause of error and prepares adjustments to bring stock records into balance. Informs customers of action taken or required such as the return of erroneously shipped material, the specific markings required, credit to customers, account, the adjustment of billings, etc. Coordinates the various actions required until error is completely rectified. Recommends a report of survey be prepared, when applicable, and gather and prepares the necessary information for the preparation of supporting documentation.

2. Receipt Control. Reviews receiving, inspection, and other reports reflecting such receiving discrepancies as quality, quantity, and receipt of incomplete, inferior, damaged, and material that does not meet specifications at central and reserve storage locations. Initiates action to segregate and freeze stock to suspend issue of unsatisfactory material. Conducts extensive search of contracts, amendments, changes, specifications, etc., and contacts other organizational personnel to determine corrective action required and to interchange information and obtain data relative to quotations, specifications, prices, contractual clauses, etc. Determines disposition to be made of stock such as hold in freeze accounts, return to manufacturer, arrange for replacement or repair, and similar matters. Initiates necessary shipping orders, work orders, and instructions to effect disposition based on authority received. Coordinates with contract administrators, contractors, purchasing, national control points, subsidiary units, storage, inspection and other stock control personnel to interchange information; investigates discrepancies, determines or receives authorization to accept or reject material, and to coordinate storage, suspension, and movement of stock.

3. Editing. Pre-edits, code classifies requisitions and shipping orders using a knowledge of the controls, deviations, programs, capabilities and limitations of the automatic data processing system employed. Receives documents, and other requests for initial and secondary source

supply. Reviews documents for completeness and correctness of information. Codes requests for computer processing by entering the necessary data that serves to identify the type of shipment, authorization, condition code, account code, replacement or non-replacement item, etc. Determines the required and transportation dates on some requisitions based on the time allowed for effecting supply. Corrects apparent discrepancies and informs customer when changes are effective. In instances where correction cannot be made locally, information is omitted or inconsistency is noted which cannot be resolved, additional data is requested or requests are returned citing discrepancies and regulations to which adherence is required. Obtains information relative to the status of controlled items to fill emergency and higher priority demands. Extracts requests to other sources of supply or refers them to the inventory control point when stock is unavailable or cannot be shipped. Assigns bypass codes for special type requisitions to avoid complete routine data processing when a deviation is required from the regular programmed routine.

Performs other duties as assigned.

Supply Technician, KGS-2005-07 **SJD-S159**

Supervisory Controls

Works under the general supervision of Chief, R&U Production Control, who assigns projects and provides guidance on new assignments or unusual problems. Final decision on controversial matters involving critical supply items is made by the supervisor; however, supervisor relies on the incumbent to make decisions independently in securing supplies for projects. Review is made through informal discussion as to availability of necessary supplies and evaluates performance in terms of smooth and efficient supply operation.

Major Duties

Serves as supply coordinator for the Production Control, Area Facilities Engineer. Exercises complete authority concerning information of general supply requirement, availability and forecasting of the estimated time of arrival; acts as supply advisor to scheduler and estimators, whose accuracy of daily work depends on material and supply information. The volume of supply comprises approximately 10,000 to 15,000 line items of technical supply for repairs, utilities and minor construction services. Works in close coordination with the R&U Supply Section for holding or earmarking of necessary materials for all major individual job orders. Informs the supply section in advance of various material requirements to enable timely procurement. Maintains file, log and flow chart to enable expeditious computation for the number of job orders held due to lack of supplies, types and amount of critical items needed, status of supplies due-in and other supply shortages. Reviews and analyzes sketches, blueprints and other construction documents to make proper decision for substitutions or to make recommendation to supply officer for procurement of non-standard type material in order to eliminate unnecessary delays. Normally, project for which sufficient material is not available will not be scheduled. However, recommends the initial portion of the project for accomplishment, through forecasting that sufficient material will be available when needed.

Performs other duties as assigned.

Survey Technician, KGS-0817-05 **SJD-S101**

Supervisory Controls

Works under the general supervision of chief of party who indicates the working area, type of survey, degree of accuracy and type of notes required. The supervisor may spot-check work in progress for accuracy and is usually available, at least by telephone, to advise on any problems not previously encountered.

Major Duties

Uses transits, levels, alidades and/or other instruments on various kinds of surveys of the third and fourth orders of accuracy. Reads distances, angles and differences in elevation between stations, selecting stations in accordance with established procedures, observed ground conditions and requirements of the survey. Sets marks and control points, identifies located points on serial photographs, places targets, stakes lines and grades; identifies and monuments corner positions, gathers data concerning relief, drainage and culture, lays out curves and spirals and their tangents. Directs recorder, if any and roadmen and chainman assigned to the party. Prepares or reviews the preparation of field notes and computations. Determines whether closures are within prescribed lines of accuracy.

Performs other duties as assigned.

Telecommunications Specialist, KGS-0391-11 **SJD-S516**

Supervisory Controls

Works under the supervisor, who provides broad outline of overall policy, program objectives and the scope of delegated responsibility. Incumbent independently plans and carries assigned actions through to completion in the form of firm conclusions and detailed plans for actions. The supervisor is consulted when unusual and controversial problems arise. Technical decisions and recommendations are normally accepted as authoritative within assigned area of specialization. Work performance is evaluated in terms of overall adequacy of results achieved and conformance to policies and objectives.

Major Duties

Participates in surveying, planning, coordinating, directing, and accomplishing installation and maintenance of telecommunications systems which include various types of telephones, leased lines, local cable systems, and communication circuits (data circuits, modem line, alarms, and hot line system, etc) for all organizations and activities in assigned areas. Provides technical assistance and advice in all aspects of telecommunication management. Formulates policies, and directs technical integration. Coordinates with U.S. Military, Republic of Korea Military, commercial telecommunications facilities and various contractors for planning and carrying out major projects.

1. As a telecommunications expert, attends planning conferences and/or pre-design conferences for communication requirements for major Command Post Exercises US ROK Security Consultation Meeting, Military Consultation Meeting, relocation of large organizations, building upgrades, etc., and provides technical advice on telecommunication requirements, feasibility of providing emergency communication support, requirement of manpower and materials, and cost estimates. Conducts site surveys to determine telecommunication requirements and development of floor/cable plans in support of various projects. Coordinates with counterpart telecommunications experts at ROK Government, military or commercial agencies to provide most economic, effective and secure communication support applying expert knowledge of facilities and capabilities of the local telecommunication systems in Korea. Prepares initial plans and drawings of installation requirements with detailed analytical data on manpower requirement and materials required. Prepares After Action Reports for all communications support provided for major projects for management information.

2. As a primary technical advisor, participates in reviewing, planning, engineering, and coordinating the operations and maintenance of the telecommunication system. Provides technical advice, assistance, guidance on matters pertaining to the operation, maintenance and restoration of telecommunication systems. Performs technical studies and makes recommendations for change in maintenance methods and techniques as well as procedures and standards to meet operational and management requirements. Analyzes communications and evaluates reports to identify needed equipment modifications or substitution of telecommunications equipment or materials. Conducts inspections of telecommunications installation activities which may be performed by contractors and provides technical advice to prevent or correct conditions adversely affecting continuity. Initiates appropriate corrective actions. Oversees cable installations involving the laying of underground and/or aerial cable to ensure that adequate and complete contract specifications are accomplished. Reviews completion of local installations.

3. Conducts training for cable splicers, electronics technicians, and military personnel on Introduction to Fiber Optics Technology to introduce design and instruction of light guide fiber (fiber optics), ribbon, and cable; advantages of light guide cable; basic principles of fiber optics communication systems, fiber optics terminology and the initial Fiber Optics Splicing.

4. Plans, coordinates and directs the teams that install, maintain and trouble shoot telephones, circuits, and cables insuring quality assurance of communication services and timely restoral of communications. Analyzes various telephone service requests, communication service orders and trouble calls; determines manpower and material requirements, and methods to be used conducting site surveys when required; and directs the work to leaders or lead foreman for accomplishment. Maintains balanced workloads for subordinate work groups shifting work among subordinate work groups for most effective operations. Prepares operating instructions and work schedules and resolves problems that cannot be resolved at the lower level in connection with execution of work Coordinates with a wide variety of subscribers, and representatives of organizations.

Performs other duties as assigned.

Telecommunications Technician, KGS-0392-07 **SJD-S517**

Supervisory Controls

Works under the general supervision of the supervisor who defines objectives and scope of work assignments and is available to discuss any major problems encountered. The incumbent independently performs assigned segments of work according to established standards and procedures. Work is reviewed for overall technical adequacy, effectiveness of equipment operation and continuity of circuit traffic, and conformance to established policy, procedures and standards.

Major Duties

Performs a variety of technical duties involved in insuring the fidelity and continuity of communications circuits in accordance with Defense Communications System (DCS) technical control policies and procedures. Performs communications circuit troubleshooting and restoral actions.

1. Applies various preventive measure to insure circuit and system quality and continuity. Monitors and tests system and circuits to insure maximum operational efficiency and continuous high quality. Performs required preventive maintenance, module substitution and alignment of all equipment installed in the facility. Selects and employs alternate systems or circuits in the event of primary failures, and insures the quality of the system or equipment prior to their return to operational status. Assist with the installation of new equipment or system on an as required basis.

2. Conducts tests to locate source of trouble. Evaluates test results and factors, including failures, malfunctions, or disturbances resulting from weather, atmospheric changes, interference from other stations or equipment failures at other stations. Determines overall system, equipment or circuit condition from test results and observations. Ascertains and initiates appropriate action to correct conditions affecting circuit efficiency and continuity from analysis of test results.

3. Coordinates with local facilities and distant facilities to effect appropriate corrective actions and maintenance surveillance to assure effectiveness of corrective action. Coordinates with local user agencies, other military service, and commercial communications organizations in matters related to circuit performance, capabilities and utilization. Provides technical assistance in resolving communication difficulties between local and distant facilities. Prepares technical operating and administrative reports.

4. Prepares records and reports on system status, changes and deactivations. Reports all information required concerning outage and results of testing in accordance with DCS reporting procedures.

Performs other duties as assigned.

Telephone Operator, KGS-0382-03 **SJD-S057**

Supervisory Controls

Works under general supervision of the chief operator or shift supervisor who provides instructions on new or revised procedures and work methods and assistance in handling unusual calls. Work is reviewed through occasional monitoring and observation of operations.

Major Duties

Serves as telephone and information operator. Operates one or more positions on a multiple or nonmultiple, automatic or manual switchboard receiving and placing local and routine long distance calls, both official and personal. Long distance calls involve standard procedures for person-to-person or station-to-station calls over commercial circuits where the operator relays information furnished by the caller. Provides information services supplying telephone numbers, designation and location of units or organizational segments when such information is clearly indicated in a directory or an organization manual where the organizational breakdowns are few and readily understood. Prepares toll tickets, makes periodic peg count of outgoing and incoming traffic, posts changes to local directory, and maintains other records.

Performs other duties as assigned.

Telephone Operator, KGS-0382-04 **SJD-S058**

Supervisory Controls

Receives general supervision from chief operator or shift supervisor who provides written and oral instructions on changes in work methods and special procedures, resolves problems and reviews work through occasional monitoring and observation of operations.

Major Duties

Serves as telephone and information operator on a regular or rotating shift performing the following duties which require the exercise of tact, courtesy and judgment.

1. Operates telephone switchboard. Operates one or more positions on a multiple, automatic switchboard, placing and receiving a variety of local and long distance calls, both official and personal. Calls involve commercial circuits, leased lines, direct tie lines, radio circuits and include overseas connections, collect or charge calls, conference and appointment calls and person-to-person or station-to-station calls covered by both government and commercial billings and charges. Applies various special procedures governing different types of local and long distance calls applicable to several different classes of telephones. Handles emergency calls such as fire alarms, calls for military police, ambulance service, crash alarm, air defense warning and duty officer calls. Makes periodic peg count of incoming, outgoing and directory traffic. Maintains records pertinent to telephone services rendered.

2. Furnishes telephone information. Provides information service requiring a general knowledge of the functions and activities of organizational segments, troop units, contractor activities and tenants on the installation. Furnishes telephone numbers, designations and location of offices and personnel and such additional information as office hours, time, visiting hours and time and location of special events. Utilizes such reference sources as directories, information memoranda, organization charts and locator files.

Performs other duties as assigned.

Training Instructor (Driver), KGS-1712-07 **SJD-S153**

Supervisory Controls

Works under the general supervision of the Chief, Driver Training Instructor, who provides overall planning for effective drivers' training. Work is checked during and after the completion for efficiency, accuracy and completeness.

Major Duties

Performs duties involved in the practical phase of training drivers who are totally unfamiliar with the operation and minor maintenance of motor vehicles.

Prepares vehicle for operation as instruction aid. Instructs students in the practical phase of motor vehicle operation. Acquaints the students with location and use of instruments, gages, levers, pedals and accessories. Teaches the students to coordinate the movement of hands, arms, legs, feet and eyes. Conducts classes/on-the-job training in safe vehicle operation covering such subjects as defensive driving practices, familiarization with traffic regulations and direction signs and an explanation of military traffic regulations. Instruction progresses from placing vehicle in motion, steering and stopping to driving in congested areas. This includes control of vehicle in emergency situations, city driving, open highway driving, rough terrain driving, night driving and backing of trailers. Teaches the students operator's maintenance to include methods of inspection, serviceability standards, adjustments and proper use of hand tools.

Performs other duties as assigned.

Transportation Assistant, KGS-2102-05 **SJD-S174**

Supervisory Controls

Works under general supervision consisting of general and specific work instructions and guidance on new or changed rules and regulations. Supervisor relies upon incumbent for scheduling, arranging and carrying out assignments to meet deadlines and operational requirement. Work is reviewed for overall accuracy and efficiency.

Major Duties

Assigned to an Installation Transportation Office providing transportation services for movement of supplies from port areas to storage activities and for shipments from storage activities to customers and to port areas, performs a wide variety of clerical work involved in the receipt, processing and shipment of freight via rail, air, truck or water.

1. Receives, reviews, consolidates and processes shipment action requests: Receives and reviews shipping information. Determines the most efficient and economical mode of transportation and number of transportation units necessary to the movement of freight. Consolidates shipment requests to effect maximum consolidation of materiel into full load quantities by destination. Coordinates with local military/commercial transportation agencies and storage concerns to determine the availability of required transportation services and their capabilities for shipping, receiving, handling and loading cargo. Initiates orders for transportation services to local transportation agencies; arranges for switching and spotting railcars and dispatching trucks as required. Receives and reviews overseas shipment requests. Determines whether shipments be made via air or water transportation from standpoint of time and cost factors. Schedules consolidated shipment plans for less-than-car/truckload shipments to effect competent consolidation of freight into car/truckload quantities for delivery to consignees.

2. Performs yard check and inspection work. Checks dispatched rail cars/trucks for suitability in terms of security measurements. Inspects loaded cars/trucks to ensure that loads are securely blocked and braced. Seals doors prior to the release of outbound shipments. Checks inbound railcars/trucks for indication of breakage, damage or loss. Requests joint investigation (representatives of carriers and storage concerns) upon detection of pilferage to determine the cause and reliability.

Performs other duties as assigned.

Transportation Assistant, KGS-2102-05 **SJD-S172**

Supervisory Controls

Works under general supervision of a transportation specialist or his assistant who outlines work assignments with general and specific instructions pertaining to the operation of transportation movement; provides orientation on new or revised regulations, procedures, manuals, policies and other guidances. Work is spot-checked in progress and upon completion for compliance with given instructions and for acceptability.

Major Duties

Performs a wide variety of work involved in the procurement, dispatch, utilization, control, reporting and maintenance of records on rail, motor, air, or water transportation employed for the movement of personnel, material, supplies and equipment. Duties may include but are not limited to the following: issues traffic control symbol numbers to shippers for programmed and non-programmed shipments; maintains a daily check on programmed shipments; checks bills of lading for accuracy; checks train consists and number of trucks available for use; assists shippers in working out clerical transportation problems; maintains liaison between office to which assigned and the Korean National Railway, Component transportation units as well as commercial transportation contractors and airport to obtain information and coordinate ordering necessary transportation; consolidates transportation requests from units serviced and prepares and forwards car spotting requests to the KNR and truck required to either Component transportation or commercial contractors; oversees the loading of supplies and equipment; seals rail car doors; submits requests for train guards; prepares various reports on the status and condition of rail carriers, trucks and shipments; maintains related records; prepares routine related correspondence; may serve as part-time interpreter and translator as the need arises.

Performs other duties as assigned.

Transportation Assistant, KGS-2102-07 **SJD-S518**

Supervisory Controls

Works under the general supervision of a Branch Chief, who outlines assignment objectives, regulatory guidance, policies and general procedures. Supervisor is available for consultation and advice on problems, or unusual matters. Work is reviewed and evaluated for adequacy of judgment, accuracy and completeness of information and adherence to applicable regulations, policies and procedures.

Major Duties

Serves as Transportation Assistant for movement for personal properties of all personnel including US military, civilian, invited contractors, and their dependents incoming and outgoing of the country by all modes of commercial and MAT carriers.

1. Advises and counsels customers rendering interpretation of DOD policies and regulations, providing general and specific information verbally or in writing pertaining to the overall aspects of movement of personal properties, and advising necessary documents and certificates to be obtained for unusual shipments desired.

2. Interviews each individual customers who are willing to ship and awaiting for household goods, personal baggage, POV and Army sponsored freight. Briefs customers on general administrative and procedural aspects of movement operations as well as eligibility, authority and other regulatory requirement of individual concerned. Identifies individual status and obtains information pertaining to type of freight, destination, local peculiarity existed in the stop and destination points and customer's desire if any; determines route, mode of Transportation, and other methods of most economic, expeditious and safe movement of cargo. Searches for, analyzes and evaluates various information in order to arrive at best solution to individual customer problems respectively, and provides appropriate advice and assistance to the customer, notifying inspectors, claims examiners and other clerical personnel of necessary information as to proper procedures to be taken, documentation and/or verifications required. Brings exceptional, unusual and/or controversial matters to the attention of the supervisor with recommendations.

3. Processes DD Form 1797, Personal Property Counseling Checklist Is responsible for ascertaining that individual customers are fully briefed on each appropriate items of respective part and for verification of customer's understanding and satisfaction. Processes Application for Shipment and/or Storage of Personal Property (DD-1299) for non-temporary storage of household goods for PCS personnel. Reviews PCS orders and prepares necessary documents and correspondence to forward shipping orders to the appropriate ITO for movement of those personal properties to the desired locations. Provides customers counseling check list for individual customer to make them aware of shipment authority and regulations.

Performs other duties as assigned.

Transportation Specialist, KGS-2101-07 **SJD-S175**

Supervisory Controls

Work is performed under the general supervision of a Motor Pool Officer or his assistant who outlines the area of work assignments and responsibilities and provides assistance and guidance on controversial matters/resolves unprecedented problems and evaluates work performed in terms of overall adequacy, effectiveness, efficiency and adherence to governing regulations.

Major Duties

Assigned to a medium-sized motor pool where workload, functions and organizational structure require the services of all categories of drivers, driver supervisors and dispatchers assigned on a shift basis, amounting to from 100 to 200 personnel. Performs a variety of work involved in the planning, directing and coordinating of the activities of motor pool operations. Conducts continued spot check of operations and reviews reports and records to determine efficiency and to provide recommendations for improvements. Plans and directs driver assignments and equipment maintenance to achieve maximum utilization. Coordinates maintenance and dispatch activities to ensure availability of vehicles. Approves the dispatch of a substitute vehicle when requested vehicle is not available. Determines proper job assignments of employees, conducts driver safety and other training courses, initiates and substantiates requests for personnel actions involving promotions, reassignments, removals and separations.

Performs other duties as assigned.

Transportation Specialist, KGS-2101-09 **SJD-S519**

Supervisory Controls

Works under the general supervision of a higher-grade supervisor, receiving assignments primarily in terms of objectives, priorities, delegated authorities, and anticipated results for accomplishment of assigned functions within the framework of policies and regulations established. The employee plans and carries out successive steps in fact finding and analysis to complete each phase of assigned projects and confers with supervisor on matters of policy or unprecedented nature. Work is reviewed for conformance with overall requirements, technical accuracy, and adherence to policy guidelines.

Major Duties

Serves as Transportation Specialist with responsibility for planning, directing, and coordinating activities involved in transportation movement requirements associated with personal properties of all authorized DoD personal sponsored freight by all modes of commercial and carriers within Korea to any worldwide location.

1. Plans and prepares work schedules of both in and outbound or any special movement requirements. Directs transportation movement activities. Determines most economic and efficient mode of movement and carrier to be used solely or in conjunction with the appropriate transportation agent. Implements policies, procedures and directives to obtain maximum economy of the movements of personal property. Studies and evaluates pertinent factors such as rate, schedule, route, stop or destination point, priority, safety, capability of contract carrier, etc., to determine mode of transportation, and to direct methods of most economic, expeditious and safe movement. Coordinates with ROK Customs Office to insure proper scheduling and allocation of customs inspectors as dictated by work volume. Insures that daily work requirements between branch personnel and contract carriers personnel are coordinated and expedited in the most efficient manner.

2. Provides advice on all phase of transportation movement support to include counseling and advising personal property owners of their entitlements to shipment and storage at Government expense; arranging for cost favorable movement of personal property; preparing and processing applications for non-temporary storage and packing and crating contracts; arranging for storage in transit and delivery of personal property; processing documentation for payment of storage-in-transit and assessorial services; processing of claims for reimbursement for shipment of household goods and luggage moved at personal expense; monitoring services provided by carriers and contractors in the movement of personal property for adequacy of services provided; counseling and advising customers and carriers; determining compliance with all the terms and specifications necessary for the movement of personal property; and weighing and reweighing inbound and outbound personal property shipments and other commodities; and advising on inquires or complaints as to damages or loss, overweight packing, destination change, etc., and initiates tracer actions, reports of survey or processing of claim documents as required.

3. Coordinates with the ROK Customs Office to solve various problems in expediting clearance of inbound U.S. personal property being held or delayed by the ROK Customs Office in connection with ROK US SOFA. Researches applicable ROK customs law and DoD policies and regulations, and advises and counsels customers as to necessary documents to be prepared, certificates to be obtained and necessary requirements to met for customs clearance.

Maintains coordination with the ROK Customs Office to improve procedural policy for customs clearance of property. Makes continuous performance appraisal of all contract carriers. Reviews report of contract performance from carriers for evaluation of performance as to current status, total shipment made during the month, and any damage and/or loss involved, etc. Recommends warning and/or suspension of contract carriers as necessary, and revises policies and procedures to meet local conditions and for more efficient, economic and safe operation of the movement programs.

Performs other duties as assigned.

Transportation Clerk, KGS-2102-04 **SJD-S173**

Supervisory Controls

Receives general supervision on continuing assignments with initial instructions on revisions or changes in work methods, procedures and operating policies. Follows established procedures, rules and regulations for all routine work. Supervisor is available for consultation and assistance on unusual or difficult problems encountered. Completed work is reviewed for accuracy and conformance to rules and regulations.

Major Duties

Performs a variety of clerical work involved in the receipt, processing and shipment of supplies and equipment via various modes of transportation (rail, air, truck or water). Receives, reviews and verifies a variety of shipment action requests and documents for accuracy, authority, completeness and conformity to regulatory requirements; registers verified documents, annotating necessary shipping information. Prepares, completes, and processes shipping documents, bills of lading and other documents and forms authorizing shipment actions, consulting military standard transportation and movement procedures manuals to identify shipment control symbols such as document identification codes, commercial special handling codes, air dimension codes, modes of shipment and transportation account codes. Makes contact with carriers, terminal officials, storage concerns or other personnel to exchange or coordinate shipment and storage information as necessary to the processing of shipping documents; making arrangements for booking processes, storage, pick up, delivery and transportation services; and clarification of other related matters. From various sources of information computes and compiles statistical data to prepare recurring reports regarding tonnage of freight shipped/received, number of transportation units utilized, number of bills of lading processed and other related shipment actions accomplished during a specified period of time which are used in the analysis by higher authority of transportation movement and freight shipment activities. Maintains appropriate records reflecting the disposition and status of documenting and processing all inbound and outbound freight shipments, including statistical records as required for the preparation of various reports there from. Maintains files of government bills of lading, accountable transportation documents and other freight reference papers for future reference and for use on shipment follow-up and control actions.

Performs other duties as assigned.

Voucher Examiner KGS-0540-03 **SJD-S354**

Supervisory Controls

The supervisor makes assignments by initially indicating quantities expected, generally explaining what is to be done, and defining limitations. Detailed instructions are given for new assignments. The incumbent performs continuing assignments independently, affixing approval notations to those vouchers which can be processed on the basis of previous instructions. The supervisor maintains control by requiring consultation on situations not covered by previous training and other such instructions. In addition, the supervisor is available to give assistance in handling new or unusual situations, to resolve discrepancies, and to make final decisions in situations.

Major Duties

1. Incumbent screens for clerical content, allowability of charges, sufficiency and compatibility of documentation, and accuracy of arithmetic computations, recurring domestic personal travel expenses vouchers and their supplemental forms; e.g., reimbursement for money spent for personal transportation, meals, lodging, and related miscellaneous expenses incurred for personal travel. Those vouchers which are clerically sufficient are forwarded to disbursing, accounting, and other sections, such as the passenger rate section, for appropriate follow through.

2. Checks for the presence of required supporting documents such as travel orders, hotel or motel receipts, meal tickets, transportation receipts, etc., and the clerical accuracy of the bill package. Secures required but missing factual information or receipts needed to approve requests for payment from the traveler or the unit which issued the travel order. Uses several charts to make sure the rate used in computations are accurate, air guides to insure the most direct route was used, road atlas to insure the mile factor in the rate per mile computation is correct, etc. Refers to higher authority for resolution or advice those requests for payment which cannot be made to comply with these documentation requirements.

3. Checks the itinerary and expenses to make sure the travel order is complied with an in respect to factual conditions such as that travel was performed at the time authorized, to the place authorized, or that auto rental is authorized. Bills which are incorrect in these or similar aspects are returned to the traveler with a form letter which explains why the bill cannot be processed or, as appropriate, to the unit authorizing the travel.

4. Screens recurring types of expenses in the bills to insure they are reimbursable on the basis of previous instructions, training, charts and similar standardized guides. Expenses encountered which are new or not covered by the guides are referred to the supervisor.

5. Prorates bills, checks accuracy of computations, and performs other arithmetic computations such as computing fractions of per diem when the traveler spent time during the same day in different areas which have different per diem rates.

6. Answers questions from travelers and others as to procedures for assembling and submitting bills or propriety of a normal expenses. Provides information to order writing clerks such as preferred wording and standard instructions that need to be included in orders.

Performs other duties as assigned.

Voucher Examiner, KGS-0540-04 **SJD-S355**

Supervisory Controls

The voucher examiner receives batches of unscreened bills daily. The supervisor or work leader is available to explain new or unusual situations, to provide any necessary technical assistance in applying guideline changes, to resolve conflicts in guides or authorizations, and to make final decisions in situations not clearly included in normal office procedures or applicable manuals.

The voucher examiner independently processes the vouchers, resolving the recurring issues and problems on own initiative, and is responsible for following the proper procedures and applying the appropriate guideline or rule. Unfamiliar situations not covered by the previous continuing instructions are referred to the supervisor for decision, additional guidance or other help.

The day-to-day work of the voucher examiner is subject to selective sampling to assure compliance with regulations on allowability and procedures.

Major Duties

1. Incumbent of this position insures allowability of charges and performs a variety of clerical tasks when examining bills for the full range of travel-related expenses, to include permanent changes of station when sale of residence as well as personal transportation and some household freight shipments are involved. Other vouchers may be for foreign separation travel, invitational and interview travel, missing person or death case travel, student dependent educational travel, etc.

2. Checks the bill package to make sure that the supporting documents are present and that the bill and supporting documents contain all required factual information. The supporting documents typically include travel orders, property settlement agreements, truth-in-lending statements, personal property sales or purchase agreements, shipping invoices, mortgage documents, invoices or receipts as necessary, etc. Users per diem rate charts, shipping rate charts, airline guides, etc., to check the correctness of facts such as miles traveled, per diem rate, or cost. If factual information is missing from any of the forms, such as authorizing signature, fund code number or proper item breakdown in a receipt, or if there are factual errors such as a number of miles shipped or weight, the voucher examiner must obtain the receipt of a correction of the factual error before proceeding with the examination. This is typically done by phone or through correspondence. If, after exploration of all possible channels, required factual documentation or clarification cannot be obtained or corrected, the bill is referred to higher authority.

3. Reviews the bill to make sure all claimed amounts and items are authorized by the travel order. For example, nonpayability may result from improperly prepared or ambiguously worded orders; orders which are improperly endorsed or modified; failure by the traveler to get necessary extensions of the order; failure by employee to comply with the order such as unauthorized deviation from the ordered travel for leave purposes or personal convenience; loss or improper use of transportation authorization by either the employee or shipper, such as exceeding authorized weight limits; or involve storage, performance of travel or duty beyond the scope of the order, travel in anticipation of orders, uncertainty on whether or not a “travel status” actually existed, and other such conditions. If the issue can be solved, by getting a statement

that excess transit time was used due to cancellation of a flight, or getting amended travel orders issued, or obtaining clarified or corrected receipts, the voucher examiner resolves it. If the nonpayable condition persists, approval for payment of the nonsupportable item is withheld and the bill is referred to the supervisor.

4. Reviews the expenses in the bill and orders to make sure they are allowed by the appropriate regulations, decisions, directives, and other controlling guides. If study of formalized, comprehensive guidelines indicate an expense is excessive or if it is not authorized by the guides, the incumbent recomputes the bill using the authorized amount and either returns the bill to the payee for correction, or refers the bill to higher authority. Also considered is the dollar amount and the willingness of the traveler to agree to the modifications involved.

5. Updates or adds new folders to alphabetic files after approving advance payments. Uses information from these files as well as from microfiche or computer printouts to complete examinations of subsequent bills presented under the same order.

6. Checks accuracy of extensions; verified totals; takes percentage discounts; prorates expenses such as when travel takes employee into two different per diem areas in the same day, or to allot a bill total to more than one account or individual; etc.

7. Answers telephone inquiries concerning such facts as allowability of expenses, format of travel orders, and status of pending bills.

8. Computes Federal withholding tax by using official rate charts or performing arithmetic computations, and prepares tax withholding (W-2) forms.

9. Prepares collection letters after computing amount of overpayments when advances exceed authorized expenses. Maintains action files on these accounts and, after a second notice to the traveler, prepares and forwards to payroll documents which authorize withholding the amount from the employee's pay.

10. Responds in writing to GAO exceptions; outlining the rationale for allowing disputed expenses or forwarding any necessary additional papers.

Performs other duties as assigned.

Voucher Examiner, KGS-0540-05 **SJD-S356**

Supervisory Controls

The supervisor provides specific instructions or additional specific information as to approach, methods, and source of information on unusual assignments which have not been previously encountered.

The assigned work is carried out independently, without specific instructions, but the voucher examiner has had defined as a limitation requiring assistance and direction those issues which either constitute deviations from previous instructions, which are unfamiliar or unprecedented, or which require a policy decision the incumbent may not independently apply.

The work is selectively sampled by the supervisor, who has certifying authority and responsibility, for technical accuracy and compliance with instructions.

Major Duties

Incumbent examines vouchers submitted for payment for the construction, manufacturing, and delivery to the Government of machinery, vehicles, ordnance materials, buildings, aircraft, ships, or other such items, especially constructed under varying types of nonstandard contracts. Some bills are also for materials such as replacement parts, related parts and ordinance supplies, and delivery of these goods and services to the Government when the goods and services are submitted under the provisions of one or more often changing (amended) types of contracts. The following complicating factors are regularly present: (1) progress payments; (2) requirement for a working knowledge of the supply program for which the release of funds is requested; (3) reservations of funds; (4) numerous change orders to the contracts; (6) requirement for close study of the contracts and, typically, preparation of summary sheets of extracted pay provisions; (7) maintenance of fiscal and contract control records concerning the transaction; (8) recurring requirement for reconstruction of transactions which have occurred since the contract and control sheets were established; and (9) responsibility for performing and balancing contract close-out computation. In addition to the above conditions the following types of factors serve to further complicate the work and are almost always present: (1) advance payments; (2) partial payments; (3) liquidated damage clauses; (4) a variety of products or services with different price bases included in the same transaction; (5) price escalation clauses; (6) types of products which require the examiner to be familiar with special terminology pertaining to each; (7) contracts which vary from one to another as to type, terms provisions, conditions, and product; (8) different products or services with different price bases billed on the same invoice; and a variety of other comparable factors.

1. Insures clerical correctness of invoices and supporting papers. Obtains required missing information, signatures, and supporting documents; correction of mistakes; special certifications; rulings; clearances; approvals; fund citations, etc.; needed for justifying and readying vouchers to be paid.

2. Refers to contents of files, records, reports, orders, correspondence, and other possible information sources to develop adequate factual information to allow further processing of bills. As obtained data indicates, corrects or otherwise modifies contents and disposition of vouchers and documents. Disallows payment for items by applying provisions of contracts.

3. Files for use in examining subsequent bills various other types of source documents as they

are received, e.g., estimates, letters, contracts, renegotiated contracts, statements of invoices, modifications, and technical documents (such as on-site inspector's reports) certifying to rates, conditions, terms, funds, products, quantities, etc., and changes thereto; compares them for documentation adequacy, for compliance with or modification of terms of contract provisions, and files them for use when examining subsequent bills.

4. Recommends to accounting office disallowance of payments for a variety of statutory reasons as indicated after search of regulations and as files indicate when choice of appropriate authorization for procedural and substantive decisions must be made from among possible alternate courses depending on clauses in documents and applying knowledge of guidelines and experience with precedents.

5. Recomputes extensions and totals to insure the correctness of the computations. Computes percentages of progress payment and posts it to records. Computes and deducts from the bill percentages to be held under reservation of fund clauses. Corrects arithmetic if necessary and prepares explanatory memo for payee.

6. Writes up adjustment vouchers to reconcile final balance discrepancies and sends them with prepared form letters to accounting, thereby alerting them that collection actions are indicated by fund balances.

7. Segregates expenses by appropriation, item, and organization. Using accounts code book, puts correct accounting code on vouchers or expenses for accounting and data processing.

8. Maintains comprehensive records for transactions including detailed records of contract payment, progress payments, balances by appropriation, and payments by breakdown of funds as required. Updates records and compiles feeder information for various reports, e.g., Status of Progress Payments Report.

Performs other duties as assigned.

Voucher Examiner, KGS-0540-06 **SJD-S357**

Supervisory Controls

The supervisor gives instructions for new and nonrecurring work assignments, for situations requiring deviations from established procedures, and initially on new or changed procedures, guidelines, rules or comparable changes. Recurring work is carried out independently without specific instruction, but the voucher examiner gets approval or seeks assistance on deviations from previously established instruction or guidelines and on unprecedented or unfamiliar situation. The recurring work includes independently executing a number of complex processing steps. Resolving a variety of documentation problems, and applying exceptionally detailed and involved allowability criteria.

The voucher examiner's completed work is checked by the supervisor to assure technical accuracy of the methods used and to insure compliance with continuing instruction and procedure.

Major Duties

The incumbent works in a voucher examining unit resolving exceptions and appeals on a variety of types of vouchers such as: those for services under long-term, nonstandard contracts subject to changing payment and cost bases over the life of the contract; travel vouchers including PCS with sale and purchase of residence; vouchers for large scale purchase of widely varying types of commodities under nonstandard contracts subject to changing payment and cost provisions, etc. The vouchers require special handling as well as the application of all applicable guidelines, rules, regulations and procedures, usually with emphasis on those such as files of past GAO directives and Comptroller General decisions. The vouchers have characteristics such as the following:

1. The vouchers are those for which approval has been withheld by other examiners based on seemingly proper use of guidelines, but subsequently appealed due to contentions on guideline application which are sound enough to warrant other than routine review. To perform the work the voucher examiner must exhaust all existing regulations, precedents, and records. This might include pay contract records, contract or similar records, or obsolete or superseded regulations for up to ten years in the past. The voucher examiner must exercise ingenuity in securing missing documents after previous searches by others of all normal channels prove fruitless; study regulations, case material, records, and documentation to establish validity of complaints or exceptions; and study precedent which may be in the form of letters, directives, GAO reports, and Comptroller General's decisions, to insure it is applicable to the issue at hand, and often to insure that agency guides and procedures are true interpretation of the Federal regulations from which they are derived.

2. The vouchers were not approved by the voucher examiner by which they were originally examined because of unique problems such as the existence of properly documented yet conflicting entries and issues where the voucher examiner attempts to resolve an impasse among concerned parties through additional study; or because documentation is missing and facts are in doubt due to a great lapse of time between the transaction and submission of the request for payment.

Performs other duties as assigned.

Appendix N
Standardized Job Descriptions For Manual (KWB) Jobs

Air Conditioning Equipment Mechanic, KWB-5306-07 SJD-S236

Supervisory Controls

Works under the general supervision of the shop supervisor. Receives assignments from work orders or oral instructions, or follows established maintenance schedules which identify the equipment to be repaired and the nature of the work to be accomplished. Plans work sequences, selects tools and replacement parts, and otherwise carries assignments through to completion, referring only the most difficult and unusual problems to supervisor. Work is subject to spot-check during progress and upon completion for compliance with instructions and acceptable standards of workmanship.

Major Duties

Performs full range of work involved in repair, overhaul, maintenance, and servicing of industrial and domestic reach-in and walk-in refrigerators; cold-storage and cold-room equipment; freezers, water coolers, dehumidifiers, air conditioning units and systems, ventilating systems, and related equipment. Diagnoses and locates malfunctions; disassembles, repairs, replaces/adjusts thermostats, pressurestats, humistats, relays, switches and other automatic control devices; disassembles and repairs compressors and related components; services and repairs evaporators, condensers and receivers; repacks valves, replaces electric motors, belts and pulleys; lubricates moving parts, replaces/cleans filters; bleeds systems and replaces refrigerants; tests for leaks and excessive load conditions; and reconditions, modifies and fabricates parts. Installs and relocates equipment. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Trains inexperienced personnel by giving on-the-job instructions and assistance; and observes as required.

Performs other duties as assigned.

Working Conditions

Work is performed inside and sometimes outside, frequently in cramped, awkward positions; shop area is usually adequately heated and ventilated but often floors are of concrete; work is frequently dirty and greasy; variable temperatures occur when working in cold-storage rooms; subject to possible injuries such as cuts, bruises, burns and electrical shock; possible respiratory disorders due to inhalation of refrigerant gases. Must wear protective eye covering when working on Freon units since charging gases are considered a substantial hazard and may cause blindness if protection is not used.

NOTE: The nature and variety of hazardous work situations characteristic of these positions have been considered in the overall evaluation as KWB-7.

Aircraft Freight Loader, KWB-6968-04 **SJD-S279**

Supervisory Controls

Supervision is usually received from a crew leader who makes specific loading assignments, provides assistance and spot-checks completed work for compliance with instructions given.

Major Duties

In an air terminal, collects baggage and freight for shipment. Segregates materials, on the basis of priority markings, destination, relative weight and cube, number of pieces in a given shipment, and indicated special handling requirements. Using rope, web straps, cable or chain, ties down pieces of cargo in specified locations. Judging the probable shifting strain effects of each piece of cargo, selects the appropriate weight, and placement (considering the configuration of the item and the location of wall hooks) of tie down gear to prevent movement in any direction. Segregates special handling items for separation from balance of cargo and immediate accessibility. Off-loads cargo and delivers to the air terminal. May drive materials handling equipment or light vehicles to deliver cargo, positioning the vehicle beside or beneath the aircraft.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping. Lifts, carries and places, in position, various objects ranging from light to heavy in weight. May work inside and outside under all weather conditions but outside work is not normally performed during inclement weather conditions. Frequently performs work characteristic of a heavy laborer.

Aircraft Mechanic, KWB-8852-08 **SJD-S301**

Supervisory Controls

Work is performed under general supervision. Assignments are given in the form of work orders, inspection reports, or verbal instructions. Is expected to plan work sequences, select tools and repair parts, and otherwise carry assignments through to completion, referring only unusual and difficult problems to supervisor. Work is subject to check in process and upon completion for acceptability and adherence to instructions and established standards. Published guidance includes technical orders and manuals, manufactures specifications, factory engineering bulletins and standard operating procedures.

Major Duties

Performs full range of direct and general support (3rd and 4th echelon) and, as authorized, depot level (5th echelon) maintenance, disassembly, repair, rebuild, overhaul and modification of all classes, models and series of Army fixed-wing and rotary aircrafts, their major assemblies, subassemblies, components and related systems. Work may be performed in hangar, in repair shops, on flight line or at remote sites.

1. Conducts inspections, diagnoses malfunctions and troubleshoots to determine cause. Makes operational checks of systems, using external power sources, powered ground equipment or functional test. Removes, disassembles, inspects, repairs, adjusts, overhauls, modifies, reassembles and installs or replaces turbine and piston engines, and major assemblies, subassemblies, component and systems such as cylinder assemblies, oil, fuel, vacuum and hydraulic pump assemblies, main and tail rotor assemblies, clutch, drive shafts, transmissions, gear boxes, and other power train units, trim tab motors, cooling fan assemblies, control valves, shrouds, carburetors, etc. Installs, connects and adjusts fuel, electrical and hydraulic systems. Installs and aligns fuselage and airframe parts. Builds up, balances, aligns and installs main and tail rotor assemblies. Rigs complete flight control systems. Directs work of lower grade mechanics as required.

2. Performs ground operational check of fixed-wing and rotary aircrafts. Makes final adjustments, tracking main and rotor blades, adjusting pitch of blades, oil and fuel pressure and checking clutches and engines. Checks for vibrations and makes required adjustments. Performs post flight inspection. May accompany pilot on test flight.

Performs other duties as assigned.

Working Conditions

Works inside on concrete floors where areas are occasionally drafty and damp. Occasionally works outside. Subject to cuts and abrasions from use of tools and equipment and to falls from aircraft or platforms. Work is dirty and greasy and unpleasantly noisy. Moderately heavy physical effort is required in the frequent use of tiring work positions while handling tools and in occasional lifting of heavy objects. Most heavy lifting is accomplished through use of mechanical devices.

Artillery Repairer, KWB-6605-06 **SJD-S272**

Supervisory Controls

Work is performed under the general supervision of a shop supervisor. Receives assignments in the form of work orders or verbal instructions which identify the equipment to be worked on and the nature of the work to be accomplished. Is expected to plan work sequences, select tools and replacement parts and otherwise carry assignments through to completion, referring only the most difficult and unusual problems to the supervisor. Work is performed in accordance with instructions, work orders, technical manuals and established trade techniques. Work is subject to spot-checks during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Performs the full range of work involved in the repair, service, maintenance and overhaul of any or all types of towed, self-propelled and turrets and artillery; recoilless rifles; mortars; and their mounts, turrets and carriages. Determines the nature and extent of repairs required; disassembles, examines parts and assemblies for serviceability; replaces parts and assemblies as required; reassembles, adjusts and calibrates light, medium and hydraulic systems and assemblies such as elevating, traversing, recoil, loading, ramming and firing systems, breech, tube, pumps, equilibrators, trails, bogies, cupolas, outriggers, shields and their components.

Performs other duties as assigned.

Working Conditions

There is constant exposure to dirt and grease; work is almost always performed on concrete floor. Subject to falls when climbing and walking on slippery and inclined surface of earth of the larger artillery pieces, carriages, turrets and mounts; cuts and abrasions are frequently incurred when using hand tools in confined places.

Asphalt Worker, KWB-3601-05 **SJD-S213**

Supervisory Controls

Under general supervision receives instructions outlining the work methods and trade techniques to be used in accomplishing assignments. Work in progress is subject to spot-checks and completed assignments checked for acceptability and compliance with instructions.

Major Duties

Performs work involved in the operation of an engine-driven, trailer mounted asphalt kettle with motor spray attachment used to heat and melt bituminous materials and to apply bitumen used in patching, construction or maintaining roads and airport runways. Loads or charges kettle with bituminous materials determining and selecting the appropriate grades of tars acceptable for specific types of patching. Operates hand locking handle to start burner, to pass lock through an oblong hole in the air pump and sets fire to oil assuring flash point of specific materials used. Maintains temperature to prevent overheating of bituminous materials, reading the temperature on the thermometer observing pressure gauge and adjusting air pressure pumps. Applies bitumen to roads or grounds using hand spray bar and controlling pump pressure. After completion of operation, removes spray bar and insulated metal hose and drains them with fuel oil or steam to thaw and remove congealed tar. Makes minor repairs and adjustments to asphalt kettle. Supervises a group of laborers engaged in manual tasks concerned with the roads and grounds patching, such as cleaning out the hole, sweeping out dust, moisture, and loose articles and graveling roads and grounds.

Performs other duties as assigned.

Working Conditions

Subject to abnormal heat during the summer and hazards of burns from contact with kettle. Subject to unpleasant odors.

Automotive Mechanic, KWB-5823-05 **SJD-S267**

Supervisory Controls

Work is performed under general supervision. Assignments are given in the form of work orders, initial inspection forms or verbal instructions. Is expected to plan work sequences, select tools and repair parts and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for acceptability and adherence to established practices and standards.

Major Duties

1. Performs repair and maintenance work on chassis group units of one or more types of vehicles powered by internal combustion engines, gasoline or multi-fuel. Types include those in commercial, industrial or tactical use such as passenger cars and trucks, forklift trucks and warehouse tractors, 1/4-ton jeeps and six-wheel drive vehicles with automatic transmissions. Participates in disassembly, reconditioning and replacement of parts and assemblies on engines, power transmission, suspensions, steering and braking systems and related electrical, fuel, wheel and engine assemblies.

2. Works alone or with aid of helper on less complex repair tasks, such as removing and installing radiators, fuel tanks, cleaning carburetors and distributors, making idling adjustments, replacing generators and spark plugs. Consults with higher grade workers on unusual problems.

Performs other duties as assigned.

Working Conditions

Works inside in a well-lighted and heated area; however, continually works on concrete floors and work is dirty, greasy and noisy. Subject to cuts, bruises, shocks, burns and mashed fingers. Work requires moderate to arduous physical effort.

Automotive Mechanic, KWB-5823-06 **SJD-S266**

Supervisory Controls

Work is performed under general supervision. Assignments are given in the form of work orders, initial inspection forms, or verbal instructions. Is expected to plan work sequences, select tools and repair parts and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for acceptability and adherence to established practices and standards.

Major Duties

Performs the full range of overhaul and repair work on chassis group units of one or more types of vehicles powered by internal combustion engines, or tactical use such as passenger cars, trucks, forklift trucks and warehouse tractors, jeeps, multi-wheel vehicles with automatic transmissions and auxiliary equipment. Determines exact nature and extent of repairs required and performs major and minor overhaul and repair on engines, power transmissions, suspension, steering and braking systems and related electrical, fuel, hydraulic, wheel and engine assemblies. Makes operational checks and adjustments as required. Uses specialized testing equipment such as compression testers, motor analyzers and test benches. Directs work of junior and helper mechanics as required.

Performs other duties as assigned.

Working Conditions

Works inside in a well-lighted and heated area; however, continually works on concrete floors and work is dirty, greasy and noisy. Subject to cuts, bruises, shocks, burns and mashed fingers. Work requires moderate to arduous physical effort.

Baker, KWB-7402-05 **SJD-S289**

Supervisory Controls

Under general supervision follows menus, recipes, technical manuals and written or oral instructions to produce an edible and appetizing baked product. Work is spot-checked for performance and final product is tested and tasted to ensure conformance with health standards and approved procedures.

Major Duties

Duties of positions in this class include selecting, weighing, measuring and mixing ingredients, then baking such products as bread, pies, pastries, biscuits, cakes, cookies and rolls. Characteristically, performance of the duties of this class requires the knowledge, skill and ability to produce a full line of bakery products, understanding the mixing and cooking characteristics of the ingredients, the critical baking temperatures and baking techniques required for each specific product.

1. Determines from a knowledge of baking processes or from a recipe, the kind and amount of ingredients. Determines the amount of fermentation time and fermentation agents for each kind of baked product to be produced.

2. Sifts and mixes flour, mixes and adds liquids and leavening agents to form dough into the desired shape. Punches dough by hand after it has fermented the proper time to add new air to dough and to expel old carbon dioxide gas.

3. Greases baking pans and places product into pans for baking. Exercising care to avoid misshaping the product which would detract from its appearance and permit uneven baking.

4. Places loaded pans into a preheated oven. Regulates temperatures by adjusting drafts or manipulating thermostatic controls. Times the exposure of the dough to the baking temperature. Removes baked products from the oven. Applies icing sugar and other decorative touches to the finished product.

5. Uses rollers, sifters, mixers and other bakery equipment.

Performs other duties as assigned.

Working Conditions

Works in areas continuously exposed to heat from stoves and ovens. There is always danger of burns from hot food, grease, steam sterilizer and oven.

Bakery Equipment Operator, KWB-5444-04 **SJD-S249**

Supervisory Controls

Work is performed under general supervision. Assignments are performed in accordance with general instructions and work is subject to checks during progress and upon completion for conformance with specifications.

Major Duties

Performs work involved in the operation of dough mixers, dividers and molders, rounders, bakery oven, bread slicers, conveyor units and similar equipment used for producing finished bread from raw materials. Removes baked bread from pans, places on racks for cooling and bags the bread after the cooling process. Cleans equipment with cloth, brush and water. Oils and greases the moving parts of equipment.

Performs other duties as assigned.

Working Conditions

Works in areas continuously exposed to heat from stoves and ovens. There is always danger of burns from hot food, grease, steam sterilizer and oven.

Barber, KWB-7603-04 **SJD-S300**

Supervisory Controls

Independently performs assigned duties under the general guidance of the manager or the custodian of an open mess.

Major Duties

Cuts and trims hair using clippers, scissors, combs and razor. Applies tonics or creams to scalp and hair. Washes, shampoos and rinses hair. Shaves and may give massages. Keeps equipment sanitary and in good working condition.

Performs other duties as assigned.

Working Conditions

Works inside under no significantly unfavorable work environment factors. However, continuous contact with and close proximity to customers results in considerable exposure to the more common communicable diseases and dermatitis infections.

Bartender, KWB-7405-04 **SJD-S293**

Supervisory Controls

Receives general supervision from bartender leader or club manager who furnished instruction as to overall work procedures and objectives. Work is spot-checked during progress for compliance with general instructions and established procedures.

Major Duties

Mixes and serves alcoholic beverages on order from individuals or waiter/waitresses. Operates cash register, collects money, makes change and sells items incidental to bar operation. Maintains and accounts for own cash fund. Completes daily cash report. Maintains adequate stock levels for anticipated sales. Washes glasses and cleans bar and equipment.

Performs other duties as assigned.

Working Conditions

Works inside under no significantly unfavorable work environment factors except possibility of cutting fingers on broken glass.

Battery Repairer, KWB-3725-05 **SJD-S215**

Supervisory Controls

Work is performed under general supervision. Receives assignments verbally or in the form of work orders. Is expected to plan work, select tools and repair battery and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-check during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Performs work involved in the inspection, disassembling, repairing, reassembling and charging of batteries used in automotive equipment and for other purposes. Breaks down batteries and diagnoses extent of repairs needed. Repairs and/or rebuilds batteries according to diagnosis requirements, assembling new cell groups, replacing compounds and lead burning connection, replacing or rebuilding terminal parts. Reassembles and tests repaired batteries for performance. May make repairs to charging equipment.

Performs other duties as assigned.

Working Conditions

Primarily inside well lighted, heated and ventilated alkaline battery repair shop where goggles, gloves, eye washes, safety shoes, showers and especially treated coveralls are provided and required to be used. Subject to electrical shock and alkaline burns.

Boiler Plant Operator, KWB-5402-06 **SJD-S242**

Supervisory Controls

Works under a shift supervisor who periodically checks effectiveness in maintaining proper water temperature or steam pressure, maintenance of equipment, adherence to operating instructions and efficiency of work methods, procedures and safety regulations.

Major Duties

The Boiler Plant Operator performs work involved in firing and maintaining high pressure steam boilers (automatic and semi-automatic, LP gas, diesel fuel) and auxiliary equipment.

1. Fires high pressure steam boilers used in boiler plants that supply steam for heating. Visually checks the oil burner flame and makes the necessary adjustments to secure efficient combustion of the oil and draft input and output of the boiler. Constantly checks the feed water and pressure gauge and makes any and all necessary adjustments, such as adding water and/or blowing off steam when necessary to maintain safe operations of the boilers. Checks all auxiliary equipment such as boiler feed pumps, water softener and feed water heaters, and all combustion controls to see that they are functioning properly. Checks on fuel supply input and output and keeps records of same. Maintains a daily record of the boiler operation on steam, water, and fuel oil used. Makes minor repairs to all equipment during the heating season. Performs hydrostatic testing on boilers and testing of safety valves to evaluate the condition and serviceability of boilers for operation.

2. Performs major overhauls of the entire high pressure boiler systems and auxiliary equipment including the repair, replacement, and installation of boiler tubes, refractory linings, electronic and electrical controls, and associated components during the off-season. Performs preventive and scheduled maintenance of plant systems and equipment including boiler feed pumps, fuel oil pumps, air compressors, boiler fixtures, and combustion based on the standards and specifications prescribed in the technical manuals for boiler plants. Repairs or replaces flame gauges, controls, relief valves, and ignition devices.

Performs other duties as assigned.

Working Conditions

Subject to abnormal heat; hazards of boiler or furnace explosions, high noise level, toxic fuel fumes, burns and scalding water. May work in dirty, cramped quarters in inadequately lighted and ventilated space.

Bowling Equipment Repairer, KWB-4819-05 **SJD-S232**

Supervisory Controls

Work is performed under general supervision; receives oral or written instructions on any new work assignments; work is spot checked for compliance with regulations and instructions in progress and upon completion.

Major Duties

Repairs, services, and maintains bowling alley equipment, including pin setting machines, bowling ball cleaning equipment, lane cleaning and conditioning equipment and other facilities installed in the bowling center. Disassembles, replaces defective parts, repairs, adjusts, lubricates and reassembles equipment. Maintains bowling lanes in an operating condition, using various equipment and hand tools. May install bowling alleys and bowling alley equipment. Keeps areas of bowling alley in a clean and orderly condition.

Performs other duties as assigned.

Working Conditions

Work is performed primarily inside. Subject to possible injury from falling tools. Exposed to dust, oil from machines and dirt.

Bus Driver, KWB-5703-06 **SJD-S255**

Supervisory Controls

Controls consist of specific instructions at the time the bus is dispatched. Driver's ability is regularly observed and evaluated. Bus is intermittently spot-checked for abuse and accomplishment of preventive maintenance; trip tickets are checked for compliance with regulations and completeness.

Major Duties

Drives passenger bus, with rated capacity of 20 passengers and above on scheduled or special trips on or off the military reservation to transport personnel from one place to another. Follows prescribed schedules and routes with responsibility for maneuvering bus around narrow corners, narrow roadways, and within speed limits to avoid accident and injury to passengers for whose safety he is responsible. Oversees the loading and unloading of passengers and sees that only authorized personnel ride bus. Furnishes assistance to patients upon entrance or leaving bus; occasionally assists in the handling of litter cases. Performs driver's maintenance in accordance with established rules and regulations. Completes trip tickets and preventive maintenance service records; fills out driver's accident report in case of an accident. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

Performs other duties as assigned.

Working Conditions

The major portion of the work is performed outside in all weather in an enclosed bus. Driver is subject to dust and fumes. While driving, there is a constant exposure to traffic hazards.

Carpenter, KWB-4607-06 **SJD-S227**

Supervisory Controls

Supervisor provides written or oral assignments which may be accompanied by drawings, blueprints or hand drawn sketches. Accomplishes assignments with a minimum of supervisory guidance, applying accepted trade techniques, practices and work procedures. Assignments are subject to check during progress and upon completion for adherence to acceptable standards of workmanship and compliance with instructions.

Major Duties

Works alone or as a member of a work crew, either in a shop situation or at a work site and applies journeyman carpentry skills and techniques in repairing, constructing, remodeling and maintaining a variety of wooden structures, representative of which are family housing, office buildings, warehouses and storage sheds, troop housing and shop structures. Uses a variety of hand and power shop tools in accomplishing assignments.

Plans and lays out work in accordance with drawings, sketches, blueprints and own knowledge of construction or needed repairs. Selects lumber, materials and supplies. Measures and cuts materials to the required lengths and dimensions. Installs rafters, studs, sills, plates, braces, joists, floors, sub-floors, panels, siding, sheathing, roofing, building, paper, insulating materials and door and window frames. The work processes include nailing, sawing, bolting, gluing, planning and sanding. Fabricates and installs frames or casing for windows, doors, transoms and ventilators; shelves, counters, plywood duct-work, cabinets, bookcases and related features. Installs doors and window sashes. Trims, mortises, drills and prepares items for attachment of hardware. Fabricates concrete forms, scaffolds, storage pallets, storage bins, tables, workbenches, and related items.

Performs other duties as assigned.

Working Conditions

Work is performed both inside and outside. Subject to frequent noise from hammers and power tools. Injuries may occur in lifting heavy pieces of lumber or equipment; cuts and bruises may result from use of hand tools and may suffer more serious injuries in operating power tools and from falls from ladders and scaffolds. May be exposed to vapors from working with glue, thinner, and asphalt products.

Cement Finisher, KWB-3602-06 **SJD-S209**

Supervisory Controls

Duties are performed under the general supervision of a work leader or foreman who assigns work in the form of written work orders or verbal instructions. Planning of work details is left to incumbent. Completed work is subject to spot-checks for quality of workmanship and adherence to specifications and job requirements.

Major Duties

Duties of positions of this class involve the construction or repair of cement and concrete surfaces and structures and the attendant tasks of mixing, pouring, spreading and leveling of concrete and cement. Incumbents of this class commonly have lower grade cement finishers or laborers assigned to assist them in the performance of laborious tasks. The following duties are typical but not all inclusive of positions in this class:

1. Pours, spreads and finishes concrete and cement in the construction or repair of walls, steps, walks, runways, curbs, gutters, ramps and other structures and surfaces. Working from written work orders, plans, blueprints or rough sketches or from general instructions of a supervisor, plans work methods and sequences. Sets necessary forms for concrete or cement filling; assures that each form is designed and set adequately for the job with consideration for the form of the structure and type of materials. Arranges steel rods or wiring for reinforcement. Pours, spreads, levels and finishes concrete areas. Determines proper mixtures and setting time from knowledge of the properties and characteristics of materials.

2. Performs concrete and cement finishing such as the shaping of lip or rolling curbs. Spreads and levels concrete and shapes curbs by striking off the excess concrete with a template. Smoothes and finishes surface with float, trowel and other cement finishing tools. Applies outer covering of cement to walls and other vertical surfaces with trowel after forms have been removed.

3. Finishes concrete and cement surfaces such as floors, walls and walks to specified or desired texture by the use of a trowel and float. Applies special traction finishes by scoring cement with broom or other tools. Finishes vertical surfaces by wetting surface and rubbing with abrasive, chipping bad spots with cold chisel and hammer and patching holes with fresh cement.

Performs other duties as assigned.

Working Conditions

Works outside most of the time. Contacts with dirt and dust.

Checkroom Attendant, KWB-7601-01 **SJD-S299**

Supervisory Controls

Receives general supervision from a manager of an open mess and/or director of service club who provides initial assignment of duties with additional oral or written instructions as necessary on new or special procedures or when difficulties are encountered. Work is observed while in progress and upon completion for compliance with instructions and established procedures and standards.

Major Duties

Performs work involved in the checking of wearing apparel, luggage, bundles and other articles for patrons of an establishment, issues claim check for articles checked; and returns articles on receipt of check. Keeps the checkroom in a clean and orderly condition.

Performs other duties as assigned.

Working Conditions

Works inside with no significant unfavorable job environment factors.

Chef, KWB-7404-08 **SJD-S292**

Supervisory Controls

Work is performed under the general supervision of a mess sergeant or steward. Supervisor outlines operating policies and procedures for overall operation and general instructions. Work is evaluated primarily in terms of quality of meals prepared, how well sanitary requirements are met, timeliness and efficiency of operations.

Major Duties

Supervises one shift of three or more cooks as well as mess attendants required for shift operation. Works with and supervises subordinates in the preparation of foods, maintenance and care of equipment and the cleaning of the kitchen and dining hall. Determines workload and amount of raw materials needed and establishes performance standards to provide required service most effectively. Checks work of cooks by inspecting food during and after preparation for quality, quantity and waste. Depending on the type and the size of the dining hall, may assist supervisor in operating the storeroom with the responsibility of receiving, storing and issuing rations.

Performs other duties as assigned.

Working Conditions

Work requires some exposure to soiling of hands by cooking oils or grease, some splashing of water, noise of equipment, cold of refrigerators and heat of stoves and ovens. Is subject to danger of serious burns and to cuts or other injuries in using powered equipment.

Chemical Equipment Repairer, KWB-4807-06 **SJD-S231**

Supervisory Controls

Work is performed under the general supervision of a work leader or shop foreman who outlines work objectives and issues any instructions necessary in accomplishing assignments which are given orally or by written work orders. Work in progress is subject to spot-check and completed assignments checked for acceptability and compliance with instructions.

Major Duties

Performs work involved in the disassembly, repair, replacement of parts, adjustment, reassembly and final operational check of all types of chemical equipment such as mechanized or portable flame throwers, smoke generators, air compressors, hand and power-driven decontaminating devices, collective protectors and other miscellaneous chemical equipment. Makes preliminary checks of equipment to determine cause of malfunction and extent of repair needed. Disconnects, cleans and repairs equipment components such as carburetor, fuel pump and furnace assembly. Replaces worn or defective parts. Reassembles, adjusts and test-operates repaired equipment for optimum performance.

Performs other duties as assigned.

Working Conditions

Mostly inside. Subject to odors and burns when testing repaired flame throwers.

Communications Cable Splicer, KWB-2504-06 **SJD-S187**

Supervisory Controls

Receives general supervision from the Cable Splicer Foreman. Incumbent determines work procedures and has technical responsibility for tasks assigned. Work is reviewed in terms of rate of progress made in locating and correcting faults and the efficient operation and service of cables maintained.

Major Duties

Locates faults in communications cables and splices insulated wires in a multiple conductor cable to provide an air and moisture proof continuous electrical circuit in cable portions of an open-wire and cable communications system. Ascertains details of assignments such as kind of work to be performed, location and amount and kind of material, tools and secure aerial work platform and performs related tasks preparatory to splicing wires. Removes section of lead sheath, tests wire pairs for continuity, and isolates matched pairs. Slips insulating sleeve over one each of paired wires, strips sufficient insulation from each wire to provide contact, twists exposed ends of each wire pair around each other to form splice and slips insulating sleeve over splice. Staggers splices along exposed cable area to provide uniform diameter to splice. Splices quadded cable. Places and splices loading coils when required. Dries out moisture, covers exposed area of cable with lead sleeve, and completes joint between cable and sleeve to provide a solid air and moisture proof joint. Locates punctures in sheath by introducing dry nitrogen into cable and applying a soapy solution to cable to cause bubbles to appear at point of puncture. Solders up small holes or replaces section of sheath when holes are too numerous or large to solder. Performs various electrical tests to locate shorts, grounds, opens, crosses, excessive moisture content and other indications of improper functioning in cables. Mathematically computes distances, refers to cable charts and maps and determines a portion or portions of cables requiring repair.

Performs other duties as assigned.

Working Conditions

Workers spend most of their time on outside work, frequently working during storms and inclement weather. They are exposed to hazards of burns from hot lead; electric shock when wires are crossed with electric power lines; falls from climbing poles and working from suspended platforms; explosion from gas in manholes; tools dropped by others working on overhead cables.

Concrete Mixer Operator, KWB-5401-05 **SJD-S251**

Supervisory Controls

Works under the general supervision of work leader or foreman. Assignments are performed in accordance with general instructions and work is subject to checks during the process and upon completion for compliance with instructions.

Major Duties

Performs work involved in the operation of a concrete mixing machine to mix sand, gravel, cement and water to make concrete; checks deliveries of sand, gravel, cement and the availability of water; starts motor with hand crank; operates hand levers to start rotation of mixing drum, to lower skip to receive a batch of cement, sand and gravel, to raise skip to empty batch into mixing drum to admit a measured amount of water into mixing drum and to open discharge chute that empties mixing drum; estimates the amount of water needed for mix when an automatic measuring tank is not provided; cleans interior of mixing drum by rinsing it with water after each period of operation; makes minor repairs and adjustments to the machines; and supervises a group of laborers engaged in manual tasks concerned with the operation of a concrete mixing machine.

Performs other duties as assigned.

Working Conditions

The work is performed outside where it is noisy, dirty and dusty. There is danger of injury from catching limbs or clothing in open gearing and danger of burns from chemical action of cement. There is constant danger or irritation to the eyes, nose and mouth from cement and mortar dust while dumping and cleaning cement.

Cook, KWB-7404-04 **SJD-S290**

Supervisory Controls

Supervision consists of daily work assignments, accompanied by oral or written instructions as to recipes, menus and number of servings. Work is subject to periodic inspections for compliance with instructions, established work methods, accepted cooking practices and sanitary requirements. Supervisor is available to provide guidance and assistance as required.

Major Duties

Assigned to a snack bar, club or cafeteria where snack and simple grilled items are sold. Prepares and serves short orders and grill items. May prepare convenience food for sale and serve a limited number of hot and cold dishes.

1. Prepares and cooks to order various foods which require a short preparation time, such as hamburgers, cheeseburgers, hot dogs, chops, steaks, chicken fries, poultry, fish, bacon, eggs, sausage, ham, pancakes, etc. Adds seasonings to food and regulates cooking temperatures. Serves such items to customers as necessary. May operate cash register, collects money and makes change. May provide work direction to assigned lower graded food service workers, as required.

2. May assist in assembling, garnishing, and preparing for service a variety of convenience foods (instant mixes, prepackaged, canned, etc.), sandwiches, salads, and other easily prepared food items.

Performs other duties as assigned.

Working Conditions

Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, cold of walk-in refrigerator and heat of stoves and ovens.

Is subject to danger of serious burns and to cuts or other injuries in using powered equipment or from slipping on floors.

Cook, KWB-7404-05 **SJD-S291**

Supervisory Controls

Supervision consists of daily work assignments, accompanied by oral or written instructions as to changes in recipes, menus and number of servings; and advice and assistance if necessary. Work is subject to periodic inspections for compliance with instructions, established work methods, accepted cooking practices and sanitary requirements for quality, flavor and appearance of prepared foods.

Major Duties

Prepares and cooks any or all food items in bulk quantities or individual servings for regular/modified diets required for regular meals/special feedings.

1. Reviews menus, work sheets and recipes and determines type and quantities of items required for number of persons to be served and recipe requirements. Cuts and trims to cooking size and weighs or measures portions and ingredients for regular or modified diets in accordance with menus, recipes or other instructions. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverages. Operates various mixers, grinders, steam kettles, electric urns and other powered and mechanical kitchen equipment used in the preparation and service of food.

2. Directs and instructs as necessary, any helpers and mess attendants assigned in the simpler cooking activities, preparation of vegetables and fruits for cooking or raw use and in cleaning equipment and work areas.

Performs other duties as assigned.

Working Conditions

Work requires some exposure to soiling of hands by cooking oils or grease. Subject to splashing of water, noise of equipment, cold of refrigerators and heat of stoves and ovens.

Is subject to danger of serious burns and to cuts or other injuries in using powered equipment.

Crane Operator, KWB-5725-07 **SJD-S260**

Supervisory Controls

Work is performed under general supervision. Operator is expected to work from general verbal instructions, determining detailed procedures, and solve problems that deviates from established procedures.

Major Duties

Operates wheel mounted boom crane to lift, transport, and position materials; to dig and move earth or other materials; to drive pilings; and/or to destroy obsolete structures. Selects and uses various attachments depending on the kinds of work, such as hooks, clamshell buckets, or dragline buckets, magnets, pile drivers, demolition hammers, and other special material handling devices. Services and checks equipment before, during and after each operation, and performs operators maintenance.

Perform other duties as assigned.

Working Conditions

Work is performed outside in all types of weather in a partially enclosed crane cab; is noisy, dirty, and subject to fumes, occasionally disagreeable dust, abnormal heat and cold; and exposed to danger from swinging loads, moving machinery, overturning and breakage of cables.

Custodial Worker, KWB-3566-02 **SJD-S208**

Supervisory Controls

Receives general oral or written instructions and assignments from supervisor or crew leader who occasionally spot-checks work for adequacy.

Major Duties

1. Working alone or as a member of a crew, performs the full range of janitorial duties of which the following are typical: Maintains a specified area orderly and clean following general instructions regarding the tasks to be performed. Sets up own schedule and sequence of tasks within the framework of a general schedule which states the required frequency of each task. Vacuum cleans rugs and drapes. Sweeps, mops, strips, scrubs, waxes and polishes floors using heavy industrial powered equipment. Washes walls. Adjusts, changes and oils, buffers, brushes, rollers and other attachments on these machines. Washes and replaces venetian blinds, ceiling fixtures and room partitions using ladders and scaffolds.

2. Washes and cleans windows inside and outside of buildings using stepladders, extension ladders, scaffolds and safety belts.

3. Performs seasonal tasks such as the following: Applies salt or other ice control material to building entrances. Shovels snow from steps and walks in the immediate vicinity of assigned buildings. Mows and waters lawns within a specified distance from assigned building.

4. In warehouses and shops, maintains an assigned area to keep clean and orderly. Sweeps and mops floors. Removes oil, hydraulic fluid and other spilled liquids.

Performs other duties as assigned.

Working Conditions

Works indoors most of the time and outdoors occasionally. Exposed to conditions inherent in cleaning tasks described such as chapped hands or other irritation from working with strong cleaning agents. Possibility exists for serious disabling injury as a result of electrical shock from power cleaning equipment or from falling from scaffolds or ladders.

Driver, KWB-5703-05 **SJD-S253**

Supervisory Controls

Controls consists of specific instructions at the time the vehicle is dispatched. Driver's ability is regularly observed and evaluated. Vehicle is intermittently spot-checked for abuse and accomplishment of preventive maintenance; trip tickets are checked for compliance with regulations and completeness.

Major Duties

Drives jeeps, sedans, and trucks but not including such equipment as wreckers, smelteries and truck with trailer units, lowboys and semivans, to transport personnel, articles and materials throughout the post and on public roads and highways for long and short hauls. Assures that cargo is properly loaded, secured and that the vehicle is not loaded beyond capacity. Operates winch where vehicle is so equipped; completes trip tickets and preventive maintenance service records; fills out driver's accident reports in case of accident. Performs drivers maintenance in accordance with established rules and regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload.

Performs other duties as assigned.

Working Conditions

The major portion of the work is performed outside in all weather in an enclosed cab. Drivers are subject to dust and fumes. While driving, there is a constant exposure to traffic hazards.

Driver, Heavy (Special Equipment), KWB-5703-06 **SJD-S254**

Supervisory Controls

Controls consist of specific instructions at the time the vehicle is dispatched. Driver's ability is regularly observed and evaluated. Vehicle is intermittently spot-checked for abuse and accomplishment of preventive maintenance; trip tickets are checked for compliance with regulations and completeness.

Major Duties

Drives such automotive equipment as wreckers, semitrailers and trucks with trailer unit, lowboys, semivans and dump trucks used to transport unusually heavy cargo and equipment. Hauls articles and materials on and off post on public roads and highways; oversees the loading, lashing and securing of cargo on the trucks, as required; assures vehicle is not loaded beyond the rated capacity; completes trip tickets and preventive maintenance service records; fills out driver's accident report, in case of an accident. Performs drivers maintenance in accordance with established rules and regulations. May occasionally drive other type and size vehicles for which qualified and licensed when required by the workload. Operates material handling equipment (MHE).

Performs other duties as assigned.

Working Conditions

The major portion of the work is performed outside in all weather in an enclosed cab. Drivers are subject to dust and fumes. While driving, there is a constant exposure to traffic hazards.

Driver Supervisor, KWB-5703-08 **SJD-F256**

Supervisory Controls

Work is performed usually under the general supervision of the Motor Officer or his assistant, who furnishes oral and written instructions regarding policies and procedures. Work is evaluated in terms of efficiency of operations.

Major Duties

Assigned to a large motor pool. Supervises and directs the work force of at least 50 or more drivers engaged in the operation and first echelon maintenance of light, heavy and special equipment vehicles. Trains drivers in maintenance procedures including instructions on new or revised regulations relating to maintenance requirements. Periodically inspects vehicle maintenance logs for compliance with regulations and procedures to assure vehicles are maintained in a manner that provides for optimum service. Assures compliance with safety regulations in both operation and maintenance of equipment and vehicles. Assures policing of the Motor Pool area and proper parking of vehicles.

Performs other duties as assigned.

Working Conditions

Works inside and outside in all weather. Subject to dust and fumes. Exposure to traffic hazards.

Electric Power Controller, KWB-5407-06 **SJD-S243**

Supervisory Controls

Under the general supervision duties are performed in accordance with verbal and/or written instructions which specify time when the equipment is to be operated and required periodic maintenance of equipment. Work is reviewed by a supervisor through observation at the work site, inspection of equipment and review of operating and maintenance log.

Major Duties

Performs work involved in the operation and minor maintenance of stationary diesel or gasoline engines, generators, switchboards, and other equipment and machines to supply mechanical or electrical power for distribution or for the operation of machines and equipment. Readies, starts, adjusts and regulates diesel or gasoline engines by means of turning and adjusting mechanisms, observing dials and meters, adjusting governors and controlling speed after warm-up is accomplished. Parallels two or more diesel and/or combinations of a diesel and gasoline engines with different operating characteristics and efficiency ratings; makes fine speed and generator adjustments, observing synchroscopes or lights, adjusting governors and engine speed regulators and actuating exciters and generators when equal alternating current cycle has been obtained. Reads and interprets instruments and meters on direct current, alternating current and feeder switchboards. Changes, opens and closes circuits as needed. Determines and follows emergency procedures during electrical storms, commercial power failure or other trouble in the power plant or on the circuits.

Performs other duties as assigned.

Working Conditions

Inside and outside work around noisy machinery; danger from moving parts of machinery; works with greasy, oily parts.

Electrician, KWB-2805-06 **SJD-S195**

Supervisory Controls

Receives assignments verbally and in the form of work orders. Responsible for determining work methods to accomplish assignments. Plans working details and follows sketches, wiring diagrams or blueprints, consulting supervisor for interpretation of unusual or complicated planning, layout and specification problems. Completed work is inspected during process and upon completion for acceptability and compliance with instructions.

Major Duties

Serves as journeyman electrician. Installs, maintains and repairs electric wiring systems, related switches, distribution panels and outlet boxes, as well as a wide variety of electrical fixtures, tools and appliances. Following maintenance schedules and inspections or work orders, performs maintenance services, diagnoses system or equipment malfunction and repairs as necessary. Inspects, maintains, cleans, repairs, tests and adjusts electrical buzzer and bell circuits, light sockets, lighting fixtures, fans, switches, office and heating appliances, fire alarms, clocks, rheostats, thermostats and electrical drills, grinders and shop equipment. Tests circuits and equipment by use of voltmeter, ampmeter, wattmeter, megger and ohmmeter. Measures, cuts, threads, bends, assembles and installs conduits, inserting, splicing and connecting wires to fixtures, outlets, switches, receptacles and power source.

Performs other duties as assigned.

Working Conditions

Works inside in buildings and shops and outside. Subject to contact with dirt and soiling of hands and clothing, to shocks and burns from high voltage, cuts and bruises. May works on high places using a variety of ladders and man-lift.

Electrician (High Voltage), KWB-2810-07 **SJD-S196**

Supervisory Controls

Work is performed under general supervision. Receives assignments in the form of work orders together with oral or written instructions, drawings, and wiring diagrams. Is expected to plan work sequences, select tools and materials needed, and complete assignments referring only the most difficult and unusual problems to the supervisor. Accomplishes work in accordance with work orders or other instructions, technical manuals, and established trade techniques. Work is subject to spot-checks during progress and upon completion for compliance with instructions, timeliness, and workmanship that meet acceptable standards of quality.

Major Duties

Installs, replaces and/or repairs poles, crossarms, transformer racks and hangers, insulators, breakers, fuses, primary and secondary conductors, transformers, brackets and braces, guy wire or anchors, switchgear, meters and variety of other pole fixtures and hardware. Installs underground cable and conduit, runs overhead wire and conduit and attaches to crossarms, and makes electrical connection by splicing and/or other method. Installs home and industrial services by running wires from pole to entrance weatherhead. Installs street lighting circuits, lamps, and related hardware. Runs load tests on transformers, checks and corrects circuit malfunctions using a variety of test instruments. Operates standby generator equipment and truck with winch and power-takeoff, post hole digger, aerial boom, and related equipment. May direct work of others assigned to assist in specific operations. Trains inexperienced personnel by giving personal instructions, demonstrations, and close supervision. Observes all safety rules and regulations such as use of rubber gloves and sheathes (blankets), "hot" sticks, climbers, and safety belts.

Assignments require working with or near high voltage power lines (550 volts or more) or equipment and/or working at high elevations (50 or more feet above the ground) for at least 25 percent of the work cycle.

Working Conditions

Works outside most of the time, subject to extremes of weather conditions, and in close proximity to high voltage lines and equipment. Work requires extensive pole climbing, with some work on underground facilities. Subject to serious injury or death by contact with high voltage lines, or falls from poles and less serious cuts and bruises when handling tools and materials.

Electronics Mechanic, KWB-2604-06 **SJD-S192**

Supervisory Controls

Works under general supervision from oral instructions or schematic diagrams, blueprints, drawings, technical manuals and repair specifications. Works independently following usual trade practices. Supervisor gives advice and additional data as necessary where new types of equipment are concerned. Work is checked for compliance with specifications, performance, workmanship and regulations or directives.

Major Duties

Serves as a radio repairer of either fixed, semifixed, mobile, marine or airborne equipment, or any combination of these, performing the following typical tasks.

1. Calibrates, aligns, tests for electrical and mechanical defects against specifications, repairs, assembles, adjusts, tunes and modifies various types of radio sets, components and associated equipment, such as AM and FM radio sets in low UHF and VHF ranges, signal generators, audio oscillators, recorders, microphones, speakers, amplifiers, hand sets, remote control devices, power supplies, intercommunication and public address systems, and antennas.

2. Diagnoses, locates and repairs defects, which include testing or replacing unserviceable capacitors, tubes, coils, switches, wires and terminals; aligning and tuning cone or all circuits in the equipment, adjusting relays, checking voltage, current flow and resistance of circuits.

3. Uses all types of test equipment, such as systems test sets, frequency meters, standing wave indicators, oscillators, ohmmeters, voltmeters, resistance bridges, tube testers and signal generators to localize trouble by component unit, by circuit within a component and by element of a circuit. Adjusts and calibrates testing instruments. Uses hand and power tools and shop test equipment common to the mechanical and electrical trades.

4. Makes classification checks of radio equipment, determining whether economically repairable or unserviceable.

Performs other duties as assigned.

Working Conditions

Work is performed mostly inside in well-lighted and ventilated shops subject to some dirt or grease in handling tools and equipment. There are dangers of burns from soldering irons, falls when working on antennas, cuts and bruises from using hand and machine tools, and shock.

Electronics Mechanic, KWB-2604-07 **SJD-S193**

Supervisory Controls

Work is performed under the general supervision of a shop foreman, who provides outlines of objectives, priorities and guidance on unusual problems. Work is subject to spot-checks during progress. Completed work is subject to spot inspections for complete functioning and accurate performance.

Major Duties

Performs work involved in the installation, testing, repairing, modification, overhauling, reconditioning and adjusting of electronic systems, components and equipment. This includes radio communication receivers and transmitters, audio and frequency modulated transmitters and receivers, multi-channel microwave transmitting and receiving equipment (VHF, UHF and MF), carrier terminal equipment, color TV receivers, closed circuit TV monitor systems, radio teletypewriter equipment, relay and circuit breaker apparatus, signal power generators, control devices and associated test instruments installed in fixed, semifixed and mobile units. Installs equipment by mounting, connecting, tuning and adjusting receivers, transmitters, antennas and related components and assemblies in accordance with design specifications. Troubleshoots, diagnoses and repairs malfunctioning equipment; makes voltage resistance measurements; modifies, aligns and balances circuits; checks and replaces defective or worn parts. Dismantles, tests, repairs, modifies and reassembles equipment as necessary, fabricating minor parts not requiring machine tooling. Calibrates, repairs, reconditions and adjusts test instruments and power control devices to proper operating standard.

Performs other duties as assigned.

Working Conditions

Work is performed in clean, well-lighted rooms. While working with hand and machine tools, there is some danger of cuts and similar injuries to hands and body and the possibility of injury to eyes from flying metal chips.

Electronics Worker, KWB-2604-05 **SJD-S191**

Supervisory Controls

Works under close supervision of the shop supervisor or higher graded employee. Work is spot-checked during progress. Completed work is checked for compliance with instructions, specifications, and standardized shop practices and procedures. New assignments are performed under close review.

Major Duties

Performs work involved in the installation, testing repairing, modifying, overhauling, maintaining and repairing electronic equipment of limited complexity. Receives defective circuit cards or chassis, such as audio frequency (AF) or radio frequency (RF) amplifiers, power supplies, oscillators or other assemblies which are of limited design and functional complexity. Makes visual check and repairs obvious damage. Applies test signal and checks out circuit. Locates and repairs malfunctions. Works as a team member in the installation, repair, and maintenance of complete systems by performing more simple and routine tasks such as identifying, checking, and connecting power and signal cables, replacing defective parts and assemblies which have been identified by higher grade mechanics, or monitoring system operation by following operating and testing procedures for the system and associated test equipment, and identifying and reporting improper operating indications.

Working Conditions

Work is normally performed in clean, well-lighted rooms. While working with hand and machine tools, there is some danger of cuts and similar injuries to hands and body and the possibility of injury to eyes from flying metal chips.

Engineer Equipment Operator, KWB-5716-07 **SJD-S259**

Supervisory Controls

Normally operator and equipment are assigned by the supervisor in charge of project. Operator works from grade stakes set by engineers or under the direct oral instructions of the supervisor. Work is reviewed for overall adequacy and effectiveness in meeting work schedule.

Major Duties

Operates heavy engineering and construction equipment such as a bulldozer, trench digging machines, tournapull, road roller, motor grader, euclids and similar equipment. Depending on the pieces of equipment to which assigned, performs a variety of operations such as digging, moving, leveling, compacting, excavating, ripping of earth surfaces and lifting and moving of heavy objects using necessary attachments as required. Services and checks equipment before, during and after each operation and performs preventive maintenance.

Performs other duties as assigned.

Working Conditions

The work is performed outside in all types of weather in an open driver's seat or platform and in swampy places, creeks, on flat land, hills, mountains and all types of slopes and grades. Workers are subject to overturning, noise, dust, dirt and fumes from the motor and exhaust.

Equipment Cleaner, KWB-7009-04 **SJD-S282**

Supervisory Controls

General supervision is received from a supervisor who assigns work and spot-checks results for quality and quantity.

Major Duties

The following duties are typical but not all inclusive of positions in this class:

1. Operates steam pressure cleaner, buffer or degreaser to remove dirt, grease and paint from all types of internal combustion engines and engine parts, automotive vehicle equipment and all types of shop equipment.

2. Fills reservoir of cleaning equipment with specified solution. Places parts to be cleaned in the cleaning machines. Operates valves and nozzles to relate and control the flow of steam, water or cleaning agent within the machine.

3. Performs rinsing and drying operations by drawing off cleaning solutions and directing hot water and compressed air over the cleaned parts. This may be done in the same vat or in separate tank and facilitated by a conveyor belt or rack. Places cleaned and dried parts on tables or carts in prescribed groupings.

4. Mixes cleaning and degreasing solutions. Weighs and measure specified amounts of chemicals. Regulates temperature of solutions in accordance with instructions. Adds solvents such as oakite, caustic soda, trichlorethylene, carbon tetrachloride, nitric acid and sulfuric acid.

Performs other duties as assigned.

Working Conditions

Normally works inside. Exposed to fumes and subject to burns from hot water, steam, chemicals and acids. Surroundings are dirty, greasy and wet.

Equipment Cleaner, KWB-7009-05 **SJD-S283**

Supervisory Controls

Work is performed under the general supervision of a work leader or foreman. Guidelines for performing work consist of established working methods and procedures and oral or written instructions from the supervisor pertaining to the work performed.

Major Duties

Performs work involved in the operation of processing equipment such as degreasing tanks, phosphoric acid tanks, steam and/or electric heaters. In operation of vapor degreaser, heats trichlorethylene in the tank by steam heater or electric heater as available, adjusting steam valve, cold water valve or switch for electrical heater. Loads vapor tank with material and discharges material from vapor tank after the required length of time for individual items or condition of items. Changes trichlorethylene in the tank by draining or refilling as necessary. Operates phosphoric acid tank to remove rust from material; dips acid in the tank. Prepares soda water solution and heats soda water solution for the dipping of material after processing in a phosphoric acid tank. Respirator, rubber gloves and aprons are required to protect the operator from poisonous chemical solvents.

Performs other duties as assigned.

Working Conditions

Inside; danger of injury from moving parts of machines and exposure to cleaning solvents.

Explosive Operator, KWB-6502-06 **SJD-S269**

Supervisory Controls

Receives general supervision from explosive operator foreman. Works from orders or oral instructions and follows specifications prescribed in technical manuals and bulletins. Incumbent generally determines own work procedures and has technical responsibility for work assigned. Work in progress is subject to spot-checks; overall performance is evaluated in terms of adherence to safety practices, timeliness and acceptability of completed work.

Major Duties

Unloads, cleans, and reloads defective and component parts of high explosive shells, bombs, mines and grenades. Removes fuses with special wrench, working behind protective barriers. Washes out explosive charges with a stream of water, destroying or salvaging explosive. Removes paint and grease from shells and bombs for inspection. Makes minor alterations in shape and size, removing metal as necessary, on an engine lathe. Assembles and paints components. Reloads bombs and shells with high explosives.

Performs other duties as assigned.

Working Conditions

Inside and outside work. Inherent hazards in the receipt, storage, issue, assembly and disassembly of explosives and ammunition. Subject to extremes in environmental conditions encountered in climatic test chambers and on test ranges.

Explosive Operator (Renovation), KWB-6502-07 **SJD-S270**

Supervisory Controls

Works under the general supervision of an ammunition inspector, who furnishes oral or written instructions relative to inspection tasks to be performed. Supervisor is generally available to help and advise on any unusual problems encountered. Work is spot-checked in progress and is inspected upon completion for compliance with instructions, written guides and safety procedures.

Major Duties

Performs work involved in the disassembly, renovation, modification and reassembly of various types of ammunitions, munitions, explosives and/or chemical munitions and substantial portion of which is considered highly unstable and/or sensitive. Unloads, cleans and reloads defective and component parts of high-explosive shells and bombs. Removes fuses with a special wrench, working behind protective barriers. Washes out explosive charges with a stream of water, destroying or salvaging explosive. Removes paint and grease from munitions for inspection. Makes minor alterations in shape and size, removing metal as necessary on an engine lathe.

Performs other duties as assigned.

Working Conditions

Works indoors and outdoors, subject to all kinds of weather conditions in areas where matches, cigarette lighters and smoking are strictly prohibited. Condition of ammunition inspected and tested ranges from stable to highly sensitive. One additional grade has been credited to this job based on frequent to continuous tasks involving hazardous material. Subject to injury, dismemberment and/or loss of life from explosion while inspecting hazardous ammunition.

Explosive Operator (Surveillance), KWB-6502-07 **SJD-S271**

Supervisory Controls

Work is performed under general supervision of the ammunition inspector and/or crew chief to which assigned. Assignments are given in the form of verbal instructions or initial inspection forms. Work is subject to spot-checks during progress or upon completion for acceptability and adherence to established practices, standards and safety rules. Supervisor is normally available for advice, assistance and consultation on matters involving technical or difficult nature.

Major Duties

Serves as explosive operator (surveillance) with assigned responsibility for performing a variety of duties involved in: (1) conducting annual, semiannual, pre-storage, pre-issue and special inspections of all types of ammunition, components such as small arms, mortars, artillery shells, grenades, mines, rockets, nontoxic chemical ammunition, incendiaries, pyrotechnics and similar materials to determine the degree of serviceability and rate of deterioration; and (2) performing static and functional tests on ammunition. Prepares inspection sheets, ammunition condition reports and other related records for appropriate action.

1. Performs surveillance inspections on all types of ammunition, ammunition components and explosives in accordance with inspection schedules, instructions and procedures established, applying safety methods and precautionary measures required. Selects, identifies and opens ammunition boxes and containers to perform ammunition inspection; checks for signs of deterioration or nonstandard or hazardous conditions such as rust or corrosion of metal parts, discoloration, presence of moisture in powder, protruding primers and non-safe setting of time fuses and other signs of defects to determine the rate of serviceability and deterioration; and reports findings detected to supervisor for appropriate action.

2. Conducts special examinations and tests on sensitive ammunition which generally include gauging, weighing, continuity tests on rockets, detonators, tracers and/or mines to determine functional capabilities. Selects samples of ammunition for surveillance tests and prepares samples for shipment to appropriate depot for disposition. Inspects storage huts and pads for nonstandard or hazardous conditions.

Performs other duties as assigned.

Working Conditions

Works indoors and outdoors, subject to all kinds of weather conditions, in areas where matches, cigarette lighters and smoking are strictly prohibited. Condition of ammunition inspected and tested ranges from stable to highly sensitive. One additional grade has been credited to this job based on frequent to continuous tasks involving hazardous material. Subject to injury, dismemberment and/or loss of life from explosions while inspecting hazardous ammunition.

Fabric Worker, KWB-3105-04 **SJD-S198**

Supervisory Controls

General supervision is received from work leader or shop foreman. Work is performed in accordance with blueprints, sketches, samples, work orders, written and oral instructions and general shop practices. Work is spot-checked and inspected by the supervisor for compliance with instructions and acceptability.

Major Duties

Fabricates and repairs canvas and leather equipment; inspects repairable canvas and leather equipment for damage and wear by visually examining all surfaces; tests tensile strength of canvas with approved breaking test equipment. Sews, darns and patches worn and damaged equipment by hand methods and machine. Fabricates canvas and leather covers, tarpaulins and other canvas and leather items.

Performs other duties as assigned.

Working Conditions

Works inside under frequent noisy conditions, in proximity of moving needles. There is danger of cuts from thread or material.

Firefighter, KWB-0W81-05 **SJD-S181**

Supervisory Controls

Receives general supervision from supervisory firefighter personnel who outline duties and responsibilities, issue general instructions as required, and review work for general adequacy.

Major Duties

1. Serves as a fully trained member of a firefighting crew engaged in the protection of life and property. Responds to alarms and combats fires involving structures, equipment facilities, crashed and burning aircraft, fuel, chemical and brush fires. Alternates as hoseman, ladderman, hydrantman, rescueman, nozzleman, salvageman, or hand lineman. Unrolls and connects hose, lays hose lines, operates charged lines; places and raises ladders; operates portable and stationary firefighting apparatus; ventilates buildings or redrafts; evacuates or rescues occupants; removes supplies and equipment and administers first aid and artificial respiration; uses chemicals, axes, bars, hooks, gas masks, and other firefighting equipment to extinguish fires and protect life and property.

2. Performs maintenance, operational, housekeeping, emergency and standby duties. Operates alarm room equipment including radio and fire reporting facilities. Performs maintenance tasks on firefighting apparatus, equipment, and facilities. Serves as member of standby crew during potentially hazardous production, maintenance, storage, and aircraft landings and takeoffs. Serves as driver-operator as required.

Performs other duties as assigned.

Working Conditions

Works inside and outside. Exposed to smoke, fumes, serious burns, and possibility of loss of life. Danger of falls from ladder when firefighting involves high buildings. Possibility of injury from falling objects.

Firefighter (Crew Chief), KWB-0W81-08 **SJD-F184**

Supervisory Controls

Receives general assignments from higher grade supervisory firefighter personnel, regarding schedules of operations to follow. Follows procedures and techniques for Fire Department operations, training, equipment maintenance and fire prevention as prescribed in Department of the Army, command and installation directives and manuals.

Major Duties

1. Serves as firefighter crew chief with responsibility for l or 2 major pieces of firefighting apparatus and a crew of 4 to 8 men assigned to a shift. Responds to fires as directed and directs his crew and auxiliary firefighters to firefighting positions, in the placing of apparatus, in the adjustment of water pressures to maintain, and coordinates the operations of the fire company. Occasionally serves as Assistant Fire Marshal or Fire Chief and assumes responsibility for the entire firefighting operation until the arrival of a senior officer.

2. Directs members of the crew in the care and maintenance of firefighting apparatus and equipment, of the fire station and grounds surrounding the fire stations. Assists in training firefighters in firefighting and prevention techniques and procedures. Assigns fire prevention tasks to firefighters and reviews their work.

3. Assists supervisor in the administration, training and operation of 3 fire companies on a shift. Participates in the training of military and civilian personnel of the post in fire prevention and protection procedures, using lectures and demonstration techniques, and in the absence of supervisor, conducts scheduled classes.

Performs other duties as assigned.

Working Conditions

Works inside and outside. Exposed to smoke, fumes and serious burns and possibility of loss of life. Danger of falls from ladder when firefighting involves high buildings. Possibility of injury from falling objects.

Firefighter (Driver-Operator), KWB-0W81-06 **SJD-S183**

Supervisory Controls

Receives general supervision from supervisory firefighter personnel, independently performing primary duties as driver-operator of motorized firefighting equipment.

Major Duties

1. Serves as driver-operator of major motorized firefighting equipment, exercising a thorough knowledge of equipment capabilities and installation physical characteristics. Drives firefighting equipment to and from the scene of fire. Positions vehicles so that maximum utilization may be made of its facilities and equipment. Operates component equipment such as two way radios, pumps, valves, ladders, etc.

2. Performs maintenance, operational, housekeeping, emergency and stand-by duties. Operates alarm room equipment including radio and fire reporting facilities. Performs maintenance tasks on firefighting apparatus, equipment and facilities. Serves as member of standby crew during potentially hazardous production, maintenance, storage and aircraft landings and take off.

Performs other duties as assigned.

Working Conditions

Works inside and outside. Exposed to smoke, fumes and serious burns and possibility of loss of life. Danger of falls from ladder when firefighting involves high buildings. Possibility of injury from falling objects.

Food Service Worker, KWB-7408-01 **SJD-S296**

Supervisory Controls

Supervisor provides specific and detailed instructions on work assignments. Checks work in progress to ensure reasonable speed of accomplishment and upon completion for compliance with instructions.

Major Duties

Performs one or more of the following duties either regularly or on a rotating basis.

1. Prepares vegetables and fruits by peeling, washing, cutting, shredding; cuts or grinds meats for stews, meat loaf and hamburgers; shapes hamburger patties; opens cans and cartons, using machines or manual methods.

2. Cleans utensils such as parts of slicers, capers, grinders, and electric peelers. Scrapes dishes, trays, pots, pans, and utensils; separates food waste from trash. Pre-rinses dishes, loads and operates dishwasher, or washes dishes, silverware, glassware, pots, pans and kitchen utensils by hand. Stacks and stores dishes.

3. Sets up and arranges dining room for service; removes trays and used dishes and equipment to dish washing area. Attends food counters by replenishing glassware, dishes, silverware, bread, butter, salads, desserts, and cold beverages. Obtains supplies from storeroom or refrigerators; loading, delivering and unloading.

4. Performs a variety of duties incidental to the maintenance and cleanliness of the area to which assigned. Cleans kitchen and kitchen equipment, dining room floors and tables, and surrounding areas in clean and orderly condition.

Performs other duties as assigned.

Working Conditions

Work is performed predominately in a noisy kitchen and dining room area; involves continuous standing and walking, mainly on concrete floors. Frequently lifts and moves objects weighing up to 30 pounds and occasionally lifts objects weighing over 30 pounds. Incumbent is subject to injuries from equipment used; exposed to dirt, grease, and water in cleaning tasks. Incumbent is subject to extremes of temperature in bringing supplies from walk-in refrigerators.

Food Service Worker, KWB-7408-02 **SJD-S297**

Supervisory Controls

Supervision received includes initial assignment of duties with additional instructions as necessary on new or special procedures or when difficulties are encountered. Incumbent is expected to work as scheduled knowing what steps or sequence of steps are needed to complete the work. The supervisor usually observes the work and periodically checks to see that it is done on time and according to instructions.

Major Duties

Performs a variety of the following duties either regularly or on a rotating basis.

1. Sets up food service counters, steam tables, dinning room tables, and side service stands with hot and cold foods including meats, vegetables, salads, desserts, bread, butter, ice cream, and beverages. Serves prepared food snack bar/cafeteria-style directly to customers in serving line or counters. May collect money, ring sales on cash register, and make change.

2. Prepares vegetables and fruits for general cooking, salads, and desserts using machines or manual methods. Makes coffee in large urns according to number of servings desired, with responsibility for timing and brewing. Makes various juice and other drinks by mixing appropriate amount of water, sugar, and beverage base powder in a large container, and pouring it to the dispenser. Makes tea and ice cream. Fills condiment bottles and napkin boxes on dining room tables. Fills milk box in milk dispensers.

3. Removes soiled dishes from tables and transports them to the dish washing unit. Separates food waste and trash into separate garbage cans and trash cans. Cleans heavy cooking utensils or kitchen equipment such as deep fryers, mixers, meat slicers, tenderizers, doughnut fryers, etc. Disassembles, cleans and resembled dish washing machines, mixers, and similar kitchen equipment used. Washes and cleans dining room tables, chairs, coffee urns, dish washing machines, milk and beverage dispensers, dish dispensers, steam kettles, steam pressure cookers, electric ranges with oven, grills, meat slicers, deep fat electric fryers, etc. The work requires heavy physical effort to scour and scrub off scorched grease and food materials.

4. Unloads supply trucks, lifting and moving such incoming supplies as meat, flour, fruits, vegetables, potatoes, rice, chickens, block ice, milk, and expendable supplies. Moves supplies to storeroom, segregates and stacks them in proper location and in position to use old supplies first. Locates and picks up supplies from storeroom or refrigerators based on oral or written request and delivers them to designated area.

5. Performs the full range of janitorial duties in maintaining the dining facility in orderly and clean condition at all times. After each meal, sweeps, mops, strips, scrubs, waxes, and polishes dining room floors using heavy powered equipment. Cleans walls, light fixtures and windows inside and outside of the dining facility using step ladders. Cleans storeroom, refrigerators, walk-in refrigerators, office, hallways and latrines. Removes trash and garbage cans from kitchen when they become full, moves to garbage collection area near the dining facility, and washes and sanitizes the empty cans for reuse. Maintains garbage collection area in clean and sanitary condition.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping, and requires heavy physical efforts (for example, lifting and carrying supply boxes, trash cans, beverages weighing average 40-50 pounds). Working areas are uncomfortable hot and noisy. Is exposed to extreme temperature of the walk-in refrigerator, injuries from extreme heat and hot water, skin irritations from strong cleaning solutions and constantly using hot water, and injuries from dropping heavy materials. There is danger of slipping on floors which are wet from frequent mopping, or where food or beverage has been dropped.

Fork Lift Operator, KWB-5704-05 **SJD-S257**

Supervisory Controls

Work is performed under general supervision. Assignments are received verbally or in the form of job orders which direct operator to pickup area or to specific assignment. Operator's performance is evaluated for compliance with instructions, accomplishment of preventive maintenance, and for compliance with safety and traffic rules.

Major Duties

Operates electric, diesel or gasoline powered forklifts to load, unload, stack, instead, and move boxes, crates, packages and pallets of materials or loose items. Regulates forks and truck movements, exercising care to avoid overloading or improper stacking or movement of supplies and materials. Operates indoors and in open storage areas. Performs driver's maintenance in accordance with established rules and regulations.

Performs other duties as assigned.

Working Conditions

Works inside and outside in cold, damp, drafty, and hot areas and in varying terrain and weather conditions. Subject to dust, noise, fumes, injury from falling objects and collisions.

Fuel Distribution System Operator, KWB-5413-05 **SJD-S246**

Supervisory Controls

Work is performed under general supervision. Supervisor makes work assignments and reviews work for compliance with regulatory material and safety considerations. Performs day-to-day work according to manuals and prescribed directives that outline the work to be performed and the safety and security measures needed to avoid potentially unsafe conditions.

Major Duties

Performs work involved in the operation of fuel distribution systems and related fuel distribution equipment including systems for receiving, storing and issuing petroleum products. Operates fuel pumps and manipulates valves to transfer fuel throughout a bulk storage system, from one tank to another, to the line, or to supply fuel to aircraft. Spots tank trucks or tank cars, checks petroleum products received to determine that products meet required specifications. Checks tank car seal for evidence of tampering prior to unloading, attaches grounding cable, and unloads fuel from tank trucks or tank cars to bulk storage. Takes daily stick or gauge measurements of storage tanks for inventory purposes. Issues fuel to trucks and refueling units. Performs cleaning, minor repair, maintenance check and servicing of fuel pumps, motors, valves, strainers, separators and other fuel distribution systems and tank farm equipment. Maintains records of daily pump operation. May assist in servicing aircraft with fuel. Inspects system and annotates AFTO Form 39 (Permanently Installed Storage System).

Performs other duties as assigned.

Working Conditions

Works indoors and outdoors, subject to all kinds of weather conditions, in areas where matches, cigarette lighters and smoking are strictly prohibited.

Glazier, KWB-3601-05 **SJD-S212**

Supervisory Controls

Work is performed under the general supervision of shop foreman who assigns jobs with general instructions concerning job priorities, accommodation of equipment to workload and technical guidance on accomplishing requests. Assignments are performed with full responsibility for utilizing methods, procedures and materials which will produce the best quality work. Work is spot-checked during progress or upon completion for compliance with instructions and acceptability.

Major Duties

Cuts and sets window or skylight glass, or glass sets of any characters; cements glass panes into sash with putty and putty knife. Installs plate glass in store fronts, bolting it to molding; fastens by clips and bolts plate glass panes into steel skylight sashes; installs sheets of structural glass to form decorative building fronts, walls, ceilings or partitions by spreading mastic cement over support and pressing glass into it. Cuts, fits and fastens glass parts into china closets, bookcases, office partitions; cuts desired part, using straight edge and glass cutter.

Performs other duties as assigned.

Working Conditions

Inside and outside. Subject to injury from broken glass and falls from ladder.

Heating Equipment Mechanic, KWB-5309-06 **SJD-S238**

Supervisory Controls

Receives verbal instructions or work orders outlining in general terms equipment deficiencies and the extent of work to be accomplished. Supplemental instructions such as blueprints, sketches, specifications and special instructions are provided as necessary. Determines own work methods, plans sequence of work and is responsible for overall accomplishment using the full range of trade techniques and work methods. Work is spot-checked during performance or upon completion for satisfactory workmanship.

Major Duties

Repairs, troubleshoots and installs heating equipment and their auxiliary mechanisms including coal, oil and/or gas fired furnaces, water heaters, space heaters, boilers, automatic controls, converters, piping, pumps and related heating components and units. Observes and tests the operating efficiency of heating systems in order to localize malfunctions. Inspects and adjusts thermostats, switches, fuel cutoff apparatus, burners, stokers, fuel feed, flame safeguard controls, electronic and other safety devices. Replaces defective burners, pilots, valves, motors, piping, controls, fire pots, grates, bearings and oil seals. Removes burner, burner nozzle, strainer and orifice assemblies; dismantles and locates defects; reassembles and reinstalls components. Relines furnaces with firebrick or other refractory material. Services units by cleaning filters, strainers, orifices, ignition electrodes and adjusting dampers. Removes soot and fly ash from tubes, chamber ducts, chimneys and breechings. Installs new heating plants, hot water boilers, furnaces, piping, pumps, controls and connects new equipment to existing facilities. Serves as emergency "no heat" mechanic.

Performs other duties as assigned.

Working Conditions

Works in rooms on concrete floors subject to relatively high temperatures; occasionally dusty, dirty, cramped quarters and unpleasant fumes. Subject to burns; injuries from falls, dropping moderately heavy items and use of powered hand tools.

Heavy Mobile Equipment Mechanic, KWB-5803-06 **SJD-S237**

Supervisory Controls

Work is performed under the supervision of a foreman who assigns work of a routine nature to be accomplished independently and issues instructions and guidance concerning techniques to be used, and provides assistance in accomplishing the more complex repair work. The minor work is subject to only intermittent spot-check and major repair work is subject to check during operations and upon completion.

Major Duties

1. Working from work orders, independently performs repairs and maintenance work on gasoline or diesel powered combat vehicles and engineering equipment including graders, conveyers, bulldozers, power shovels and cranes including removing and replacing new or rebuilt assemblies such as voltage regulators, generators, carburetors and fuel pumps. Repairs and replaces brake cylinders, removes and cleans fuel tanks and spark plugs, adjusts tappets, changes or adjusts distributor points and similar work.

2. Assists higher graded mechanics in performing major repair work such as: removing, repairing and replacing transmission, transfer case, hydramatic transfer unit, torque converter, bogey suspension, steering and braking systems, and related electric, hydraulic, fuel and chassis units. Pulls and disassembles bearings, rods, crankshafts and other parts and assemblies as indicated. Performs progressively more complex work with increasing independence.

Performs other duties as assigned.

Working Conditions

Work is performed inside and occasionally outside, frequently in cramped and awkward positions; shop area is frequently inadequately heated; works in dirty, greasy and noisy atmosphere; possibility exists for injury from dropped units and parts, slipping tools, slipping from work position. Inside work is usually performed on concrete floors and involves frequent exposure to exhaust fumes.

Heavy Mobile Equipment Mechanic, KWB-5803-07 **SJD-S197**

Supervisory Controls

Receives verbal instructions or work orders outlining in general terms equipment deficiencies and the extent of work to be accomplished. Determines own work methods to be employed, plans sequence of work and is responsible for overall accomplishment utilizing the full range of trade techniques and work methods. Work is spot checked during performance and subject to final inspection for satisfactory workmanship.

Major Duties

Performs the full range of overhaul and repair work on full and half-track combat tanks, tractors, and vehicles and/or wheeled and track laying heavy and special construction and engineer equipment powered by internal combustion engines (gasoline, butane, diesel or emulatively).

1. Removes engines or power packs from the vehicles. Completely disassembles engines (air cooled and liquid cooled gas or emulatively) determining the extent of repair and/or rebuild required. Replaces parts and auxiliary equipment. Reassembles engines or power packs, adjusts and tests on test stand and reinstalls. Synchronizes dual engines with cross drive by adjusting linkage and timing.

2. Removes transmission, completely disassembles and replaces defective parts. Reassembles, adjusts, tests and reinstalls on equipment.

3. Removes differentials and final drive assemblies from vehicle, disassembles, repairs and/or replaces pinion bearings, carrier bearings, axle bearings, ring gears, pinion gear, differential housing and universal joints.

4. Working alone or with an inspector or mechanic, diagnoses and repairs all types of failures in electrical systems (12- and 24-volt) including ignition, lighting and power circuits using various devices and testing equipment.

5. Diagnoses and repairs fuel system failures; repairs and replaces carburetors, fuel pumps and fuel lines.

6. Fabricates and machines parts which do not require working to close tolerances using milling machines, drill press, electric saw, shaper and buffer.

7. May perform body work which requires welding, soldering and straightening.

8. Uses specialized testing equipment, hand tools and power equipment such as motor tester, analyzers, pressure gauges, air and hydraulic jacks, welding equipment, micrometers and grinding machines.

Performs other duties as assigned.

Working Conditions

Work is performed inside and occasionally outside, frequently in cramped and awkward positions; shop area is frequently inadequately heated. Work is dirty, greasy and noisy; subject to injury from moving parts, dropped units slipping from work position. Inside work is usually performed on concrete floors and involves frequent exposure to exhaust fumes.

Instrument Mechanic, KWB-3359-07 **SJD-S200**

Supervisory Controls

Works under general supervision of the work leader or shop supervisor. Receives assignments in the form of work orders, oral instructions. Plans work sequences, selects tools and replacement parts and otherwise carries assignments through to completion, referring only the most difficult and unusual problems to the supervisor. Work is subject to spot-checks during progress and upon completion for compliance with instructions and acceptable standard of workmanship.

Major Duties

Disassembles, overhauls, repairs, lubricates and adjusts sighting and fire control instruments and/or time keeping devices such as range and height finders, field glasses, compasses and meteorological instruments. Replaces broken or worn parts; fabricates or adapts as necessary; cleans and repairs threads, files gears to eliminate defects, repairs electrical systems and solders connections. Reassembles and adjusts instruments according to established standards. Uses fine and precision instruments, tools and optical aids.

Performs other duties as assigned.

Working Conditions

Inside; danger of cuts from metal splinters when operating lathes and from working with hand tools.

Kitchen and Bakery Equipment Repairer, KWB-5310-06 SJD-S239

Supervisory Controls

Work is performed under the general supervision of a work leader or shop foreman. Incumbent determines the work methods and trade techniques to be used in accomplishing assignments, which are given orally or by written work orders. Work in progress is subject to spot-check and completed assignments checked for acceptability and compliance with instructions.

Major Duties

Performs work involved in the repair, overhaul, alteration, rebuild, replacement and adjustment of parts, assemblies and subassemblies of kitchen and/or bakery equipment, mechanical and non-mechanical, such as electric and gas ranges, dishwashers, meat and bread slicers, bone and meat cutters, potato peelers, bread and dough mixers, doughnut machines, dividers and dough hoppers, dough rounders, flour handling machines and wrappers.

Performs other duties as assigned.

Working Conditions

Works inside subject to soiling and serious cuts from slicers and other equipment.

Laboratory Worker, KWB-3511-04 **SJD-S207**

Supervisory Controls

Supervisor relies on incumbent for accomplishment of assigned work according to detailed initial instructions and specific oral and written procedures. Work is spot-checked in progress or upon completion for compliance with procedures and instructions.

Major Duties

Serves as a laboratory worker, performing work involved in cleaning various types of laboratory equipment, instruments and glassware to be used for conducting quality control analyses of POL products. Mixes, measures and prepares cleaning solutions such as soapy, detergent acid, chromic acid, gum solvent and other solutions in accordance with prescriptions. Washes articles manually such as test tubes, pipettes, beakers, flasks, jars and other glassware, metalwork and rubber items. Operates drying ovens. Soaks, cleans and rinses sample containers and testing glassware. Exercises care (e.g., wears rubber gloves, goggles and apron) and handles infected or contaminated materials, instruments, equipment and containers, using proper methods and hand tools as specified. Handles expensive and fragile items with due care. Initially checks all items visually for damage or imperfections. Maintains immediate work area in a clean and orderly condition.

Performs other duties as assigned.

Working Conditions

Work involves hazards of injury to hands from broken glass, burns from acids or hot equipment; and infection from contaminated objects. Work also demands prolonged periods of standing and walking.

Laborer, KWB-3502-01 **SJD-S203**

Supervisory Controls

Receives specific instructions as to when and how to accomplish assigned tasks. Work is checked intermittently for compliance with instructions and proper performance.

Major Duties

Performs manual labor tasks such as the following:

1. Polices grounds, picks up debris and trash from grounds and working areas, waters grass and flower beds and rakes leaves.

2. Lifts and carries light to moderately heavy items and objects such as packages, cartons, boxes, tools and moves to a specified location by hand truck.

3. Cleans equipment or supply items by hand, using cleaning cloths and solvents.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping, in the performance of manual tasks. Moderate physical effort (e.g., raking of ground, removal of litter and stacking of small objects weighing 10-25 pounds) for substantial portions of time. Only infrequently lifts or carries objects requiring extreme physical exertion. Outside work is usually performed in fair weather.

Laborer, KWB-3502-02 **SJD- S401**

Supervisory Controls

Receives specific instructions as to when and how to accomplish assigned tasks. Work is checked intermittently for compliance with instructions and proper performance.

Major Duties

Performs manual labor tasks such as the following:

1. Polices grounds, picks up debris and trash from grounds and working areas, waters grass and flower beds and rakes leaves.

2. Lifts and carries light to moderately heavy items and objects such as packages, cartons, boxes, tools and moves to a specified location by hand truck.

3. Cleans equipment or supply items by hand, using cleaning cloths and solvents.

4. Digs, Fills and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operates power lawn mowers.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping. Lifts, carries and places in position various objects ranging from light to heavy in weight. May work inside and outside under all weather conditions.

Laborer, Heavy, KWB-3502-03 **SJD-S205**

Supervisory Controls

Receives specific instructions as to when and how to accomplish assigned tasks. Work is checked intermittently for compliance with instructions and proper performance.

Major Duties

Performs one or a combination of the following manual labor tasks requiring sustained physical effort; usually all tasks are performed as a member of a group or gang.

1. Loads and unloads trucks, box cars and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binding; collects refuse and salvageable material.

2. Digs, fills and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operates power lawn mowers.

3. Moves and arranges heavy pieces of office and household furniture, equipment and appliances; moves heavy pieces of automotive, medical, engineering and other types of machinery and equipment.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping. Duties require moderately heavy physical efforts (e.g., pushing hand trucks and lifting and carrying objects weighing 25-40 pounds) be sustained over long periods of time and also requires arduous efforts (lifting objects weighing over 40 pounds and shoveling gravel) for a substantial portion of the work cycle. Normally works outside regardless of weather condition. Must wear OSHA required safety equipment, as necessitated by the type of work being performed.

Laborer, Heavy (Cold Storage), KWB-3502-04 **SJD-S206**

Supervisory Controls

Receives instructions at the beginning of assignments and intermittent directions. Work is checked upon completion for compliance with instructions.

Major Duties

Assigned to a cold storage plant, performs a variety of heavy manual tasks involved in loading and unloading trucks, box cars and other conveyances; moving perishable supplies to proper locations by the use of wheelbarrows or hand trucks; stacking perishable supplies for storage or binding; and delivering perishable supplies to specific locations.

Assignments require a substantial amount of the work cycle (at least 25% of the time) to be spent in entering, leaving and working in freeze and/or chill compartments or rooms.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping, in the performance of manual tasks. Moderate physical effort (e.g., removal of litter and stacking of small objects weighing 10-25 pounds) is required continuously and duties normally include moderately heavy work (e.g., pushing hand trucks lifting and carrying objects weighing 25-40 pounds) for substantial portions of time. Only infrequently lifts or carries objects requiring extreme physical exertion.

Laborer, Semiskilled, KWB-3502-03 **SJD-S204**

Supervisory Controls

Receives instructions at the beginning of assignments and intermittent directions. Work is checked upon completion for compliance with instructions.

Major Duties

Performs a variety of manual labor tasks incidental to facilities maintenance or warehousing activities requiring application of knowledge and experience gained on previous similar assignments. Work involves one or a combination of the following tasks:

1. Facilities. Digs and grades ditches and trenches with pick and shovel; fills and levels holes in damaged roadways, mixing materials and leveling surface of patch with tamper; sets forms, mixes and pours concrete; operates power lawn mower, adjusting mechanisms, oiling and cleaning. May occasionally operate jack hammer or power tools.

2. Warehousing. Loads and unloads trucks, box cars and other conveyances; moves, packs, unpacks, sorts, segregates, arranges, stacks, piles or relocates a large variety of supply items.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping. Lifts, carries and places in position, various objects ranging from light to heavy in weight. May work inside and outside under all weather conditions but outside work is not normally performed during inclement weather conditions. Frequently performs work characteristic of a heavy laborer. Must wear OSHA required safety equipment, as necessitated by the type of work being performed.

Laundry and Dry Cleaning Equipment Mechanic, KWB-5317-06 SJD-S240

Supervisory Controls

Under general supervision receives verbal instructions on work orders outlining in general terms equipment deficiencies and the extent of work to be accomplished. Supplemental instructions such as blueprints, sketches, specifications and special instructions are provided as necessary. Determines own work methods, plans sequence of work and is responsible for overall accomplishment using the full range of trade techniques and work methods. Work is spot-checked during performance or upon completion for satisfactory workmanship.

Major Duties

Performs work involved in the installation, maintenance, adjustment, repair and overhaul of both stationary and portable laundry and dry cleaning equipment. Installs equipment by positioning and connecting motors, piping, tubing, auxiliary and control mechanisms and other component parts. Starts, tests and adjusts equipment and components for optimum performance. Maintains systems by checking all elements of an electrical, plumbing or mechanical nature. Repairs and overhauls equipment by disassembly, inspection and replacement of defective parts and reassembly, adjustment and shop test.

Performs other duties as assigned.

Working Conditions

Hazards from moving machinery. Danger of burns from steam and hot water. Exposure to heat and humidity.

Laundry Machine Operator, KWB-7305-05 **SJD-S287**

Supervisory Controls

Works in accordance with established procedures. Receives instructions from supervisor in connection with the washing of special items and additional instructions relative to formulae as the need is indicated through periodic titration tests by supervisor. Work is spot-checked at intervals for effectiveness and adherence to production schedule. Applies applicable portions of Department of the Army technical manuals regarding the proper operation of washing machine and standard washing formulae for use in government laundries.

Major Duties

1. Operates approximately 4-8 washing machines in washing various types of laundry. Supervises laundry worker helper and/or personally loads machines, keeping loads in numerical sequence by lot number; insures that machines are not loaded beyond rated capacity. Processes different classifications of laundry (approximately 10-12 classes) in accordance with appropriate washing formulae which involve variations in water temperatures, number and timing of cycles and the addition at various stages during the process of proper amounts and kinds of bleaches, sourings, bluings and alkalies depending on the types of articles being washed. Applies a general knowledge of the effect of water temperatures on the various classifications being washed and the reaction of wool, silk, cotton and other fabrics to the various formulae. Considers the neutralizing effect on the various commercial sours. Applies bleach and starches which are controlled by weight and type of fabrics in process. Applies appropriate safety regulations. Notes conditions which retard action of soap and consequently the need for additional soap, depending on the amount and type of soil.

2. Makes stock solutions of soap, bleach and starches requiring a working knowledge of high and low titre soaps.

3. Maintains a daily record of lot number, machine number and starting and stopping time of each washing.

4. Observes operations of washing machines and reports obvious mechanical defects to supervisor.

Performs other duties as assigned.

Working Conditions

Subject to continual dampness (water, steam, high humidity), abnormal heat and noise; stands and walks on wet concrete floor; possibility of receiving burns from bleaching agents.

Laundry Marker, Classifier, and Sorter, KWB-7304-03 **SJD-S284**

Supervisory Controls

Receives instructions from supervisor on any new work assignments and advice on other than routine matters; work is occasionally spot-checked for correctness and proper sequence of lot numbers and is checked from time to time as to maintenance of production schedule. Applies applicable portions of technical manuals outlining procedures for laundry marking and classifying and supplemental locally established procedures.

Major Duties

Performs any or a combination of the following duties:

1. Marking. Uses power or manually operated laundry marking machines to mark items of individual laundry bundles. Empties bag, locates accompanying laundry ticket and sets type on machine to indicate identifying last initial of name and four last digits of Army service number. Checks each item for proper, legible marking in specified place and when required, stamps new mark. Sorts and counts items during marking process and checks count against laundry list, indicating overages and shortages. Notes and calls to attention of supervisor items which may not be washable, items which do not belong to individual and bundles containing excessive number of pieces.

2. Classifying. Classifies and segregates items into groupings according to standard laundry formula and finishing process to be used. Places tag indicating lot number on each hand truck for purposes of identification. Refers items of questionable class to supervisor.

3. Sorting. Receives, segregates and prepares processed laundry for issue. Receives laundry tickets and segregates finished garments by matching laundry markings and placing garment into appropriate bin. Upon completion of segregation by lot, checks contents of bin against laundry ticket for accuracy of count, marking ticket with colored pencil and referring shortages to supervisor for tracing. Exercising care in stacking items, insuring least amount of wrinkling and mussing of pressed garments. Wraps and ties bundles and forwards to shipping department. Maintains daily record of number of bundles handled, time required to complete lot, and number of short bundles in lot.

Performs other duties as assigned.

Working Conditions

Subject to disagreeable odors and dust from dirty laundry and eyestrain from the continual reading identification of laundry marks.

Laundry Receiver and Shipper, KWB-7304-03 **SJD-S285**

Supervisory Controls

Receives initial instructions regarding work assignments and procedures, with supplemental oral instructions when standard procedures are changed or new ones are placed in effect. Problems arising from discrepancies in tickets are referred to the supervisor.

Major Duties

Performs any or a combination of the following duties in receiving and shipping laundry:

1. Serves as a receiver on both organizational bulk lots (Bulk Receiving Department) and individual bundles (Bundles Receiving and Marking Department); receives soiled laundry from delivery trucks. Time stamps laundry lists and notes on same organization code number. Places bundles in marked receiving bins and notes bin number of laundry list. Counts and checks bundles or individual items in bulk lots against laundry list, noting discrepancies on original and all copies of laundry list or organization representative and forwards remaining copy or copies to the office. Maintains a daily record of laundry received by organization, time received, number and type of pieces or bundles received. Follows schedules established for the receipt of organization and bundle work and calls to attention of the supervisor organizations deviating from schedules.

2. Serves as shipper in both the bulk shipping and assorting and Bundle Shipping Department; receives processed laundry from the various departments and assembles same according to laundry lists and organization code number; verifies count with organization representative authorized to pick up laundry, securing signature of representative and time stamping of laundry lists at the time of issue. Maintains daily record of issued laundry.

Performs other duties as assigned.

Working Conditions

Subject to drafts in receiving and shipping areas; required to handle dirty linen when receiving organizational bulk work.

Laundry Worker, KWB-7304-03 **SJD-S286**

Supervisory Controls

Receives instructions from the supervisor as to work assignments and methods on new types of laundry operations; work is occasionally spot-checked for quality and is checked from time to time as to maintenance of production schedule. Applies applicable portions of Department of the Army technical manuals outlining specific procedures on most laundry operations.

Major Duties

Works in the (1) Fieldwork Ironing and Rough Dry, (2) Pressing, (3) Assorting and Bundle Shipping and other departments, performing any or a combination of such typical duties as the following:

1. Shaking. Working together in pairs on larger pieces, or alone on smaller items, removes symmetry flat work from hand trucks or racks. Shakes out creases and sorts articles of like type into groups.

2. Feeding. At the receiving end of the flat work ironer, feeds articles into ironer; guides and spaces articles onto feeder ribbons, straightening edges and smoothing wrinkles as they are drawn into the machine.

3. Catching, Folding, Stacking and Typing. Stands at delivery end of flat work ironer and catches articles as they emerge from the ironer. Folds flat work according to established procedures. Stacks folded work into bundles of prescribed amounts.

4. Distributing. In pressing department, segregates clothing according to type and distributes to presses. Picks up finished work and checks appearance for obvious defects, laying such items aside for further processing. In the Bundle Receiving and Marking Departments, removes laundry bundles from receiving bins and makes up lists consisting of prescribed number of bundles; makes distribution of lots to markers.

5. Bundle Wrapping. Receives previously assembled laundry bundles. Inserts blank laundry tickets, wraps bundles and seals or ties. Attaches laundry lists to outside of the bundle and stacks or bins bundles.

6. Rough Dry Folding. Separates rough dried laundry (other than flat work) by type and folds same in accordance with standard procedures established for the various types of items.

Performs other duties as assigned.

Working Conditions

Subject to noise of machines and to hot, humid atmosphere.

Machinist, KWB-3414-07 **SJD-S202**

Supervisory Controls

Works under general supervision independently completes assignment from written and oral work orders. Works on tools and jigs; fixtures of special types are checked for conformance with specifications; other work is spot-checked for compliance with work orders, drawings, specifications and trade practices. Supervisor assigns priorities and advises of administrative and technical changes.

Major Duties

1. Performs planning and layout of machine shop work for the fabrication, repair, rebuild or modification of a wide variety of items constituting parts, components, or assemblies. Interprets blueprints, drawings, sketches, specifications or checks samples to determine machine shop work to be done. Determines requirements for the assigned number of pieces, types of machines and equipment, tools and attachments, and special devices. Ascertains types of metal (e.g., tool, carbon and other steels, titanium alloy, armor plate, bronze, aluminum, cast iron, copper, Monel Metal, magnesium, nickel) or other materials such as plastics, ceramics, rubber and fiberglass. Decides speeds and feeds, tolerances and sequences of operations. Lays out by measuring and scribing lines, arcs, circles, angles, tapers, center distances and location points at various angles and in different planes on a work piece involving a multiplicity of interrelated dimensions, unusual contours and shapes and the chucking and aligning of irregularly shaped items. Scribes lines for drilling, tapping, reaming, turning, boring and grinding to tolerances of .0002.

2. Performs setup work. Grinds and sharpens tools including standard and form tools. Selects standard tools, jigs and fixtures. Adjusts and sets machine speeds to type of material and tools involved. Makes trial cuts using precision measuring devices to determine whether the part is being machined to proper size and shape.

3. Operates a variety of shop machines, including the engine lathe, milling machine, radial or sensitive drill press and grinding machine. Operates also other shop machines including for example, bench lathe, bench grinder, shaper, planner, saws, horizontal and vertical boring mill, jig, boring machine. Oils, greases, cleans and makes minor repairs and adjustments to machines.

Performs other duties as assigned.

Working Conditions

Works in a well-lighted, ventilated shop with concrete floors. Exposed to dust from grinding, oil from machines, dirt, heat, noise and fumes. Subject to the hazards of burns from hot metal chips, cuts, bruises from use of machine and hand tools. Wears safety glasses, shoes and other equipment as required.

Maintenance Mechanic, KWB-4749-06 **SJD-S229**

Supervisory Controls

Works under general supervision of a work leader or foreman who indicates work to be performed with responsibility for the proper accomplishment of assigned work. Receives special instructions on new or unusual tasks. Work is spot-checked for compliance with established practices, techniques and desired end results.

Major Duties

Performs a wide variety of skilled craft work (within the scope of preventive maintenance procedure) involving the inspection, repair and maintenance of buildings, facilities and structures as well as the installation of mechanical and utility equipment. Electrical, carpentry, plumbing, stove repair, sheet-metal, painting, refrigeration and air-conditioning skills may be required. Makes repairs to buildings, electric wiring and fixtures, stoves, hot water heaters and pipe connections. Replaces defective or worn parts. Conducts inspections on buildings, facilities and structures to locate major defects requiring repair and/or alteration and prepares rough sketches and bills of material for work requiring large amounts of shop effort. Reports repair and/or alteration requirements to shop foreman for appropriate action. Conducts asbestos abutment, surveys and inspections.

Performs other duties as assigned.

Working Conditions

Work is performed both inside and outside. Inside work is usually in buildings adequately heated, lighted and ventilated; subject to shocks and burns when working on electric line; exposed to mud and water; exposed to disagreeable odors, smoke and fumes. Must wear OSHA required safety equipment as necessitated by the type of work being performed.

Mason, KWB-3603-06 **SJD-S210**

Supervisory Controls

Under general supervision, work is performed in accordance with blueprints, working drawings or other specifications, established trade practices and standard methods of the craft. Work assignments are received orally or in writing from a foreman who is held accountable for the project and who checks work in progress and upon completion for quality and compliance with instructions.

Major Duties

Performs any or all of the following duties which are typical but not all inclusive:

1. Lays common brick, face brick, hollow tile, firebrick, terra catty tile facing, gypsum block, concrete block, cinder block, glass block or other similar materials in the maintenance, alteration, or construction of partitions, foundations, walls, buildings, fireplaces and furnaces. Makes visual inspections of work to be performed and plans and lays out work details. Lays brick or other material in horizontal rows, spreading mortar with trowel over brick and pressing brick in such a manner to provide for a uniform appearance and for the courses to come to the heights planned. Checks vertical and horizontal alignment of structure as work progresses with plumb bob and level.

2. Performs ornamental brick work in the erection of walls, fireplaces, buildings and other structures through placement of bricks of different colors to create various designs and patterns, by laying molded brick cornices and through the technique of belt courses, corbeling, racking and battering.

3. Incumbents of positions in this class, in addition to brick, block and stone work, may perform duties involving the setting of ceramic tile.

4, Operates light vehicle and small engine equipment, i.e., compactors, 5 KW generator, hydraulic power unit, electric hammer drills, etc. in support of work assignments.

Performs other duties as assigned.

Working Conditions

Works inside and outside under varying weather conditions. Subject to possible injury from falling materials or tools. Possibility of injury in falling from scaffolds, ladders or working platforms. Exposed to dust and dirt in the handling of brick, stone, blocks and mortar.

Materials Examiner and Identifier, KWB-6912-04 **SJD-S277**

Supervisory Controls

Receives broad assignments and instructions relating to new or changed requirements from material classifier foreman. Incumbent independently performs material classification which may be coupled with incidental segregation.

Major Duties

Performs work involved in the visual examination, segregation and classification of clothing and equipage or other general items, such as furniture and kitchen equipment. Examines items to determine proper identification, condition of items, degree of damage, reparability and general appearance of the individual pieces. Classifies items examined into groups according to condition. Performs related incidental unpacking, packing, unfolding, spreading, bundling, wrapping, binding, and/or marking.

Performs other duties as assigned.

Working Conditions

The work is performed primarily inside warehouses, although employees may occasionally be required to work for short periods of time on shipping docks or in outside areas. The areas may be cold, drafty or hot. There is a possibility of injury when working adjacent to stacks of supplies, as well as in lifting and moving materials.

Materials Handler, KWB-6907-04 **SJD-S275**

Supervisory Controls

Supervisor makes assignments and gives oral instructions on each new or changed operation and special instructions on any changes from standard procedures. Supervisor spot-checks work in process to ensure that specific instructions are being followed. Routine work is accomplished according to specific oral or written instructions and established methods.

Major Duties

Performs one or more of the following duties:

1. Selects for shipment or issue, designated stock by proceeding to area, finding a stock and verifying information shown on shipping or issuing document against that on stock tags or bin tags; determines from which stack or bin items are to be removed; removes stock, assuring that proper quantity and nomenclature of selected stock agree with information contained on document. Moves items selected to designated location.

2. Receives supplies and equipment by unloading conveyances; moves item by handcart, conveyer, or similar conveyance; checks items against proper document, making proper notation on same, and reporting discrepancies and damage to supervisor; places clearly identified stock in appropriate temporary or permanent storage locations according to specific oral or written instructions and established methods. May sign for items received.

3. Warehouses palletized bulk stock according to specific locations; restacking and rewarehousing items and straightening stacks as directed; sorting out bad containers and restacking or taking to bin area. Periodically checks bays or bins for mixed stock or incorrect locations; corrects or notifies supervisors of problem.

Performs other duties as assigned.

Working Conditions

Work is performed inside warehouses in bin rooms, in open storage areas and on receiving or shipping docks. The areas may be cold, drafty, damp, or hot. Work is performed in close quarters in warehouse or bin aisles, ramps, or platforms. Exposed to injury from falling stock, from handling materials and from mechanical equipment. Works on concrete floors. Lifts moderately heavy items. Assistance is required from other warehouse workers, laborers, and equipment operators when moving bulky items.

Materials Handler (Cold Storage), KWB-6907-05 **SJD-S276**

Supervisory Controls

The major duties are essentially the same as those described under KWB-4 except that the assignments require a substantial amount of the work cycle (at least 25 percent of the time) to be spent in entering, leaving and working in freeze and/or chill compartments or rooms.

Performs other duties as assigned.

Working Conditions

Generally the same as that described under KWB-4 with additional factors of working in freeze or chill compartments.

Materials Handler (Forklift Operator), KWB-6907-05 **SJD-S402**

Supervisory Controls

Works under general supervision of foreman or senior leader relating to warehousing operations receiving general instructions or written work orders relating to forklift operations with sample or spot-check of the arrangement of materials moved. Fork Lifts and other vehicles are intermittently spot-checked for abuse and accomplishment of preventive maintenance. Completed work is reviewed for compliance with specific oral or written instructions and established methods and procedures

Major Duties

1. Performs one or more of the following duties:

a. Selects for shipment or issue, designated stock by proceeding to area, finding a stock and verifying information shown on shipping or issuing document against that on stock tags or bin tags; determines from which stack or bin items are to be removed; removes stock, assuring that proper quantity and nomenclature of selected stock agree with information contained on document. Moves items selected to designated location.

b. Receives supplies and equipment by unloading conveyances; moves item by handcart, conveyer, or similar conveyance; checks items against proper document, making proper notation on same, and reporting discrepancies and damage to supervisor; places clearly identified stock in appropriate temporary or permanent storage locations according to specific oral or written instructions and established methods. May sign for items received.

c. Warehouses palletized bulk stock according to specific locations; restacking and re-warehousing items and straightening stacks as directed; sorting out bad containers and restacking or taking to bin area. Periodically checks bays or bins for mixed stock or incorrect locations; corrects or notifies supervisors of problem.

2. Operates electric, diesel or gasoline powered forklifts to load, unload, stack, instead, and move boxes, crates, packages and pallets of materials or loose items. Regulates forks and truck movements, exercising care to avoid overloading or improper stacking or movement of supplies and materials. Operates indoors and in open storage areas. Performs driver's maintenance in accordance with established rules and regulations.

Performs other duties as assigned.

Working Conditions

Works inside and outside subject to heat, cold, damp, drafty, or poorly lighted areas. May work on open docks or storage yards. Work may be dirty, dusty, and greasy. Frequently exposed to the possibility of cuts, scrapes, and bruises; falls from ladders; or injury from mechanical conveyor systems, material handling, or forklift equipment.

Meat Cutter, KWB-7407-05 **SJD-S294**

Supervisory Controls

Under general supervision performs assigned tasks in accordance with standard meat cutting methods; receives oral or written instructions on any new work assignments; work is spot-checked for compliance with regulations and instructions in progress and upon completion.

Major Duties

1. Performs the full range of meat cutting tasks. Selects, cuts, bones and trims, whole, half or quarter food animal carcasses into standard, retail or specifically requested cuts, sizes or portions. Required is a knowledge of the anatomy of food animals yielding pork, veal, beef and lamb sufficient to estimate the kinds and number of cuts in a carcass or primal cut, to make the largest number of desirable cuts with a minimum of waste. May clean and cut fish, draw, dress and cut up poultry; slice bacon, cheese, lunch meat and grind hamburger. Waits on customers, weighs, packages and prices cuts of meat, fish and poultry when required. Receives and assembles for use, display or refrigerated storage. Cuts may be for institutional use in kitchen, mess hall and hospitals or may be for retail sale.

2. Uses, cleans and maintains area and equipment. Uses, cleans, maintains and sharpens a variety of hand tools of the trade. Uses, cleans and makes minor adjustments to powered equipment such as slicers, grinders, saws and tenderizers. Cleans area, equipment and display cases as required.

Performs other duties as assigned.

Working Conditions

Employees are exposed to animal blood, grease, frequent noise, abnormal cold, and continuous standing on concrete floors. Subject to serious injury from powered and hand operated tools and equipment. Required to lift up to 40 pounds.

Meat Cutter (Cold Storage), KWB-7407-06 **SJD-S295**

Supervisory Controls

Under general supervision performs assigned tasks in accordance with standard meat cutting methods; receives oral or written instructions on any new work assignments. Work is spot-checked for compliance with regulations and instructions in progress and upon completion.

Major Duties

1. Performs the full range of meat cutting tasks. Selects, cuts, bones and trims, whole, half, or quarter food animal carcasses into standard, retail, or specifically requested cuts, sizes, or portions. Required is a knowledge of the anatomy of food animals yielding pork, veal, beef, and lamb sufficient to estimate the kinds and number of cuts with a minimum of waste. May clean and cut fish, draw, dress, and cut up poultry; slice bacon, cheese, lunch meat, and grind hamburger. Waits on customers, weighs, packages, and prices cuts of meat, fish, and poultry when required. Receives and assembles for use, display or refrigerated storage. Cuts may be for institutional use in kitchens, mess halls, and hospitals or may be for retail sale.

2. Uses, cleans and maintains area and equipment. Uses, cleans maintains, and sharpens a variety of hand tools of the trade. Uses, cleans and makes minor adjustments of powered equipment such as slicers, grinders, saws, and tenderizers. Cleans area, equipment and display cases as required.

Assignments require a substantial amount of the work cycle (at least 25 percent of the time) to be spent in entering, leaving, and working in freeze and/or chill compartments or rooms.

Performs other duties as assigned.

Working Conditions

Employees are exposed to animal blood, grease, frequent noise, abnormal cold, and continuous standing on concrete floors. Subject to serious injury from powered and hand operated tools and equipment. Required to lift up to 40 pounds.

Mobile Equipment Metal Mechanic, KWB-3809-06 **SJD-S217**

Supervisory Controls

Work is performed under general supervision, subject to intermittent inspections. Incumbent is responsible to plan work sequences, equipment, tools and materials and otherwise carry assignments through to completion in accordance with oral and written instructions, referring only the unusual and difficult problems to supervisor.

Major Duties

Performs work involved in the fabrication, modification, repair and replacement of metal body parts and other related items such as fenders, hoods, grills, cabs, bodies, bumpers and frames for mobile equipment. Plans and lays out work from sketches, work orders and other specifications. Makes determinations as to the extent of repair or if rebuilding is necessary; selects materials required such as proper size or gauge of sheet metal, welding rods, fluxes. Measures, marks, cuts and forms articles from iron or other sheet metal stock as required; makes repairs by hammering, bending, sanding and spreading metal parts; welds, burns, brazes, drills, heats and finishes damaged body components using such tools as electric or oxyacetylene welding equipment, drilling, burring machines, bending irons, mallets, sanders and hammers. Assembles and fastens repaired and/or fabricated parts by installing bolts, rivets, screws and/or seaming, soldering and spot welding.

Performs other duties as assigned.

Working Conditions

Constant exposure to dirt, grease, odors, smoke and fumes with requirement for protective clothing such as welding masks and gloves. Work is usually performed on concrete floors or as required on or in equipment being repaired. Subject to burns and eye injury when welding metal surfaces. Danger from electric shock, infrared and ultraviolet rays and fumes.

Mobile Equipment Servicer, KWB-5806-04 **SJD-S265**

Supervisory Controls

Work is performed under the general supervision of a shift leader or shop foreman. Incumbent is responsible for determining the work methods and techniques to be used in accomplishing assignments, which are usually given orally or by written work orders. Work in progress is subject to spot-checks and completed assignment checked for acceptability and compliance with instructions.

Major Duties

Lubricates parts of automobiles, buses, trucks, forklifts, bulldozers and other mobile equipment using the proper type of lubricant on various parts of chassis, such as alienate cups on springs, universal joints and steering knuckles, using hand operated or compressed air operated grease guns. Inspects transmission, differential and rear axle housing and fills them with grease. May add water to radiator, check and add distilled water to battery.

Performs other duties as assigned.

Working Conditions

Work is performed the majority of time indoors. The work area is frequently damp, drafty and inadequately heated. The nature of work is dirty, greasy and noisy. Cuts and abrasions are frequently incurred when using hand tools in confined places.

Mobile Sales Associate, KWB-5703-06 **SJD-S312**

Supervisory Controls

Works is performed usually under the general supervision of the Food Activity Foreman/Manager, who furnishes oral and written instruction regarding work assignments and established regulations and procedures. Work is spot-checked in terms of efficiency of operations, and compliance with instructions, regulations and procedures. Driver's ability is regularly observed and evaluated. Vehicle is intermittently spot-checked for abuse and accomplishment of established preventive maintenance.

Major Duties

Operates a mobile unit truck (not classifiable as a special automotive equipment, such as wrecker, semi-trailer and truck, dump truck, etc.), actively pursuing the selling of limited food/retail items to authorized customers, and following prescribed schedules and routes. Requisitions and stocks mobile unit with required documentation. Collects money, makes change, maintains a change fund, and reports daily sales to the supervisor. Identifies ration control plate and ID card prior to sales and provides and inventory of cash, change fund, and merchandise/supplies. Maintains proper care, handling, and sanitation of equipment and working areas. Performs driver's maintenance in accordance with established procedures. Completes trip tickets and other related reports and records, as necessary.

Performs other duties as assigned.

Working Conditions

Work is performed both inside and outside in all types of traffic and weather, and is exposed to the possibility of serious accidents. When driving or when loading and unloading mobile unit, there is a constant exposure to traffic hazards to cuts, bruises, and broken bones. Working area inside is often uncomfortably warm, cold, noisy and dust.

Motion Picture Projectionist, KWB-3910-05 **SJD-S311**

Supervisory Controls

Works under general supervision from oral or written instructions provided by the supervisor. Performs work independently with limited technical supervision from the theater supervisor. Work is subject to occasional review by the supervisor in terms of adequacy of presentation and skill in operation of equipment. Uses knowledge of equipment to troubleshoot malfunctions and quickly makes corrections and notifies the supervisor when major repairs are required.

Major Duties

Operates and maintains motion picture projectors, sound producing equipment, and other accessory and associated equipment to produce coordinated effects on a screen. Feeds films into projector. Regulates projection light and adjusts sound producing equipment. Watches operations of machines and anticipates such duties as transferring operation from one machine to another without interrupting smooth flow of action on screen. In case of film breakage, must re-feed broken film through machine with a minimum loss of time. Inspects and rewinds projected films for another showing. Repairs faulty section of film. Periodically cleans lenses, oils equipment, and makes minor repairs and adjustments to assigned equipment.

Performs other duties as assigned.

Working Conditions

Work is performed in both an office environment and projection room. In the projection room there are some hazards involved in connection with the flammable nature of some types of film and danger of electrical shock and burns. There is a possibility of cuts and bruises from moving parts of equipment.

Munitions Handler, KWB-6502-05 **SJD-S268**

Supervisory Controls

Works under general supervision. Supervisor makes work assignments and gives special instructions on any changes from standard operations and procedures. Supervisor spot-checks work in process to insure instructions are being followed. Routine work is accomplished according to oral or written instructions and established operating procedures.

Major Duties

1. Uncrates and unpacks munitions. Inspects for serviceability. Stores munitions in prescribed storage area using forklifts, trucks, trailers, and special handling and lifting equipment. Maintains appropriate storage conditions. Assembles and issues conventional munitions.

2. Links and repositions ammunition by operating electrical and manual machines. Prepares incendiary mixtures for fire bombs. Assembles and fills fire bombs. Prepares explosive and chemical bombs for loading on strike aircraft.

3. Maintains and reconditions munitions and handling equipment. Inspects munitions and components for evidence of exudation, leading, corrosion, dents, burrs, scratches, and broken or bent parts. Reconditions by straightening, sanding and cleaning and replacing defective or broken parts. Paints and stencils munitions as required. Operates and performs operator maintenance on bombs lift trucks, dollies, trailer-trucks, and fork lifts.

Performs other duties as assigned.

Working Conditions

Inside and outside work. Inherent hazards in the receipt, storage, issue, assembly and disassembly of explosives and ammunition. Subject to extremes in environmental conditions encountered in climatic test chambers and on test ranges.

Office Appliance Repairer, KWB-4806-6 **SJD-S230**

Supervisory Controls

Works under the general supervision of a shop supervisor. Receives verbal assignments which identify the equipment to be repaired and the nature of the repair required. Plans own work sequences, selects tools and replacement parts and otherwise carries assignments through to completion independently, referring only the most unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for compliance with instructions and for workmanship that meets acceptable standards of quality.

Major Duties

1. Performs the full range of work involved in the inspection, repair, service, maintenance and overhaul of any or all makes, models and types of office machines and appliances (including foreign makes). Makes repairs to the more complex appliances and machines which embody both electrical and mechanical features. Normally performs the full repair cycle of diagnosis, disassembly, replacement of parts, reassembly, adjustment and operational testing of various models of electric and manual typewriters and calculators, adding machines, copying machines, cash registers and other office appliances and machines.

2. On a scheduled basis, performs inspections and maintenance repair on office appliances and machines located in activities throughout the installation or area of responsibility. Operates machines and makes on-the-spot repairs and adjustments; replaces small parts; cleans and oils. Answers service calls, diagnoses trouble and determines whether deficiency or defects are such that repair must be made in the shop. Makes on-the-spot repairs and services office appliances when the nature of the trouble permits. Instructs using personnel in the proper methods of operation, care and user's maintenance of equipment.

3. Using an engine lathe, drill press, emery wheel, buffer and precision measuring devices, repairs or manufactures parts for typewriters, adding machines and other appliances. Turns platens; reams out brush holders and studs on drill press; manufactures studs and brush holders making own setups. Turns down armatures and regrooves commutators on lathe.

Performs other duties as assigned.

Working Conditions

Work in an adequately heated, well-lighted and ventilated building subject to dirt, grease and oil while cleaning and lubricating machines and to minor injuries (e.g., from using machine and hand tools).

Painter, KWB-4102-06 **SJD-S218**

Supervisory Controls

Work is performed under minimum supervision. Instructions are given verbally and in writing. Work may be spot-checked while in progress and is normally inspected upon completion for compliance with instructions and adherence to established practices and standards. Incumbent checks with supervisor only to clarify instructions where departures from standard practices are involved.

Major Duties

Paints one type or a variety of surfaces, such as interiors and exteriors of building and/or stationary and mobile equipment where appearance as well as surface protection are important. Prepares surfaces, mixes paints and applies prime, intermediate and finish coats with brush, roller or spray gun. Uses gloss, semi-gloss and special paints, enamels, varnishes, stains, lacquers and shellacs. Assures the protection of surrounding areas and if required by specific work assignments assures proper adjustment of ladders and scaffolding. Assures proper maintenance of brushes and equipment.

Performs other duties as assigned.

Working Conditions

Work is performed both inside and outside. Work is continuously disagreeable since exposed skin surfaces and clothing are exposed to paint splatter. Safety goggles are required when sanding surfaces. There is a continuous health hazard which could result in permanent disability because of the cumulative effect of inhaling harmful fumes from chemicals in paints.

Pest Controller, KWB-5026-06 **SJD-S233**

Supervisory Controls

Receives general supervision in the form of an explanation of assigned duties and responsibilities, established policies, procedures and interpretation of prevailing technical and regulatory guidelines. Performs day-to-day work in accordance with provided survey schedule and with a minimum of direct supervision. Receives more specific instructions on the use and application of new chemicals, changes in techniques and problems encountered. Work is periodically checked for adequacy and compliance with regulations and approved techniques.

Major Duties

Controls or eradicates pests common to the installation and surrounding area. Conducts scheduled inspection of buildings and grounds such as improved and unimproved areas, buildings, garbage collection and disposal sites, drainage ditches and other location for evidence of damage and infestation by insects, rodents, predatory animals, obnoxious birds and other pests. Determines area and scope of infestation, identifies type of pest and environment, selects and applies appropriate measures to control or eradicate pests. Plans work sequences, prepares estimates and assembles equipment and materials for specific assignments. Mixes a variety of chemicals in accordance with approved standard formulas. Operates various manual and powered equipment to complete work requirements. May operate light vehicle. Performs operator's maintenance on assigned equipment.

Performs other duties as assigned.

Working Conditions

Work is performed inside and outside, winter and summer, in cold, drafty or hot, humid or water-covered circumstances, underneath buildings or in other closed, smelly, dirty or dusty places. Protective clothing and respirators, though often hot and uncomfortable, reduce the danger of inhaling insecticides or absorbing them through the skin. Other hazards include the possibility of injury to hands in the use of powered and hand tools and of strains to the back in lifting, moving and carrying tools, materials and equipment.

***NOTE*:** Incumbents must have completed formal training and must have passed an examination for certification in pest control methods and techniques. Recertification is required every two years.

Pipefitter, KWB-4204-06 **SJD-S221**

Supervisory Controls

Works from oral instructions, preventive maintenance program plans, work orders, emergency calls, layout sketches, blue prints, drawings, specifications or similar guidance. Is expected to plan work sequences, select tools and materials and otherwise carry assignments through to completion, referring only the unusual and difficult problems to a supervisor. Work is subject to spot-checks during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Performs work involved in the installation, maintenance and repair of oil and/or water pipelines, storage tanks and auxiliary equipment employed for receipt, transfer, storage and issue of oil and/or water. Plans and lays out work, utilizing blueprints or layout sketches; determines tools required and estimates necessary materials, such as pipe fittings in the sizes, types or lengths needed. Installs, repairs, maintains and/or replaces pipe lines, valves, storage tanks, strainers, filters, fittings and expansion joints. Inspects pipe lines, storage tanks and auxiliary equipment to detect defective or leaking points and repairs or replaces same as necessary. Performs or directs cutting, bending, grooving, threading, assembling and repairing of pipes, fittings, clips and valves. Maintains records of time and materials used on jobs and completes job orders.

Performs other duties as assigned.

Working Conditions

Exposed to the possibility of temporary disabling health hazard affected by cumulative inhaling fumes from POL products while repairing leaking pipelines; subject to cuts and bruises while working with wrenches on heavy pipes; and subject to abnormal heat and mud while installing and/or repairing pipelines and other facilities during all seasons and any hour of day or night.

Pipefitter (Steam), KWB-4204-06 **SJD-S220**

Supervisory Controls

Works from oral instructions, preventive maintenance program plans, work orders, emergency calls, layout sketches, blue prints, drawings, specifications or similar guidance. Is expected to plan work sequences, select tools and materials and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-check during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Performs the full range of tasks associated with the installation, maintenance, and repair of high-temperature water and high-pressure piping systems. Plans and layouts work utilizing blueprints or layout sketches when provided; determines tools required and estimates necessary materials such as pipe, fittings in the sizes, types or lengths needed. Trouble shoots and analyzes defects; locates and marks spots for openings in walks, ceilings or floors. Installs, repairs, maintains and/or replaces steam tables, sterilizers, steam traps, control valves, fittings, expansion joints and steam pressure cookers. Installs small steam boilers and auxiliary equipment. Reconditions boilers periodically. Checks steam systems for leaks, defects in equipment and malfunctions. Installs, repairs and maintains reducing valves and stations, vacuum pumps, expansion locks and expansion joints. Performs or directs cutting, bending, threading, assembling and pipe hanging. Maintains record of time and materials used on the job and complete job orders.

Performs other duties as assigned.

Working Conditions

Exposed to the possibility of burns from hot water and steam while repairing leaks in high pressure steam lines; subject to strains, cuts and bruises while working with wrenches on heavy pipe; subject to abnormal heat, dirt and dust while installing, repairing and insulating underground steam lines.

Plasterer, KWB-3605-06 **SJD-S211**

Supervisory Controls

Under the general supervision of an employee of higher grade or foreman, performs duties independently in accordance with work orders and/or verbal designation of the job to be done. Completed work is subject to spot-checks for acceptability of quality and quantity of work accomplished.

Major Duties

The following duties are typical but not all inclusive of positions in this class:

1. Plasters walls and ceilings by applying one or several coats of suitable mortar to lath base or masonry surface to form interior wall or ceiling surfaces. Decides work methods to be employed, taking into consideration the type of lathing or surface to be plastered, the required thickness of plaster coat, weather conditions which will affect setting and drying time and other factors and specifications. Lays scratch coat on with trowel. Levels surface with a draby and scores surface with a scratcher. Applies second coat. Skims finish coat on with trowel in two or three thin layers. Trowels over, using wet brush and trowel to guard against chip-cracking and to obtain a smooth surface. Smoothes angles and corners with angle float and draws up surface with trowel and float to make a smooth finish. Textures the finish with stipple brush, rubber sponge, whiskbroom or crumpled paper.

2. Applies stucco to exteriors of new and old buildings made of wood, brick, concrete, stone or tile and over any type lathing. Lays scratch coat on surface to be plastered and trowels well into lath or base to obtain a thorough bond or key. Applies finish coat in a manner similar to finish such as stippled, rough coat, pebble dash, exposed aggregate, sand floated, sand sprayed, smooth or sponge.

3. Patches damaged plaster or stucco surfaces by chipping out old plaster down to a firm surface, trimming edges until a solid jointing is found to hold new plaster. Wets joints and fills with new plaster. Straight edges and trowels to a true and even surface.

Performs other duties as assigned.

Working Conditions

Exposed to dirt and dust in the handling of mortar and plastering materials. Works inside and outside. Possibility of injury in falling from scaffolds or work platforms.

Plumber, KWB-4206-06 **SJD-S222**

Supervisory Controls

Works from oral instructions, preventive maintenance program plans, work orders, emergency calls, layout sketches, blueprints, drawings, specifications or similar guidance. Is expected to plan work sequences, select tools and materials and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Perform tasks in connection with the fabrication, repair and maintenance of plumbing systems: Performs the full range of journeyman level plumbing tasks including estimating material requirements (i.e., pipe, fittings and fixtures in the sizes, types or lengths needed); locating and marking spots for openings through which pipes are to pass or in which equipment will be installed; threading and pipe bending operations; determining and marking guide lines; placing and connecting air, natural or manufactured gas, sewage and water fixtures and facilities such as hydrants, water mains, water closets, lavatories, showers, sinks, dish washing machines, unit gas heaters, stoves and air compression equipment; clearing difficult stoppages in drain pipes; directing or performing assembling of pipe sections and fittings and hanging or laying of assemblies into position; testing joints and piping for leaks; directing or laying and joining concrete, clay or iron pipe in ditches; installing and repairing valves; inspecting and testing piping after completing repairs, alterations or additions; periodically checking piping, fittings and fixtures for defective parts or connections; and disassembling and repairing damaged sections or fabricating replacements. Uses hand and power tools common to the trade.

Performs other duties as assigned.

Working Conditions

Works in cramped quarters inside and outside; exposed to mud and water; subject to infection from unsanitary work sites and injury from use of power and hand tools and occasional use of caustic soda and hot lead.

Pneumatic Tools Operator, KWB-5401-05 **SJD-S252**

Supervisory Controls

Work is performed under general supervision. Instructions are given verbally and in writing. Work may be spot-checked while in progress and is normally inspected upon completion for compliance with instructions. Equipment and tools are intermittently checked for accomplishment of preventive maintenance.

Major Duties

Operates mounted or unmounted compressed-air, percussion type machines, such as jack hammer, wagon drill, sump pump and portable circular saws to be used for a construction or demolition purpose. By using a jackhammer or wagon drill, breaks up concrete pavement, retaining walls; drills holes in stone or concrete; cuts into asphaltic pavement or hard grounds and clays. By using sump pump, evacuates water from sumps holes or excavations. By using portable circular saw, cuts boards and timbers. Determines and inserts proper tools such as an asphalt chisel, digging tool, driving shoe, or ball point into a check or hammer. Performs operational maintenance services on assigned pneumatic equipment and tools in accordance with established rules and instructions.

Performs other duties as assigned.

Working Conditions

Primarily outside, some inside. Subject to cement and brick dust and extremes of temperature. Required to wear goggles, respirator and helmet. Subject to extreme noise and vibration. Danger from flying pieces of concrete and other material. Working under ground on sewers and basement required.

Powered Support System Mechanic, KWB-5378-06 **SJD-S241**

Supervisory Controls

Work is performed in accordance with military and commercial repair manuals, technical orders and schematic wiring diagrams. Supervision received is general with work subject to spot check in progress by the foreman or work leader, and to a final inspection upon completion by an inspector for workmanship, compliance with technical data requirements and general acceptability.

Major Duties

1. Typical equipment repaired includes auxiliary power generating sets; motor generators designed to convert standard input voltages to operate aircraft power systems in flight line electrical work; heavy duty air compressors; gas turbine compressors used to start aircraft jet engines; air conditioners; hydraulic test stands; ground heaters; munitions loading equipment to include repair of bomb lift clutches, differentials and transmissions; maintenance and operation of deicer truck; and various types of diesel and gasoline engines used to power such equipment.

2. Characteristic of these positions is individual responsibility for ascertaining the reason for operating malfunctions and accomplishing necessary repairs to electrical and power systems; thorough knowledge of gasoline, diesel and gas turbine engine field maintenance; and a thorough knowledge of AC and DC motor/generator repairs, electric circuitry, and controls involved in converting AC to DC, DC to AC, or AC of one frequency to AC of another frequency.

3. In some work situations, positions allocable to this class direct the work of lower grade employees in accomplishing the less difficult phases of repair.

Performs other duties as assigned.

Working Conditions

Works inside in a well-lighted and heated area, however, continually works on concrete floors and work is dirty, greasy and noisy. Subject to cuts, bruises, shocks, burns and mashed fingers. Work requires moderate to arduous physical effort.

Packer, KWB-7002-04 **SJD-S280**

Supervisory Controls

Supervisor gives initial oral instructions covering methods and procedures and special instructions on new items not packed or processed before or on special packing processing problems. Work is spot-checked for compliance with specifications and instructions and to assure that production schedule is maintained.

Major Duties

1. Packing. Selects the appropriate method of packing and materials to be used in packing on the basis of class of items (classified according to shape, mounting provisions and resistance to shock). Packs or repacks five or more classes of items of any weight using ten or more packing methods. Checks each item against the accompanying document for correctness of stock, model or serial number; nomenclature; and unit of issue and quantity. Packs items in boxes, metal containers or cartons. Blocks, braces, cushions, inserts desiccants and secures containers by sealing, banding, nailing and wiring. Stencils, labels and places other identification markings on containers. Completes and signs documents and packing lists. Determines packing methods when specifications are unavailable by comparison with methods for packing similar items and refers special problems to the supervisor. Performs related tasks such as originating pilot packs; cutting and fabricating cartons; processing and prepackaging items; cutting stencils; and physically handling material to move moderately heavy items.

2. Processing. Performs processing work by cleaning, drying and applying preservatives to parts, tools and equipment (not motorized mechanical). Checks items with documents for correctness. Selects and applies the appropriate method of cleaning and drying; selects preservatives, barrier materials, interior containers and desiccants on the basis of the composition and finish of the item to be processed. Inspects items to ensure that cleaning, drying and preservatives have been properly applied. As necessary, vacuum packs, heat seals, makes final wax overdip of package and affixes standard and special markings.

Performs other duties as assigned.

Working Conditions

Work is performed indoors in well-lighted, well ventilated areas but sometimes subject to cold drafts. Probable normal mishaps result in such minor injuries as lacerated fingers, cuts and splinters and injury from falling objects or from moving materials handling equipment. The fumes from some preservatives may produce nausea. Some of the cleaning fluids used are extremely inflammable. There is the slight possibility of burns and danger of skin irritations from the use of solvents. Masks, gloves, goggles and rubber boots are worn as protections from the particular items being processed and packed.

Preservation Servicer, KWB-7006-05 **SJD-S281**

Supervisory Controls

Receives written or oral instructions regarding work priority. Work is reviewed by spot-checks during progress for quality of workmanship, use of accepted techniques and use of correct tools, equipment and materials. Completed work is subject to final inspection through visual and auditory checks prior to the release of equipment to depot stock or using units.

Major Duties

Performs work involved in the application of preservatives to mechanical equipment such as automobiles, trucks, cranes, graders, bulldozers, power shovels, air conditioning units, refrigerators, power generators, pumps and major components or heavy materials (300 lb. and above) stored in the depot for the purpose of preventing deterioration of such items while in storage or in transit. Selects and determines the processing methods based on the degree of protection required and the physical class of the items in accordance with standardized military specifications. Work processes include dismantling protruding parts; disassembling to gain access to enclosed areas; applying proper rust preventative to interior and exterior surfaces by the use of pneumatic spray guns or hand tools; fogging motors; covering engines and other critical areas or major components for water proofing purposes. Uses various kinds of processing materials such as water-vapor proofing papers, coating compound, corrosion removing compounds, tissue papers and tapes. Processes items for domestic shipment or pre-storage; removes all sealing and preserving materials; installs components and equipment removed; lubricates all points and areas in accordance with pertinent lubrication orders. Performs processing of fixed industrial equipment; selects the proper type and size of containers, considering the protective measures required for items against mechanical and physical damage; selects and applies cushioning material, desiccants, interior blocking and bracing; arranges items in containers and marks for identification of item content and other related information.

Performs other duties as assigned.

Working Conditions

Work is performed indoors and outdoors. There is some danger of mashed fingers, cuts and splinters, falling objects and injury from the careless use of hand tools or from moving materials handling equipment. May wear mask, gloves, goggles and rubber boots as protection from the particular items being packed.

Presser, KWB-7301-03 **SJD-S288**

Supervisory Controls

Receives instructions from the supervisor regarding work assignments and operation of pressing equipment when new methods are involved; receives supplementary instructions on other than routine matters with regard to new garments. Work is spot-checked for quality and maintenance of production schedules.

Major Duties

Performs either one or a combination of the following duties:

1. General Apparel Pressing. Operates adjacent steam presses, such as 54-inch press and a mushroom press, in ironing various articles of general apparel such as dresses, uniforms, trousers, cotton pajamas, coats and women's suits. Removes articles from hand truck or conveyor, places on press in correct lay, smoothes out wrinkles and closes press by means of automatic control. Adjusts garments according to prescribed sequence of proper lays to complete finish. Inspects articles prior to pressing and calls to attention of supervisor those garments requiring additional washing, spot removal or mending. When necessary, hand irons articles of apparel where tailoring and/or dressmaking details of the garment do not permit finishing by normal press lays. Places finished work in hand trucks or on conveyors together with lot number tag, for delivery to assemblers.

2. Shirt Pressing. Performs any or a combination of the following tasks in the operation of a two-operator or four-operator steam heated shirt pressing unit. Makes proper lay of shirt on press in prescribed sequence for finishing. Operates collar and cuff press, yoke press, bosom and body press, double sleeve press and/or cuff and gusset press. Exercises dexterity in handling shirt after each press operation. Uses sprinkler hose in spraying shirt to required dampness prior to closing press. Calls to attention of supervisor shirts requiring further processing. Removes shirt from sleeve form and folds shirt on finishing and folding table.

Performs other duties as assigned.

Working Conditions

Subject to noise, steam and abnormal heat as high as 112 degrees Fahrenheit during the hot weather season; subject to danger of burns.

Projection Equipment Repairer, KWB-3364-06 **SJD-S201**

Supervisory Controls

Work is performed under general supervision. Supervisor assigns work with pertinent instructions and is expected to work independently in carrying assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is reviewed upon completion for compliance with established procedures, regulations and instructions given.

Major Duties

1. Overhauls, troubleshoots and repairs mechanical, electrical and sound amplifier components of motion picture projectors. Disassembles mechanical parts which move film through the projector, such as take-up and reverse arm, pressure plates, lens assembly, yoke assembly, sprockets, rollers, gears and/or cable drives, bearing, speed governors, clutch levers, operating cams, shuttle and shutter assemblies. Uses tachometers and stroboscopes to test mechanical movements. Replaces parts. Files, stones and taps shutter and shuttle to synchronize intermittent movement and minimize or eliminate image flutter.

2. Disassembles and repairs audio-input components such as the sound drum, exciter lamp, prism or photoelectric cell to minimize wow and flutter or other defects in the audio-input signal. Cleans, repairs or replaces electric motor bearings, brushes, stator coils and switches.

3. Disassembles multiple stage audio amplifier. Checks volume controls for continuity and proper voltage and amperage at the various stages, using oscilloscope or multimeter. Checks speaker component of the audio amplifier and replaces if defective.

4. Overhauls, repairs, adjusts, cleans and tests silent motion picture projectors, opaque or transparency projectors, tape recorders, record players, film cleaning equipment, film splicers and editors or similar equipment assigned to film exchanges or libraries.

Performs other duties as assigned.

Working Conditions

Well-lighted shop.

Reproduction Worker, KWB-4401-05 **SJD-S224**

Supervisory Controls

Works under general supervision in accordance with instructions and guidance. Follows standard plant operating procedures but refers more difficult nonroutine problems to supervisor for guidance. Work is subject to spot-checks while in progress and to periodic review for adequacy of performance.

Major Duties

1. Operates various types of press to reproduce command directives from higher headquarters and locally reproduced forms, regulations and letters. Receives and checks masters to ascertain presence of signature (if applicable), makes solution to masters and attaches on master cylinder, loads and makes necessary feeder adjustments and adjusts and sets cylinder and ink plate for proper impression. Makes a continuous inspection during press run to ensure quality impressions of all copies to prevent paper from wrinkling and to prevent or correct minor difficulties which may occur during press operations. Assembles completed work for delivery.

2. Operates cameras and copiers to make masters from copies. This requires a thorough knowledge of cameras the incumbent is using to determine time exposure to be used for best results with each original. Must be able to determine reducing or enlarging ratios according to size of print required.

3. Operates cameras to produce masters for offset press reproduction. Determines the necessary percentages of reduction and enlargement to exact scale as pertinent; determines correct exposure time according to the degree of density or sharpness of copy and types of paper.

Performs other duties as assigned.

Working Conditions

Danger of hand injuries while operating machines. Exposed to noise of equipment in operation. Subject to possible skin irritation from cleaning solvents and ink stains to clothing.

Rigger, KWB-5210-05 **SJD-S235**

Supervisory Controls

Works under general supervision of a work leader or foreman who makes assignments and gives instructions as to the work to be accomplished and techniques to be applied. Work is checked during progress and upon completion for compliance with instruction.

Major Duties

Performs the following typical tasks independently or in a group: selects and attaches proper lifting and grappling equipment (rigs) and directs the lifting and moving of loads; estimates weight of load to be moved and determines method best suited, employing a knowledge of roping and rigging shears, blocks, pulleys, booms, running and splicing of hemp or steel cables and ropes. Attaches load securely with loops, wires, ropes or chains; hangs slug in crane hook. Directs crane operator with hand signals in the hoisting and moving of loads to ensure safety of material handled and workmen involved. Sets up braces and rigs hoisting equipment. Splices rope and wire cable to make and repair slings and tackles.

Performs other duties as assigned.

Working Conditions

Primarily outside; danger of cable breaking and falling objects.

Rock Crusher Operator, KWB-5401-05 **SJD-S250**

Supervisory Controls

Under general supervision, duties are performed in accordance with oral or written instructions of a supervisor, technical orders, specifications, bulletins and safety rules. The work is spot-checked for quality and compliance with instructions, rules and established practices.

Major Duties

Operates a crusher through which broken quarry rock is run to break it into crushed stone for construction work. Regulates flow of rock down chute to be crushed or pushes rock from platform into mouth of crusher. Prods larger lumps with a bar to force them between crusher jaws. Breaks oversize lumps with a sledge hammer. Keeps uniform flow of crushed rock to screens or bins. May break up large boulders by drilling holes into them with a jackhammer; charging and setting of dynamites in the holes. Stops and starts power unit that drives crusher and conveyor belt for transporting crushed rock to bins. Cleans, lubricates and makes minor repairs to crusher as needed.

Performs other duties as assigned.

Working Conditions

Work is performed outside during periods of extreme heat and cold; is subject to continuous loud noise, dust and danger from swinging loads. Is subject to crushing of hands and arms from machinery and falling rocks.

Sandblaster, KWB-5423-04 **SJD-S247**

Supervisory Controls

Under general supervision, duties are performed in accordance with oral or written instructions of a supervisor, technical orders, specifications, bulletins and safety rules. Work is spot-checked for quality and compliance with instructions, rules and established practices.

Major Duties

1. Operates all varieties of blasting equipment to remove carbon, rust, dirt and other foreign matter from valves, cylinders, pistons, rocker box covers and other parts and equipment. Performs cleaning operations on heavily corroded parts, using abrasives such as sand, metal shot, metal grit, seed and honing liquids as required. Produces the proper clean finish on the item being worked, exercising care to avoid damage.

2. Receives parts on conveyor lines and determines the type and extent of cleaning required. Depending on the degree of corrosion and the finish desired, rough or smooth, uses sand, seed, steel grit or shot, or any combination of abrasives under air or vapor pressure to produce clean undamaged parts. Applies knowledge and experience in determining procedures and methods to be followed or refers to shop manuals and technical orders.

3. Maintains machines and equipment used in a proper operating condition by replacing hoses, washing cabinet windows, oiling and greasing parts and fittings, and removing excess or ineffective abrasives from blasting machines. Keeps work areas in clean and orderly condition.

Performs other duties as assigned.

Working Conditions

Exposed to constant noise from machinery in the work area, dust and fumes. Subject to silicosis, cuts and strains. Possibility of injury from falling objects. Works inside.

Sewing Machine Operator, KWB-3111-04 **SJD-S199**

Supervisory Controls

Works under general supervision in accordance with initial instructions as to shop practices and procedures. Receives specific instructions with new assignments and when shop practices are changed. Instructions are provided when different makes and types of machines or special attachments with which the operator is not acquainted are to be utilized. Completed work is subject to inspection for quality and quantity.

Major Duties

Performs one or any combination of the following duties requiring the use of all-purpose sewing machines and some special-purpose machines, such as button attachers and buttonhole makers, darning machines, blind stitchers, single and double-needle flat-bed and free-off-the-arm machines.

1. Makes alterations on uniforms according to markings and tag instructions indicated by a fitter. Alterations include lengthening and shortening trouser legs; taking up and letting out the seat and waist of trousers; lengthening and shortening coat and jacket sleeves. Sewing work includes sewing chevrons and service stripes on uniforms and mending tears and rips in clothing, blankets, sheets, mattress covers and fatigues. Presses hems and seams garments during the process of altering them, using hand iron or steam-heated garment press; and may press the entire garment after completing the alterations.

2. Repairs personal clothing such as trousers, coats, jackets and shirts by replacing, darning and restitching of worn parts. Repairs organization mission equipment such as blankets, sheets, mattress covers, pillow cases, sleeping bags and field coats, medical uniforms, and cooks and bakers uniforms by darning and replacing worn or missing parts.

3. Fabricates miscellaneous textile articles of non-complex construction of organizations equipment such as haversacks, items for hospital usage such as scrub dresses, surgical vests, wrappers for sterile instruments and lap sheets; or a variety of operations in fabrication of the less complex clothing items including portions of shirts or trousers. Operator is given the dimensions of articles and cuts parts to be sewed together for the fabrication of simple items for hospital usage; or is supplied with precut marked pieces to be joined by sewing and is provided with a sample of finished article for use as a guide in assembling the precut parts.

Perform other duties as assigned.

Working Conditions

Workrooms normally are well lighted, adequately heated and properly ventilated. There is some noise from operator's own machine and adjacent ones. There is some danger of minor hand injuries such as injuries to finger from needles.

Sheet Metal Mechanic, KWB-3806-06 **SJD-S216**

Supervisory Controls

Work is performed under general supervision of the shop supervisor. Assignments are in the form of work orders or verbal instructions which identify the nature of the work to be accomplished. Independently plans work sequences, selects appropriate materials and tools and accomplishes assignments referring only the most difficult and unusual problems to the supervisor. Assignments are accomplished in accordance with instructions, work orders, drawings, sketches and established trade techniques. Work is subject to spot-checks during progress and upon completion for compliance with instructions, quality of workmanship and rate of production.

Major Duties

Fabricates, assembles and installs a variety of articles of sheet metal such as gutters, ducts, flashings, safety guards, roof jacks, downspouts, sink tops, drain boards, shelves, tool boxes and other containers, counter and table tops, shower wall sections, parts for air conditioning, heating and ventilating equipment, sheet metal components of shelter, buses, trailers, and other industrial equipment of equivalent complexity. Interprets blueprints, drawings, sketches and work orders. Uses templates or patterns as guides in laying out and cutting materials from a variety of sheet metal stocks including monel metal and stainless steel and/or determines dimensions by application of basic shop mathematics and use of scribing tools, dividers, rules and other measuring devices. Lays out and cuts materials for any combination of square, rectangular, circular, conical, cylindrical, oval, irregular and transitional shapes, allowing for seams, joints, laps and shrinkage. Bends and forms metal parts into desired shapes with hand and power tools and equipment. Forms single and double hem edges and seams, dovetail and lock seams, set-in and burred bottom seams and wired or rolled edges and flanges. Assembles and fastens fabricated parts by installing bolts, rivets, screws and/or seaming, soldering and spot welding. Uses such equipment as shears, brakes, folders, formers, crimping, burring and bending machines and hand tools in the preceding operations. Uses ladders, scaffolds, toeboards and hoists for climbing, raising and placing units or assemblies into position. Instructs and gives on-the-job training to lower grade workers in sheet metal working techniques.

Performs other duties as assigned.

Working Conditions

Works in a well-lighted but noisy shop and outside subject to heat, cold and inclement weather. There is continuous exposure to disagreeable odors, smoke and fumes. Wears protective masks, aprons and goggles. There are the dangers of cuts, falls, burns, injuries from hand and power tools, and infrared and ultraviolet rays.

Sign Painter, KWB-4104-06 **SJD-S219**

Supervisory Controls

Works under general supervision following work orders, oral instructions, rough sketches, drawings or brief description of the type of sign desired. Determines work methods, layouts and design. Completed work is spot-checked for acceptability and compliance with work orders.

Major Duties

Plans, designs, lays out and paints signs for indoor and outdoor use on surfaces such as wood, metal, canvas, paper, walls and glass. Determines size and letters, suitable color and style of lettering. Sketches in design and lettering with pencil or chalk to ensure size, spacing and spelling; paints in letters freehand. Makes scotchlite reflective signs, painting background, cutting scotchlite letters or painting around the letter using liquid activator vacuum sign applicator (heat process) to adhere letters to background material. Paints signs using the silk screen process, hand lettering spray gun and small air brush, uses lacquer, bulletin enamel, oil primers, and mixes and blends paints. Occasionally paints signs on buildings, curbs, pavements and large signs requiring the use of step and extension ladders. Uses an embossing machine or similar devices for inside signs.

Performs other duties as assigned.

Working Conditions

Majority of time is spent working in the shop. Workers are exposed to harmful fumes from chemicals and paints and are subject to injury from traffic when painting stop signs and parking signs and from falls from ladders when painting installed signs.

Small Arms Repairer, KWB-6610-06 **SJD-S273**

Supervisory Controls

Works under general supervision of a higher grade employee who assigns work in the form of work orders, indicates priority and furnishes technical assistance on non-routine work and technical problems. Is expected to independently plan, layout and accomplish assignments within the limits of established policies, shop practices and accepted trade techniques. Work is subject to spot-checks during progress and upon completion for compliance with instructions and acceptable standards of workmanship.

Major Duties

Performs the full range of work involved in the maintenance and repair of small arms. Makes initial diagnosis and locates mechanical deficiencies and malfunctions in automatic pistols, revolvers, shotguns, carbines, automatic rifles, submachine and machine guns, mortars, recoilless rifles, rocket launchers, other small arms and accessories. Disassembles weapon, assemblies, subassemblies and other components; examines for defects, mechanical misalignment and malfunctions; replaces barrels, firing pins, springs, trigger mechanisms, shell ejectors, sights, safety devices, bolts, stocks and other parts and assemblies; modifies small weapons by replacing obsolete parts and/or assemblies; uses hand and machine tools, precision gauges and test instruments and jigs and alignment devices in making repairs, modifications and adjustments; applies acid and/or other "bluing" or finishing agents; and test fires and/or makes operational checks of repaired weapons to assure safety, accuracy and ease of operation. Trains less experienced workers in repair and maintenance techniques. Observes all safety rules, regulations and procedures.

Performs other duties as assigned.

Working Conditions

Most of the time, work is performed in well-lighted and ventilated shops with occasional trips to firing ranges; shop floors are usually of cement construction. Exposure to excessive noise from test firing weapons; possible injury due to handling tools and weapons; contact with dirt, grease, dust and fumes; and more serious injury when unloading jammed or misfired weapons, ricochet bullets and acids.

Store Worker, KWB-6914-04 **SJD-S278**

Supervisory Controls

Performs most tasks according to general instructions of a continuing nature, which are supplemented by more specific instructions when special situations arise or when necessary refers unusual problems to supervisor.

Major Duties

Working in one or more departments of the commissary sales store, usually has responsibility for an assigned area, with or without subordinate workers, performs substantially all of the following:

Determines daily requirements, receives, stores, prepares for sale and displays all categories of perishable or non-perishable items. Makes continuous checks of displayed items to ensure quality, quantity, adequacy, correct price and neatness. Replenishes stock to meet normal and special demands. Alters displays to accommodate extra quantities or to add new items. Assures that all items are readily accessible to customers, stacked in safe manner, that broken or damaged items are promptly removed and that items moved or abandoned by customers are returned to their proper locations. Assists customers with non-routine problems which do not require handling by management officials. Prepares informal requisitions for the replacement of stock. Estimates daily requirements of highly perishable items and sees that orders are placed for same. Notifies the department manager when reserve stocks are low or when items are moving at an unusual rate. Participates in inventories. Checks refrigerated boxes to ensure proper temperatures are maintained. May relay instructions from department manager to other workers of same or lower grade.

Performs other duties as assigned.

Working Conditions

Work primarily inside, including frequent entry into refrigerated storage rooms. Occasionally works outside on loading docks in unpleasant weather. Subject to possible injuries in handling boxes and other items.

Telecommunications Mechanic, KWB-2502-06 **SJD-S185**

Supervisory Controls

Works under general supervision. Determines own methods for accomplishing work, using established guides and standards. Work is subject to spot-check and inspection upon completion.

Major Duties

Independently performs work involved in installing, repairing and servicing of manual and dial telephone instruments and associated equipment, intercommunication equipment, buzzer and public address systems.

Working alone or in a group performs the following typical tasks: plans and lays out work. Reads, analyzes and interprets wiring diagrams, schematic drawings, sketches and work orders and determines methods, parts and supplies, materials and tools and/or test equipment necessary to complete assignments. Coordinates work with personnel on-site, foreman, test board, and/or other repairman as required. Locates, diagnoses and clears circuit troubles by dismantling, repairing or replacing such items as switches, relays, keys, jacks, lamps, cords and plugs using electrician's hand tools and test instruments. Installs, maintains and repairs telephone instruments and equipment. Strings wire to building. Tests newly installed lines for continuity, clarity and volume. Runs interior telephone wiring. Installs protectors, extension bells and instruments and places floor molding and conduits. Tests instruments with central office test board for correct operation. Installs, maintains and repairs multiple switch keys, tests relays, outside plant including circuit facilities, conduits, raceways, open wire lines, bell boxes, receivers and transmitters. Installs buzzer systems, including buttons and bells. Inspects and replaces worn drops, station wire, bad protectors, changes defective cable pairs and performs other similar preventive maintenance work. Climbs poles and installs drop lines from outside cable terminals or open wire to subscriber stations. Occasionally directs and instructs lower grade repairmen.

Performs other duties as assigned.

Working Conditions

The work is done inside, occasionally in cramped space. There is danger of falls from low ladders, slight electric shock and burns when connecting electric wires and cuts to hands from wire.

Telecommunications Mechanic, KWB-2502-07 **SJD-S186**

Supervisory Controls

Supervisor provides brief instructions on assignments, permitting incumbent to perform assigned duties on own initiative, in accordance with established regulations, methods and procedures. Supervisor is available to provide technical assistance and direction on the more difficult or unusual problems encountered. Work is checked for rate of progress and technical competence and for overall effectiveness as demonstrated by efficient operation of equipment.

Major Duties

Performs a wide variety of trade functions involved in the installation, maintenance and repair of central office telephone equipment. Utilizes a thorough knowledge of equipment, tools, testing devices and trade techniques. Interprets schematics, diagrams, technical publications and cable charts.

1. Installs automatic dial and/or manual central office telephone equipment which may also include fire reporting switchboards, conference equipment and trunk carrier systems. Lays out and constructs main distributing frame according to company and government specifications. Installs, fans out and pairs cable according to color code, and solders and connects wiring. Installs supervisory circuits, circuit plates, switches, fire repeaters, trunk repeaters, power panels, connecting blocks and other components.

2. Maintains and services dial and/or manual central office telephone equipment such as distributing frame, power sources, attendant cabinets, information positions, test desks, fire reporting switchboards and trunk carrier systems. Diagnoses trouble, adjusts and replaces parts as required.

3. Operates test desk to locate and clear circuit malfunctions. May perform installation and/or repair work on specialized systems and components, such as operational tests to line up, adjust and clear malfunctions on high frequency FM trunk carrier systems.

Performs other duties as assigned.

Working Conditions

Usually works in a well-lighted, well-ventilated area. Subject to falls from low ladders, cuts and burns and electric shock.

Telephone Lineman, KWB-2508-06 **SJD-S189**

Supervisory Controls

Work is performed under the general supervision of a work leader or foreman who assigns workload and duties according to procedural guidelines, such as technical manuals, cable records, work orders, blueprints, installation specifications, wiring diagrams and circuit schematics. Work is spot-checked for compliance with instructions, rules and established practices.

Major Duties

The tasks and responsibilities in the following operations are typical but not all-inclusive of duties performed by positions in this class. Although the operations are described separately they are frequently performed in combination and are considered from the standpoint of total complexity.

1. Installing Open Wire Line and/or Aerial Cable Systems. Attaches cross arms, braces, insulators, brackets and other pole accessories to poles, before or after erection. Erects, positions and secures poles using pike poles, cant hooks and boom truck. Installs cable boxes, guards, terminal boxes and lightning protectors where specified.

2. Installing underground cable lines and facilities. Lays underground cable and trenches. Cuts through wood, brick or mortar walls to provide cable entrance into buildings. Cuts, bends positions and secures and/or removes cable in central office vaults, prior to and/or during splicing.

3. Installing coaxial cable lines and antenna supports. Lays cable underground or strings overhead cable on regular pole line to antenna site. Assembles and erects steel or pole supports for antenna systems. Splices poles to obtain additional height. Climbs steel towers or poles to make necessary adjustments and attach accessories and antennas. Constructs antenna harness and raises antenna.

4. Cable Splicing. Assists a Communication Cable Splicer in splicing and sealing aerial and underground cable.

Performs other duties as assigned.

Working Conditions

Exposed to dirt and dust in the handling of mortar and plastering materials. Works inside and outside. Possibility of injury in falling from poles, towers and work platforms.

Testing Equipment Operator, KWB-5439-04 **SJD-S248**

Supervisory Controls

Works under general supervision, receives oral or written instructions relative to hydrostatic testing tasks to be performed. Work may be spot-checked while in progress and is inspected upon completion, in compliance with standard instructions. Supervisor is available to provide assistance and advice on unusual or controversial problems encountered.

Major Duties

Performs work involved in the hydrostatic testing of high-pressure cylinders and valves such as hydrogen, oxygen, carbon dioxide, propane, nitrogen, chlorine, fire extinguisher and air compressor tanks. Completely purges each cylinder, making sure by sensors with special tools, hazardous chemical materials have been removed from cylinders, then disassembles cylinder and valve. Checks valves for mechanical serviceability by utilizing Pop Valve Test Bench. Refurbishes threads on both cylinder and valve assembly. All cylinders tested are checked and cleared inside and outside for rust, cracks, dents, etc., and classified according to defect found. Places cylinders on a leaning rolling table for removing rust and checks for cracks and dents. Dips cylinder in caustic soda using corrosive protective clothing to remove rust and paint, manually removes rust and paint not taken off by caustic soda dip. Fills cylinder with water, attaches special adapter, immerses in water filled testing chamber and tests (at the rated test load) utilizing the water volumetric test expansion methods, assisted by chain hoist. Secures testing chamber cap and attaches pressure hose to cylinder for test. Records pressure gage reading and burette, and compares with standard specifications. Rejects and segregates cylinders that exceed prescribed expansion limitations. Ensures that all tests are completed on cylinder and passed by inspection; stamps test date and results on cylinders; records serial number and weight, etc. Paints and primes each cylinder as required for appearance sake as well as surface protection and identification of the contents. Prepares surface, mixes paints and applies prime, intermediate and finish coat with spray gun. Palletizes cylinders for transport or storage, using banding tools and material.

Performs other duties as assigned.

Working Conditions

Hangars, docks, sets up materials and equipment and other areas where they are required to stand, stoop, bend, hold and watch control high pressure valves and occasionally work in strenuous position. Required to frequently lift, move or carry objects weighing up to 250 pounds. Works indoors and outdoors, subject to all kinds of weather conditions in area where matches, cigarette lighters and smoking are strictly prohibited. A high-pressure (3000 - 3300 pounds) cylinder testing entails various safety hazards such as loss, fracture of hand, foot, arms, leg or permanent disability due to probable mishaps.

Tire and Tube Repairer, KWB-4361-04 **SJD-S223**

Supervisory Controls

Receives general supervision from a shop foreman and determines own work procedures within the scope of local policy and procedures and has technical responsibility for work assigned. Work is performed in accordance with verbal instructions and/or work orders. Work is checked upon completion for compliance with instructions and quality of workmanship.

Major Duties

1. Repairs tubes. Uses tire spreader to remove tube from tire. Inflates tube and immerses in water to locate breaks. Cleans and scrapes or buffs damaged areas. Cuts patches to cover breaks. Applies hot patches by clamping patch to tube and lighting fuse to vulcanize. Applies cold patches by cementing patch to tube and applying pressure. Replaces valve stems, selecting valve from a number of types. Inflates tube and immerses in water to test adequacy of repair.

2. Performs minor repairs to tires. Removes tires by jacking up vehicle, removing lug nuts, valve caps and cores; deflates tire and removes lock ring. Dismounts tire from rim. Uses tire spreader to spread tires and locate breaks. Uses air hose to remove grit. Removes nails and foreign objects. Buffs and cleans damaged areas. Places boots or plugs in tire casing. Removes rust and dirt from rims with steel brush and chemical solution. Remounts tires and replaces wheels on vehicles.

3. Maintains stock of tires and tubes, valve stems and patches; changes, mounts and matches tires and tubes and rotates tires in accordance with rotation schedules and/or work orders; performs emergency roadside service by fixing flats, exchanging tires, replacing valve stems.

Performs other duties as assigned.

Working Conditions

The majority of work is performed inside, in lighted, well-heated buildings. Workers are subject to cuts and bruises in the use of tools and equipment.

Tools and Parts Attendant, KWB-6904-04 **SJD-S274**

Supervisory Controls

Work is performed under general supervision consisting of instruction on work procedures and processes. Independently accomplishes work processes in connection with tools, stock and parts. Work is spot-checked for compliance with general instructions and established methods and procedures.

Major Duties

Receives, stores and issues various tools, equipment and shop supplies used by shop personnel. Converts shop terms to standard nomenclature to identify and locate items. Items include (a) such finished stock as paint, grease, oil; (b) such raw stock as steels, irons and wood; (c) such common replacement parts as plumbing and heating parts and fixtures and utilities hardware: and various tools and shop equipment common to carpentry, plumbing, equipment maintenance, etc. Performs necessary documentation, tagging and binding. Follows up to assure return of non-expendable items and checks upon return for damage and maintenance needs. May perform minor maintenance such as cleaning stock and parts, applying protective coatings and replacing wooden handles on broken tools. Inventories by physical count of items on hand and entering on inventory counting slips. Searches bins for misplaced items or item recounts.

Performs other duties as assigned.

Working Conditions

Works in a storage area which is well-lighted, fairly clean and well-heated but occasionally drafty and noisy. There is some possibility of minor cuts and bruises.

Tractor Operator, KWB-5705-05 **SJD-S258**

Supervisory Controls

Work is performed under general supervision. Assignments are received verbally or in the form of job orders which direct operator to pickup area or to specific assignment. Operator's performance is evaluated for compliance with instructions, accomplishment of preventive maintenance, and for compliance with safety and traffic rules.

Major Duties

Operates gasoline, battery or gas/electric-powered tractors towing loaded or unloaded dump carts, skids, or wheeled trailers. Couples and uncouples tractors and trailers automatically or manually under special circumstances. Uses care to avoid injuries or damages in the movement of supplies and materials. Exercises responsibility for assuring security of loads, to avoid trailer overloading, and to determine safe material loading. Performs driver's maintenance before, during, and after service on both tractor and trailers in accordance with established rules and regulations. Fills out daily equipment log.

Performs other duties as assigned.

Working Conditions

Works inside and outside in cold, damp, drafty, and hot areas and in varying terrain and weather conditions. Subject to dust, noise, fumes, injury from falling objects and collisions.

Trades Helper, KWB-0000-03 **SJD-S341**

Supervisory Controls

Receives instructions at the beginning of assignments and intermittent directions. Work is reviewed in progress and upon completion for compliance with instructions.

Major Duties

Assists skilled trades or craftsman by performing the least skilled duties of the trade. Uses hand and powered tools of the trade to perform such tasks as cutting holes in walls and floors and cutting thread on piping. Supplies, lifts and holds materials and tools for journeyman. Holds, moves, rearranges, lifts, carries and stacks items and objects. Cleans tools, equipment and work areas. Applies knowledge gained from previous work assignments.

Performs other duties as assigned.

Working Conditions

Work requires continuous standing, walking and stooping. Lifts, carries and places in positions various objects ranging from light to heavy in weight. Works inside in areas that are usually dusty, dirty or greasy and outside, sometimes in bad weather. Is exposed to the possibility of cuts, bruises and scrapes.

***NOTE*:** Jobs meeting the above criteria will be coded and titled the same as the journeyman level job that they assist with the word "Helper" suffixed.

Utility Systems Operator, KWB-5406-06 **SJD-S362**

Supervisory Controls

Works under the general supervision of a supervisor or senior leader in accordance with verbal and/or written instructions, work orders, and technical manuals. Work is spot checked during progress and upon completion for compliance with instructions and acceptable standards of workmanship.

Major Duties

Serves as a Utility Systems Operator, performing a combination of work involved in (1) the operation and maintenance of water supply and treatment plant, and/or (2) the operation of a sewage disposal plant, and/or (3) the operation and maintenance of electric distribution plants.

1. Water Plant Operations. Operates and maintains electric and gas driven water and chemical pumps, water filters, chemical feeder and mixer units, gas chlorinators, rapid sand filters, mixing agitating and clarifier devices, auxiliary equipment and related electric motors, controls, gages, flow meters, valves and control panels. Starts, stops and controls pumps; opens and closes valves to control rates of flow of water; introduces chemical solutions, such as alum, ammonium sulfate, soda-ash and lime through treating units in production to rate flow of water, checking constancy or variables of water flow so that proportioning devices can be adjusted accordingly. Conducts bi-hourly chemical control tests of chlorine residual near point of treatment; conducts jar tests to determine coagulant requirements; conducts pH measurements of raw, filtered and finished water; and runs tests for turbidity and alkalinity as required. Inspects and checks plant equipment for proper functioning, determining required adjustments; checks pumps for overheating; makes minor adjustments to feed mechanisms and control valves, reporting malfunctions to the supervisor. Performs preventative and operator maintenance on plant equipment, reporting needs for repairs of greater scope. Prepares reports and maintains log books and records of all activities and tests.

2. Sewage Disposal. Responsible for the operation of a sewage disposal plant that provides for complete sewage treatment consisting of pretreatment, primary and secondary treatment and separate sludge digestion. Operates valves, pumps, gates, comminutors, and other controls and equipment to move sewage through various stages of treatment. The incumbent lubricates pumps and replaces filters, maintains basic records and logs of operation and maintenance data. Collects samples of sewage to determine the amount of solids to be removed, biochemical oxygen demands, suspended and dissolved solids and dissolved oxygen demands. From the results of the tests, increases or decreased chemical agents. Trains lower graded personnel in plant operations, observes all safety rules, regulations, and procedures.

3. Power Plant Operations. Performs operation and maintenance of electric-driven generators to supply electric supply for operation of various equipment. Readies, starts, adjusts, and regulates engines by means of turning and adjusting after warm-up is accomplished. Reads and interprets instruments and meters on direct current, alternating current and feeder switchboards. Changes, opens and closes circuits as needed. Determines and follows emergency procedures during electrical storms, commercial power failures or other trouble in the power plant or on the circuit. Changes, opens and closes circuits as needed. Performs preventative maintenance on plant facilities, components and auxiliary equipment including feedwaters, heaters, and water softeners. Performs overhaul or repairs of plant equipment and systems by dismantling and reassembling complex components. Maintains plant(s) in a clean

and orderly manner.

Performs other duties as assigned.

Working Conditions

Subject to abnormal heat, hazards of boiler or chillier explosions, high noise level, toxic fuel fumes, burns and scalding water, danger of poisonous chlorine in the event of a broken line, falls from tower or elevated walls, and danger from moving parts of machinery. May work in dirty, cramped quarters in inadequately lighted and ventilated spaces.

Utility Systems Repairer-Operator, KWB-4742-06 **SJD-S403**

Supervisory Controls

Works under the general supervision of a supervisor or senior leader who provides work assignments in the form of oral or written instructions. Work is performed in accordance with instructions and technical manuals, and is spot checked during progress and upon completion for compliance with instructions and acceptable standards of workmanship.

Major Duties

Performs a combination of the following duties:

1. Operates high pressure steam boilers usually between 100 and 150 psig or high temperature water boilers (400 degrees Fahrenheit, 400 psig). At least one boiler is automatically gas or oil fired and identified with an active plant capacity of over 70,000,000 BTUs per hour. Checks flame safeguard controls for safe operation; adjusts combustion and feed water controls; checks water gauges, pressure gauges, temperature recorders, feed water regulators and other indicator metering devices to assure most efficient operation of equipment. Draws boiler water samples. Performs preventive maintenance on plant facilities, components and auxiliary equipment including feed water heaters and water softeners. Assists in major overhaul or repairs of plant equipment and systems by dismantling and reassembling complex components. Maintains plant(s) in a clean and orderly manner.

2. Repairs, troubleshoots and installs heating equipment and their auxiliary mechanisms including coal, oil and/or gas fired furnaces, water heaters, space heaters, boilers, automatic controls, converters, piping, pumps and related heating components and units. Observes and tests the operating efficiency of heating systems in order to localize malfunctions. Inspects and adjusts thermostats, switches, fuel cutoff apparatus, burners, stockers, fuel food, flame safeguard controls, electronic and other safety devices. Replaces defective burners, pilots, valves, motors, piping, controls, fire pots, grates, bearings, and oil seals. Removes burner, burner nozzle, strainers, orifices, ignition electrodes and adjusting dampers. Removes soot and fly ash from tubes, chamber ducts, chimneys and breechings. Installs now heating plants, hot water boilers, furnaces, piping, pumps, controls and connects new equipment to existing facilities. Serves as emergency "no heat" mechanic.

Performs other duties as assigned.

Working Conditions

Works in rooms on concrete floors subject to relatively high temperatures; occasionally dusty, dirty, cramped quarters and unpleasant fumes. Subject to burns, injuries from falls, dropping moderately heavy items and use of powered hand tools. Subject to abnormal heat, hazards of boiler or furnace explosions, high noise level, toxic fuel fumes, burns and scalding water. May work in dirty, cramped quarters in inadequately lighted and ventilated space.

Waiter/Waitress, KWB-7420-02 **SJD-S298**

Supervisory Controls

General supervision is normally received from work leader or dining room supervisor who periodically reviews work for adherence to instructions and timeliness of accomplishment.

Major Duties

Depending on the work situation performs one of the following duties:

1. Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and pepper shakers, napkins and ash trays. Takes orders for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Obtains bread, butter, fruits, juices, cereals, salads, desserts, beverages or other such food items from appropriate stations in the food service department. Carries food and beverages to tables. Serves food in individual dishes to each diner or places certain items of the food in large containers on tables for "family style" service. Removes empty dishes to dishwasher and sets the table for the next diner. Wipes glasses and silverware; sweeps dining room floor, dusts room furniture and furnishings and removes, sorts, records and packs soiled pieces of table linen for laundry.

2. Prepares tables for serving meals and beverages. Procures clean linen, silverware and glassware. Discusses menu with manager or dining room supervisor to learn specials and to familiarize self with prices and dinners that are listed by number to expedite giving orders to the cooks. Obtains meal orders from customers and serves the food. May answer questions about certain dishes. Periodically observes customers first served to fulfill any additional requests and to notice when meal has been completed. Presents bill for payment. Accepts cash payment or signature of member or guest. Removes dirty dishes and takes them to the kitchen to be washed. Asks patron for beverage order describing the types of cocktails, liquors, highballs, and wines. Writes the order down on order book or pad. Transmits order to bartender; receives and places the order on tray and serves customers.

Performs other duties as assigned.

Working Conditions

Danger of minor burns from warming ovens, hot liquids and food containers. Danger of slipping on wet, soapy or highly polished floors.

Wastewater Treatment Plant Operator, KWB-5408-06 **SJD-S244**

Supervisory Controls

Works under general supervision of a foreman who assigns work on a shift basis and furnishes instructions and guidance on nonroutine procedures and operating problems. Follows standard plant operating procedures but refers the more difficult nonroutine problems to a supervisor for guidance. Work is subject to spot checks while in progress and to periodic review for adequacy of performance.

Major Duties

Responsible for the operation of a sewage disposal plant on one shift; plant provides for complete sewage treatment consisting of pretreatment, primary and secondary treatment and separate sludge digestion. Operates valves, pumps, gates, comminutors and other controls and equipment to move sewage through various stages of treatment; lubricates pumps and replaces filters; maintains basic records and/or logs of operation and maintenance data; collects samples of sewage to determine the amount of solids to be removed, biochemical oxygen demands, suspended and dissolved solids and dissolved oxygen demands. From the results of the tests, increases or decreases chemical agents. Trains lower graded personnel in plant operation; and observes all safety rules, regulations and procedures.

Performs other duties as assigned.

Working Conditions

Work is performed both inside and outside; subject to dampness, unpleasant odors and varied weather conditions for substantial amount of time; possible infection, asphyxiation and injury from contact with sewage and sewage gases and fumes, plant equipment and/or more severe injuries from falls into open tanks.

Water Treatment Plant Operator, KWB-5409-06 **SJD-S245**

Supervisory Controls

Duties are performed under the general supervision of a shift supervisor or foreman. Instructions are given verbally and/or in writing. Work is performed in accordance with instructions, work orders, technical manuals; and is subject to spot-check during progress and upon completion for compliance with instructions and acceptable standards of workmanship.

Major Duties

Serves as journeyman operator in a water supply and treatment plant which uses filtration and other treatment processes such as chlorination and lime-soda softening to produce water suitable for domestic and industrial use, swimming pools and fire protection. Operates and regulates electric and/or gas driven water and chemical pumps, water filters, chemical feeder and chemical mixer units, gas chlorinators, rapid sand filters, mixing-agitating and clarifier devices, auxiliary equipment and related electric motors, controls, gages, flow meters, valves and control panels. Starts, stops and otherwise controls pumps; opens and closes valves to control rates of flow of water; introduces chemical solutions, such as ammonium sulfate, soda-ash and lime through treating units in production to rate flow of water, checking constancy or variableness of water flow so that proportioning devices can be adjusted accordingly. Conducts periodic chemical control tests of chlorine residual near point of treatment; conducts jar tests to determine coagulant requirements; conducts pH measurements of raw, filtered and finished water; and runs tests for turbidity and alkalinity as required. Inspects and checks plant equipment for proper functioning, determining required adjustments; checks pumps for overheating; makes minor adjustments to feed mechanisms and control valves, reporting malfunctions to the supervisor. Makes scheduled rounds assuring all plant equipment is in working order. Performs preventive and operational maintenance on plant equipment, reporting needs for repairs of greater scope. Prepares reports and maintains log books and records of all activities and tests.

Performs other duties as assigned.

Working Conditions

Inside and outside work; exposure to continuous noise; and danger of poisonous chlorine in the event of a broken line, falls from tower or elevated walls and high voltage and moving machinery.

Welder, KWB-3703-06 **SJD-S214**

Supervisory Controls

Work is performed under general supervision, subject to intermittent inspection. Incumbent is responsible for determining work methods, laying out work and completing assignments in accordance with oral and written instructions, available guides and trade techniques.

Major Duties

Performs welder duties using electric, acetylene and/or inert gas shielded welding processes. Work involves planning, laying out work, positioning and clamping work, preheating metal and maintaining temperature to prevent distortion. Uses templates, jigs, blueprints and other guides to repair, modify or fabricate metal items for all types of equipment, including repair of light or intricately made mechanical parts, which must fit in assemblies where close tolerances are required. Makes a wide range of welds from simple to precision welding; determining disassembly or repair necessary and materials to be used. Works with light, heavy gauge and hardened metals, welding all the various types of weldable items assigned, using flat, vertical, horizontal and overhead positions. Work processes include preheating, brazing, bead welding, tack welding, flame cutting, pressure welding and heat treating; selection of type of rod and size of tip to accomplish weld, determining heat necessary, setting up and adjusting equipment, maintaining proper speed, flame, motion, tip angle and position to produce desired results.

Performs other duties as assigned.

Working Conditions

Constant exposure to dirt, grease, noise, odors, smoke and fumes with requirement for protective clothing such as welding masks, aprons and gloves. Work is usually performed on concrete floors or as required on or in equipment being repaired. Subject to burns and eye injury when welding metal surfaces. Danger from electric shock and falls from scaffolds or ladders, infrared or ultraviolet rays and fumes and gases.

Wood Body Repairer, KWB-4601-06 **SJD-S228**

Supervisory Controls

Work is performed under general supervision. Assignments are given in the form of work orders or verbal instructions. Is expected to plan work sequences, select materials and tools and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for acceptability and adherence to established practices and standards.

Major Duties

Performs work involved in the construction, assembly and repair of wooden parts of automotive equipment such as frames, windshield posts, seat parts, partitions and floor boards. Plans and lays out work from blue prints, sketches, work orders and other specifications. Makes determinations as to extent of repair or rebuilds if necessary. Selects materials required; measures, marks, cuts and shapes by hand and power tools such as coping, hand and circular saws, power drill, hand shaper and hammer. Joins together in square, mitre and oblique joints and/or splices; uses dowels and glue, sets up with clamps. Assembles and fastens repaired and/or fabricated parts by bolting, nailing or screwing braces and reinforcements to structures or objects; and makes spot welding using oxyacetylene welding equipment.

Performs other duties as assigned.

Working Conditions

Exposed to the possibility of cuts and bruises while operating powered wood working machines and working with hammers. There is considerable noise and dust in the shop.

Wood Crafter, KWB-4605-06 **SJD-S226**

Supervisory Controls

Work is performed under general supervision. Receives assignments verbally or in the form of work orders which identify the items to be repaired, the nature of the repairs and other pertinent details. Is expected to plan work sequences, select tools and repair materials and otherwise carry assignments through to completion, referring only the unusual and difficult problems to supervisor. Work is subject to spot-checks during progress and upon completion for compliance with instructions and workmanship that meets acceptable standards of quality.

Major Duties

Repairs/rebuilds a variety of wooden household and office furniture such as desks, chairs, tables, filing cabinets, chiffoniers, side boards, chest of drawers and supply cabinets. Makes determinations as to extent of repair or rebuilds if necessary; selects materials required; measures, marks and cuts by hand or power tools such as coping, hand and circular saws, shaper joiner, power drill, sander and lathe. Joins together in square, mitre and oblique joints and/or splices. Uses dowels and glue, sets up with clamps and improvises jigs or holding devices. Furniture items repaired are usually of the modern straight line design and do not involve delicate curves, scroll or other embellishments.

Performs other duties as assigned.

Working Conditions

Subject to hazards associated with operating and working near powered woodworking machines. There is considerable noise and dust in the shop.

Wood Worker, KWB-4604-04 **SJD-S225**

Supervisory Controls

Receives general supervision from work leader or shop foreman who makes work assignments with instructions for efficient operation and reviews work during progress and upon completion for acceptability and in compliance with instructions.

Major Duties

Performs work involved in the construction, reinforcing and repair of boxes and crates used in packing, packaging, crating and shipping of supplies and equipment. Measures and cuts lumber to size using hand or electric saws or assembles boxes from prefabricated lumber. Places wooden braces in boxes. May perform wooden blocking and bracing to secure cases, crates, equipment in box cars or truck trailers to prevent shifting or damage in transit.

Performs other duties as assigned.

Working Conditions

Primarily inside. Exposed to continuing noise of hammering and sawing. Subject to cuts, splinters and contusions in using hand tools and to minor to severe injury when using power saws.

Appendix O
Benchmark Jobs

O-1. Manual (KWB) Jobs

Food Service Worker, KWB-1

Peels potatoes, carries uncooked foods from storage point to kitchen, washes dishes, cleans kitchen and kitchen equipment, and assists cooks as directed.

Food Service Worker (B), KWB-2

Sets up food service counters, steam tables and side service stands; serves food to customers, and collects money. Prepares vegetable and fruits for cooking, and makes coffee, juice, tea, ice cream and other drinks. Cleans cooking utensils and kitchen equipment and performs operational maintenance and minor repair work on such equipment as mixers, meat slicers, dishwashing machines, etc. Unloads supply trucks, moving supplies to and from storerooms and kitchen. Segregates and stacks them in proper location. Frequently moves and lifts objects weighing over 40 pounds. Also may perform full range of janitorial tasks as described in Key Job Definition for Janitor, KWB-2.

Custodial Worker, KWB-2

Keeps buildings in clean and orderly condition; sweeps, mops, and scrubs public halls and stairways. Empties waste baskets. Dusts office furniture. Sweeps sidewalks. May make minor repairs to defective plumbing, electrical wiring or other parts of the building.

Waiter, KWB-2

Sets tables in dining room, serves food, soft drinks and/or alcoholic beverages to customers. Collects chits or money for items purchased. Keeps work area in clean and orderly condition.

Food Service Worker, Leader, KWB-3

Leads a group of three or more food service workers engaged in setting up food service counters, steam tables, dining room tables, and side service stands with hot and cold foods, including meats, vegetables, salads, desserts, bread, butter, ice cream, and beverages. Serves prepared food snack bar/cafeteria-style directly to customers in serving line or counters. Prepares vegetables and fruits for general cooking, salads, and desserts using machines or manual methods. Makes coffee in large urns according to number of servings desired, with responsibility for timing and brewing. Makes various juice and other drinks by mixing appropriate amount of water, sugar, and beverage base powder in a large container, and pouring it into the dispenser. Makes tea and ice cream. Receives work assignments from supervisor and passes them on to workers led. Responsible for setting the pace, training workers and for quality and quantity of work accomplished.

Cook, Junior, KWB-3

Assists cooks as required in the preparation and serving of food. Prepares fruits and vegetables by cleaning, peeling and/or cutting. Roasts, broils, bakes, fries, boils, steams, braises or otherwise cooks meats, fish, poultry and fruits and vegetables and other foods. Prepares coffee, tea and other beverages. Operates various mixers, grinders, steam kettles,

electrical urns and other powered and mechanical kitchen equipment used in the preparation and service of food.

Laborer, Heavy (Unskilled), KWB-3

Performs a variety of heavy manual tasks of an unskilled nature involved in loading, unloading, moving, and stacking supplies, equipment and materials; performing heavy manual tasks in connection with the maintenance of buildings, roads, and grounds; collecting and disposing of refuse; and performing manual laboring tasks for skilled trades and craftsmen, which do not involve serving as helpers for the purpose of learning a skilled trade or craft. Routinely lifts objects weighing over 40 pounds (approx. 18 Kg).

Laundry Worker, KWB-3

Performs any one task or a combination of light or moderately arduous laundering duties of light articles, such as washing, drying, and ironing, manually and using such simple equipment as hand iron, and small home-type washing machine. Adds soaps, detergents, bleaches, bluing, etc. during the washing process. Dips articles in starch solutions; extracts and dries in a tumbler, or by spreading in the sun. Presses and folds tablecloths, napkins, and similar flatware pieces.

Waiter, Leader, KWB-3

Supervises and works with a group of waiters/waitresses involved in setting tables in dining room, serving food, soft drinks and/or alcoholic beverages, and cleaning tables. Supervises the collection of, or collects chits or money for items purchased. May serve food and/or drinks.

Job Definition for Junior Level of All Manual Positions

Performs work requiring knowledge and skills necessary for accomplishment of a portion of the total assignment normally delegated to a journeyman worker in a given occupation. Also included in this level are workers who assist journeymen and may perform full journeyman assignments under immediate supervision as a part of their training.

Bartender, Junior, KWB-3

See job definition for Junior Level.

Automotive Mechanic (B), Junior, KWB-4

See job definition for Junior Level.

Carpenter, Junior, KWB-4

See job definition for Junior Level.

Bartender, KWB-4

Mixes and serves alcoholic beverages on order from individuals or waiters/waitresses. Operates cash register, collects money, makes change and sells items incidental to bar operation. Maintains and accounts for own cash fund. Completes daily sales report. Maintains adequate stock levels for anticipated sales. Washes glasses and cleans bar and equipment.

Store Worker, KWB-4

Works in one or more departments of a sales store, usually has responsibility for an assigned area. Determines daily requirements, receives, stores, prepares for sale and displays all categories of perishable or non-perishable items. Makes continuous checks of displayed items to ensure quality, quantity, adequacy, correct price and neatness. Replenishes stock to meet normal and special demands. Alters displays to accommodate extra quantities or to add new items. Assures that all items are readily accessible to customers, stacked in safe manner, that broken or damaged items are promptly removed and that items moved or abandoned by customers are returned to their proper locations. Assists customers with non-routine problems which do not require handling by management officials. Prepares informal requisitions for the replacement of stock. Notifies the department manager when reserve stocks are low or when items are moving at an unusual rate. Participates in inventories. Checks refrigerated boxes to ensure proper temperatures are maintained. Works primarily inside, including frequent entry into refrigerated storage rooms. Occasionally works outside on loading docks in unpleasant weather.

Warehouse Worker, KWB-4

Performs duties involved in the receipt, storage, and issue of loose stock; sorting, stocking, palletizing, moving, warehousing, in-storage maintenance, selection and assembly of bulk stock, material and equipment. Performs related incidental packing, unpacking, and/or physical inventory. May include the supervision of manual labor and/or equipment handling operators involved in the above mentioned activities. Activities are performed on a day-to-day basis in accordance with predetermined storage plans and procedures; any clerical or administrative work performed is incidental to primary physical warehousing duties.

Electrician, Junior, KWB-4

See job definition for Junior level.

Cook, KWB-5

Prepares, seasons, and cooks, by appropriate methods, soups, deserts, meats, vegetables, and other foodstuffs, such as sauces, gravies, and salads.

Driver, KWB-5

Drives jeeps, sedans, and trucks, 2½ tons or over, but not including such equipment as wreckers, semi-trailers and trucks with trailer unit, lowboys, semi-vans, etc. Performs other duties as may be assigned with his vehicle.

Automotive Mechanic (A), KWB-5

Repairs and maintains gasoline and/or diesel powered motor vehicles in commercial and industrial use such as passenger cars, trucks, forklift trucks, warehouse tractors, 1/4 ton jeeps and six wheel-drive vehicles. Performs less complex repair tasks that can be accomplished by cleaning, reinstalling or replacing defective parts of components and systems such as removing and installing radiators, fuel tanks, cleaning carburetors and distributors, making idling adjustments, replacing generators, and spark plugs. The repair and maintenance function is normally characterized as 2nd class maintenance.

Baker, KWB-5

Mixes and bakes according to recipes to produce breads, pastries and other baked goods. Duties include the selecting, weighing, measuring and mixing of ingredients.

Warehouse Equipment Operator, KWB-5

Performs work involved in the operation of light equipment such as forklifts (capable of lifting 2,000 to 6,000 pounds), warehouse towing tractors, miscellaneous material handling equipment, etc. Moves, loads, unloads, transfers, transports, and stacks, or unstacks palletized goods, boxes, crates, merchandise, materials and supplies from one location to another. Performs driver's maintenance.

Automotive Mechanic (B), KWB-6

Repairs and maintains gasoline and/or diesel powered motor vehicles in commercial and industrial use such as passenger cars, trucks, forklift trucks, warehouse tractors, 1/4 ton jeeps and six wheel-drive vehicles. Performs the full range of repairs of major components and assemblies and major and minor overhaul on engine, power transmissions, suspension, steering and braking systems and related electrical, fuel, hydraulic, wheel and engine assemblies. Tears down and rebuilds components and assemblies by fitting and installing needed parts such as rings, pistons, bearings, and gears. Aligns, meshes, and connects repaired units to related mechanisms, for example, the engine and related clutch mechanism. The repair and maintenance function is normally characterized as first class maintenance.

Carpenter, KWB-6

Performs general carpentry work involved in the erecting of wooden building frames, installing exterior and interior trim, laying floors, building concrete forms, pouring chutes, wooden scaffolds and similar work entailing the cutting, shaping and fastening together of wood or material, such as fiberboard, that is treated and used the same as wood.

Electrician, KWB-6

Lays out, assembles, installs and tests electrical fixtures, apparatus, control equipment, and wiring used in the alarm, radio communication, light and power systems of buildings or other construction projects; plans proposed installation from blueprints, sketches, or specifications; secures panel boards, switch boards, pull boxes and other concealed or recessed equipment to the frame of the structure prior to the erection of walls, the plastering of rooms, or pouring of concrete; measures, cuts, threads, bends, assembles and installs conduit which connects the various outlets, panels and boxes, using tools such as hacksaw, pipe benders and threading tool; draws wires through conduit.

Plumber, KWB-6

Assembles and installs air, fuel, water and waste-disposal systems; cuts openings in walls for pipes. Caulks joints. Wipes joints. Pours molten solder over joints andspreads and shapes solder with a cloth. Tests joints and pipe systems for leaks by filling pipes with water under pressure and checking with a gauge for a fall in pressure. Installs gas, water and sanitary fixtures and equipment with supports and hangers from foundation. Opens clogged drains with a plunger or plumber's snake, and replaces washers on leaky faucets.

Sheet Metal Worker, KWB-6

Plans, lays out, fabricates, assembles, installs and/or repairs sheet metal parts and equipment for buildings, warm air heating, air conditioning and ventilating systems. Determines types and size of metals to be used; calculates angles and degrees of curve and pitch, making allowances for seams and edges; makes and marks patterns on metal or paper. Cuts sheet metal to specified size and shape, forms seams and/or edges for joining sheet metal parts, bends and forms metal material, assembles sheet metal parts into units or assemblies by riveting, soldering, bolting, screwing, or welding, and installs completed units or assemblies at work site or the point of installation.

Welder, KWB-6

Performs electric and/or acetylene welding operations, following and interpreting blueprints, selecting type of rod and size of tip accordingly, and manually maintaining the proper speed, flame, tip angle and position of the welding flame to produce the desired pattern. Lays out, positions and clamps work, preheats metal and maintains temperature to prevent distortion. Makes all types of joints, using flat, vertical, horizontal and overhead positions to repair broken or bent parts on light and heavy equipment. Welds high pressure and low pressure boilers, steam traps and pressure reducing valves.

Bus Driver, KWB-6

Drives passenger bus, with rated capacity of 20 passengers and above on scheduled or special trips to transport personnel from one place to another. Follows prescribed schedules and routes with responsibility for maneuvering bus within speed limits to avoid accident and injury to passengers for whose safety he is responsible. Oversees the loading and unloading of passengers. Performs driver's maintenance in accordance with established rules and regulations, and maintains required records.

Painter, KWB-6

Paints variety of surfaces, such as interiors and exteriors of buildings, and/or equipment which requires surface protection. Prepares surfaces, mixes paints and applies prime, intermediate and finish coats with brush, roller or spray gun. Uses gloss, semigloss and special paints, enamels, varnishes, stains, lacquers, and shellacs and assures the protection of surrounding areas which are not to be painted.

Maintenance Mechanic, KWB-6

Performs a wide variety of skilled craft work involving the inspection, repair and maintenance of buildings, facilities and structures as well as the installation of mechanical and utility equipment. Electrical, carpentry, plumbing, stove repair, sheet-metal, painting, refrigeration and air-conditioning skills may be required. Makes repairs to buildings, electric wiring and fixtures, stoves, hot water heaters and pipe connections. Replaces defective or worn parts. Conducts inspections on buildings, facilities and structures to locate major defects requiring repair and/or alteration and prepares rough sketches and bills of material for work requiring large amounts of shop effort. Reports repair and/or alteration requirements to shop foreman for appropriate action.

Heavy Mobile Equipment Mechanic (A), KWB-6

Repairs, adjusts, and maintains heavy vehicles and equipment such as bulldozers, road graders, rollers, and similar heavy construction and earth moving vehicles; front-end loaders, backhoes, and similar power shovels; mobile cranes and heavy special purpose vehicles which use hydraulic, pneumatic and mechanical utility systems, controls, and features not commonly found on automobiles and ordinary transport vehicles and buses. Performs repair work normally characterized as 2nd class maintenance. Performs carbon and valve jobs, tunes engines by adjusting tappets, cleaning or replacing spark plugs and distributor points, cleaning and/or adjusting carburetor and fuel pump; replaces brushes and adjusts generator and voltage regulator; charges battery. Adjusts and replaces clutch pedal; replaces seals in transmissions, differentials, transfer cases and other gear cases; replaces lamps, gages and windshield wipers.

Boiler Plant Operator, KWB-6

Fires high pressure steam boilers (automatic and semi-automatic, LP gas, diesel fuel) in boiler plants that supply steam for heating. Checks boilers and auxiliary equipment and makes necessary adjustments to maintain safe operations of the boilers. Makes minor repairs to all equipment during the heating season. Performs major overhauls of the entire high pressure boiler systems and auxiliary equipment including the repair, replacement, and installation of boiler tubes, refractory linings, electronic and electrical controls, and associated components during off-season. Performs preventive and scheduled maintenance of plant systems and equipment including boiler feed pumps, fuel oil pumps, air compressors, boiler fixtures, and combustion based on the standards and specifications prescribed in the technical manuals for boiler plants. Repairs or replaces flame gauges, controls, relief valves, and ignition devices.

Driver Heavy (Special Equipment), KWB-6

Drives wreckers, semi-trailer and trucks with trailer unit, lowboys, semi-vans and/or dump trucks used to transport unusually heavy cargo and equipment. Performs other duties as may be assigned with his vehicle.

Air Conditioning Equipment Mechanic, KWB-6

Performs the full range of work involved in the repair, overhaul, maintenance, and servicing of industrial and domestic reach-in and walk-in refrigerators; cold storage and cold-room equipment, freezers, water coolers, dehumidifiers, air conditioning units and systems, ventilating systems, and related equipment. Diagnoses and locates malfunctions, disassembles, repairs, replaces and/or adjusts related components of the refrigeration and air conditioning units and systems. Installs and relocates equipment.

Machinist, KWB-7

Performs layout work, bench, machine, and hand-tool work in shaping, fitting, finishing, and assembling machined parts; also work involved in the manufacture, assembly, installation, and repair of machinery, parts, and other equipment. Uses all machinist's hand tools including scrapers, chisels, files, and measuring instruments. Operates all machine tools including lathes. Possesses knowledge of shop work, the dimensions and uses of standard bolts, screws, threads and tapers and must be familiar with the working properties of such metals as aluminum, brass, cast and wrought iron, and various steels.

Engineer Equipment Operator, KWB-7

Operates such equipment as graders, bulldozers, power shovels, trench diggers, cranes, etc. to fine grade slopes, inclines, ramps, curves, and excavations by scraping, scooping, or leveling on rough and rocky terrain. Works to fine specifications from grade stakes set by engineers. A danger of tipping or overturning the vehicle exists when working on steep banks and side slopes.

Heavy Mobile Equipment Mechanic (B), KWB-7

Repairs, adjusts, and maintains heavy vehicles and equipment such as bulldozers,road graders, rollers, and similar heavy construction and earth moving vehicles; front end loaders, backhoes, and similar power shovels; mobile cranes and heavy special purpose vehicles which use hydraulic, pneumatic and mechanical utility systems, controls, and features not commonly found on automobiles and ordinary transport vehicles and buses. Performs major overhaul and repair on engines, starters, clutches, differentials, carburetors, magnetos, transmissions, steering and braking systems and related electrical, hydraulic, fuel and chassis units. Fabricates and machines parts which do not require working to close tolerances using milling machine, drill press, electric saw, shaper and buffer. May perform body work which requires welding, soldering and straightening.

Electrician (High Voltage), KWB-7

Installs, replaces and/or repairs poles, transformers, racks and hangers, insulators, breakers, fuses, primary and secondary conductors, brackets and braces, guy wires or anchors, switchgear, meters and a variety of other pole fixtures and hardware. Installs underground cable and conduit, runs overhead wire and conduit and attaches to crossarms, and makes electrical connection by splicing and/or other method. Installs home and industrial services by running wires from pole to entrance weather-head. Installs street lighting circuits, lamps, and related hardware. Runs load tests on transformers, checks and corrects circuit malfunctions using a variety of test instruments. Operates standby generator equipment and truck with winch and power-takeoff, post hole digger, aerial boom, and related equipment. May direct work of others assigned to assist in specific operations. Trains inexperienced personnel by giving personal instructions, demonstrations, and close supervision. Observes all safety rules and regulations such as use of rubber gloves and sheathes (blankets), "hot" sticks, climbers, and safety belts. Assignments require working with or near high voltage power lines or equipment and/or working at high elevations (50 or more feet above the ground for at least 25 percent of the work cycle).

Chef, KWB-8

Supervises one shift of three or more cooks as well as mess attendants required for shift operation. Works with and supervises subordinates in the preparation of foods, maintenance and care of equipment and the cleaning of the kitchen and dining hall. Determines workload and amount of raw materials needed and establishes performance standards to provide required service most effectively. Checks work of cooks by inspecting food during and after preparation for quality, quantity and waste. May assist in operating the storeroom with the responsibility of receiving, storing and issuing rations. Work requires some exposure to cooking oils or grease, splashing of water, noise of equipment, cold of refrigerators and heat of stoves and ovens. Subject to danger of serious burns and to cuts or other injuries in using powered equipment.

Aircraft Mechanic, KWB-8

Removes, installs and functionally checks parts, components and assemblies of various systems on rotary and/or fixed wing aircraft including hydraulic lines, accumulators, valves, gages, actuators, cylinders, mechanical control linkages, pumps and landing gear; fuel cells, pumps, cavity liners, tubing, manifolds, rigging parts such as cables, bellcranks, pulleys, rods, servos and cockpit controls; control surfaces such as ailerons, stabilizers, elevators, dive and speed brakes, trim tabs, and flaps; oxygen tanks, lines, converters, filters, regulators and valves; pneumatic pumps, tanks, lines, hot air ducts and gates; and parts pertaining to other systems including pressurization air conditioning, heating, ventilating, fire extinguishing and the like. Accomplishes removal and replacement of external engine accessories when indicated by hourly operating limits. Accomplishes modifications and technical order changes involving removal of old and installation of new parts and assemblies or installation only of new parts. Maintains specified tolerances in all installation and modification tasks including adjustment of controls and proper tension on rigging. Performs functional checks through the hookup and operation of special test equipment. Checks installed parts and assemblies for freedom of movement and desired travel; fuel, oil, oxygen, hydraulic and pneumatic lines, valves and pumps for proper operation, flow rate and leaks; and adjusts and checks airframe controls and cables and surfaces for fit, clearance, alignment, freedom of movement and operation. Assists in diagnosing, troubleshooting and correcting discrepancies and malfunctions.

Job Definition for Senior Leader Level of All Manual Positions

Supervises and directs a group of craftsmen employed in a given occupation including at least one at the full journeyman level. Interprets blueprints, sketches, and written or verbal orders. Plans weekly or monthly work schedules and assigns duties to craftsmen on a day-to-day or project-by-project basis. Discusses changes in procedures and sequence of work operations with his superior to obtain approval, and also inspects work site to insure the quality and quantity of work being accomplished. Participates in the actual production and performance of the most difficult phases of the craft.

Automotive Mechanic (A), Senior Leader, KWB-9

See above definition.

Automotive Mechanic (B), Senior Leader, KWB-9

See above definition.

Welder, Senior Leader, KWB-9

See above definition.

Carpenter, Senior Leader, KWB-9

See above definition.

Electrician, Senior Leader, KWB-9

See above definition.

Electrician (High Voltage), Senior Leader, KWB-10

See above definition.

Heavy Mobile Equipment Mechanic (B), Senior Leader, KWB-10

See above definition.

Air Conditioning Equipment Mechanic, Senior Leader, KWB-10

See above definition.

Job Definition for Foreman Level of All Manual Positions

Under general supervision, performs work involving the supervision and management of a single or multiple trades shop requiring a large group of journeyman craftsmen employed in a single given occupation. Plans workload and determines personnel requirements on a long range basis. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Estimates work schedules and assigns duties to craftsmen and/or senior leader and inspects their work for quality and quantity. Provides information and technical advice to higher level supervision (and to staff organizations) on such matters as ability to accomplish work assignments.

Carpenter, Foreman, KWB-11

See above definition.

Automotive Mechanic (B), Foreman, KWB-11

See above definition.

Air Conditioning Equipment Mechanic, Foreman, KWB-12

See above definition.

Electrician (High Voltage), Foreman, KWB-12

See above definition.

Heavy Mobile Equipment Mechanic (B), Foreman, KWB-12

See above definition.

O-2. Nonmanual (KGS) Jobs

Guard, KGS-3

Performs work involved in the protection of property primarily against the hazards of fire, damage, accident, theft, and trespassing, and in the maintenance of order on such premises. May also stand guard at the entrance or exit permitting admittance to only authorized personnel. Issues area passes in accordance with instructions received from supervisor; answers questions regarding service of the establishment and directs authorized visitors to the various segments of the organization.

Sales Store Clerk, KGS-3

Sells and or issues items of merchandise from retail sales store stocks to customers. Checks customer selections, determines and records item prices on cash register, collects total amount for purchases making necessary change. Is responsible for validity of cash items accepted. Processes issue and charge sales slips; verifies quantities, sizes, unit prices; extends and determines total value of transactions and obtains signature of individual receiving issue and/or charge sales. Assists customers in making selection, explaining store policy, expected availability of items temporarily out of stock, and advising on substitute items. Advises customers concerning item sizes, prices, standard pack quantities and variations, comparative quality and other characteristics of stock items. Adjusts customer complaints within store policy limits, but refers the more difficult complaints to supervisor; exchanges unsuitable items of merchandise in accordance with store policies. Replenishes depleted shelf and counter stocks; makes changes in item prices to conform to revised pricing guides; and participates in recurring and special inventories of stock items by counting, weighing, listing, and computing total quantities and costs.

General Clerk (A), KGS-3

Performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility: prepares reports, posting data from clearly indicated sources; fills out standard forms, deriving information from office files and records, rough draft, notes or verbal instructions; answers telephonic or personal queries, providing information available from standard operating procedures, contact with other office personnel or from own knowledge of precedent actions; and maintains files and records which involve arrangement of material, in accordance with an established system, having a limited number of heading and brief cross reference notation.

General Clerk (B), KGS-4

Performs a variety of general clerical work supporting an office or organization requiring the exercise of independent judgment in accordance with well-established policies, procedures and techniques, not requiring specialized subject matter knowledge such as accounting, clerical, supply or library work. As a general office assistant, performs any combination of the following or similar clerical work of equal importance, difficulty and responsibility: prepares reports, searching for and compiling information and data from numerous and varied sources, requiring the extraction or adaptation of data, consolidation of feeder material, preparation of brief narrative explanations, or detailed arithmetical computations; answers telephonic or personal queries and provides information concerning detailed administrative procedures or other information requiring a good working knowledge of the organization and/or functions; fills out a

wide variety of standard or special forms or composes letters to effect administrative actions, requiring a good knowledge of correspondence practices and procedures; serves as the mail and file clerk for the office or the organization.

Telephone Operator, KGS-4

Serves as telephone and information operator. Operates one or more positions on a multiple, automatic switchboard, placing and receiving a variety of local and long distance calls, both official and personal. Calls involve commercial circuits, leased lines, direct tie lines, radio circuits and include overseas connections, collect or charge calls, conference and appointment calls and person-to-person or station-to-station calls covered by both government and commercial billings and charges. Handles emergency calls such as fire alarms, calls for military police, ambulance service, crash alarm, air defense warning and duty officer calls. Maintains records pertinent to telephone services rendered. Provides information service requiring general knowledge of the functions and activities of organizational segments, troop units, contractor activities and tenants on the installation. Furnishes telephone numbers, designation and location of offices and personnel and such additional information as office hours, time, visiting hours and time and location of special events. Utilizes such reference sources as directories, information memoranda, organization charts and locator files.

Supply Clerk , KGS-4

Performs varying combination of clerical tasks in connection with the receipt, storage, issue, and custody of supply items. Plans and schedules unloading operations. Checks stock for agreement with receiving papers. Determines locations for stock considering characteristics, turnover, weight, floor-loading capacities and required space. Determines, selects, and applies storekeeping and handling methods most applicable for stock. Issues supplies to authorized personnel. Maintains control records showing items, stock number, quantity, receipts and issuances, and amounts on hand. Applies precautionary measures for safety, fire prevention, pilferage and vermin control, stock rotation and prevention of damage and deterioration. Work performed involves a variety of predominantly clerical-administrative supply functions coupled with incidental manual tasks pertinent to receipt, storage, and issue of supplies.

Sales Store Clerk, KGS-4

Serves as senior sales clerk in a large department or retail sales store where a large variety of commodities are sold. Sells merchandise over the counter which requires a technical and/or specialized knowledge of the merchandise and the ability to advise customers of substitute or related merchandise. Records sales on a cash register; prepares written sales slip; and is responsible for cash fund. Insures merchandise is attractively displayed, correctly segregated and maintained in neat, orderly manner. Prepares daily clerk's reports. Responsible for preparation of stock for inventory, as required, and supervises lower level sales clerk(s) in making physical counts. Requisitions items as required in order to have adequate stock on hand.

Office Automation Clerk, KGS-4

Provides a variety of clerical duties in support of office administration with responsibility for operating word processor, microcomputer, or computer terminal, using a standard typewriter-style keyboard with additional function keys, to produce a wide range of documents requiring use of advanced software functions to enhance productivity or meet needs of complex formats.

Recreation Assistant, KGS-4

Performing one or more of the following functions:

1. Receives telephone calls and visitors and provides general information of recreation activities as operated; provides customers with information on points of scenic interests in Korea, bus and train schedule, resorts and current entertainment facilities; maintains recreational equipment and tools, catalogues, phonograph records; issues recreational instruments and tools to authorized personnel and checks in items issued; makes inventory of supplies; and makes minor repairs to furniture and recreational instruments.

2. Performs work involved in assisting recreation specialist of higher grade in leading individual portions of the overall arts and crafts program. Performs a variety of tasks concerned with the nontechnical aspects of shop operation: keeps records; files material; stores tools, equipment and supplies; and operates a check-out and check-in system to ensure the safekeeping, proper issue, and return of equipment. Is responsible for ensuring cleanliness of area. Observes and enforces safety rules.

3. Performs work involved in assisting recreation specialist of higher grade in leading one or more indoor and outdoor sports such as baseball, football, basketball, tennis, ping-pong and horseshoes. Receives and issues sports equipment, maintaining logbook and obtaining signatures from users. Performs various minor repairs to sports equipment such as gloves, rackets, nets and balls using machines or hand tools. Maintains playgrounds or courts in a proper operational condition, supervising a group of laborers. Keeps scores on individual games, as necessary.

Accounting Technician, KGS-5

Performs work requiring a knowledge and understanding of well-established principles, prescribed procedures and techniques of accounting but not professional education or equivalent experience in accounting. Maintains, implements and examines financial documents and other records. Performs one or more of the following or comparable duties with responsibility for a complete block of work or function of a limited nature not involving application of knowledge of the entire accounting system(s) involved:
1. Maintains a segment of the accounts payable and accounts receivable ledgers and associated records and documentation in a general fund accounting system. Reviews and verifies all posting media received to assure that proper analysis has been made of the document. Posts to accounts receivable or accounts payable in summary groupings and establishes records by customer. Balances subsidiary records and accounts receivable or accounts payable periodically. 2. Maintains other complete subsidiary ledgers and effecting balances with control accounts in general ledger. Reviews and verifies documents received to determine validity of accounting classification, assure adequacy and accuracy of preparation. 3. Verifies and substantiates disbursing and collection vouchers with daily schedules of disbursements and collections. Assures proper treatment and identification of all vouchers in the appropriate accounts. 4. Prepares subsidiary reports or assigned portions of statements. Verifies data and computations to assure adequacy and accuracy of report and material included therein.

Payroll Clerk, KGS-5

Performs a variety of tasks involved in the maintenance of records covering time worked and

leave taken; preparation of payrolls; and maintenance of payroll records. Computes employee's earnings including changes resulting from personnel or position actions, using various salary and tax tables in determining arithmetical breakdown of salary by earnings, deductions, and net pay. Prepares payroll change slips reflecting salary changes; maintains individual earning records and verifies accuracy of payroll listings. Uses various office machines such as adding machines and calculators.

Human Resources Assistant, KGS-5

Works in a Personnel Office performing a variety of clerical and administrative work involved in the examination and processing of all types of personnel actions and in the maintenance of personnel records and files. Answers inquiries and provides information regarding personnel policies, and procedures. Refers the more complex questions to supervisor. May technically supervise clerical personnel of lower grade.

Guard Supervisor (Corporal of the Guard), KGS-5

Serves as a guard supervisor responsible for supervising and directing the work of a single group of guards (normally 5-15) operating on a shift basis. Assigns and relieves guards to and from specific posts according to an established assignment schedule. Periodically conducts patrols to the posts and areas of responsibility to check guards on duty for proper performance of assigned duties, and to relay and explain special orders and daily security instructions as given by the supervisor. Assists guards in solving any emergency and unusual situations encountered during the hours of duty.

Supply Technician (A), KGS-5

Maintains the property book to reflect all items of property, repair parts, and components received, issued or otherwise disposed. Prepares issues, turn-in, and other transaction documents for item authorization; if not authorized, requests approval. Maintains a register of transaction documents, and makes necessary postings to the property accountability records. Physically inventories property at periodic intervals. Compares inventory results with property records. Reconciles discrepancies by reviewing the property book postings with transaction documents for error; if no errors are found, initiates turn-in slips to adjust discrepancy. Prepares Report of Survey for unaccountable items, indicating individual responsibility. Maintains hand-receipt file of all nonexpendable items received from the installation Property Book Officer. Reissues items to using organizations on hand-receipts, and maintains the hand-receipt file in a current status. Maintains files pertaining to property book activities. Compiles information and prepares a variety of monthly, quarterly, semiannual, and annual reports.

Secretary, KGS-5

Serves as an office assistant with responsibility for providing secretarial, clerical and typing services to a Division/Branch Chief and his office staff members. Duties normally performed include the following:

1. Receives telephone and personal callers and may personally handle routine queries, routing more technical matters to supervisor or to appropriate staff members. Provides information on routine business of the organization to outside callers. Maintains supervisor's calendar, reminds him of appointments and makes appointments at his social/business convenience.

2. Assists supervisor in the preparation and compilation of special studies and reports. Selects specified information from appropriate documents, consolidates and types draft of data in various categories required. After review by supervisor and approval, types in final form.

3. From verbal instructions, prepares standardized and routine correspondence such as transmittal letters or endorsements. Prepares draft for review and approval after which types in final form.

4. Establishes and maintains subject matter and regulatory files in connection with work of the office. Uses initiative in establishing or revising files to meet current needs.

5. Performs a variety of other miscellaneous secretarial and typing duties to include correspondence, studies, reports and messages. Types from rough draft with responsibility for selecting appropriate format; checking and verifying references used; and for assembling any necessary enclosures to accompany finished correspondence.

Library Technician, KGS-5

Performs a variety of clerical work involved in the recording, maintaining and circulating of library material and rendering library service not requiring professional training. Maintains library material in proper order; records and compiles attendance and circulation statistics; sets up special sections as directed such as newly arrived books and subject matter material of current interest; instructs patrons on membership rules and operating procedures, assists patrons or students in selecting and locating reference material and in using card catalogs, and checks out and receives material and answers reference questions of nontechnical nature.

Sales Store Clerk Supervisor, KGS-5

Supervises and works with a group (3 or more) of sales store clerks and checkers (refer to Job No. 104 and 110). Assigns work to subordinates considering the difficulty and capability of the employees. Provides written and oral instructions on changes in work methods and procedures. Resolves problems and is authorized to make minor changes in procedures to meet temporary conditions. Reviews work in progress or upon completion for compliance with instructions or standard procedures. Adjusts informal complaints and counsels subordinates as necessary. Accepts customer complaints and special requests, settles minor complaints and refers others to supervisor. Makes recommendations to supervisor on matters such as promotions, reassignments, and recognition of outstanding performance. Approves short term leave of employees, and recommends approval of long term leave based on the workload. Participates in the selection of new employees.

Accounting Technician, KGS-6

The employee performs daily assignments independently, and resolves problems or questions arising in routine assignments on the basis of past precedents and procedural guides. Performs a variety of duties in a field station in connection with the maintenance of accounts in a general ledger.

1. Receives purchase orders, contracts, travel orders and similar documents for obligation against appropriated funds. Reviews documents to ensure they are authorized in accordance with regulations, charged to the applicable appropriation, and funds are available to cover the obligation.

2. Obligates documents assigning appropriate symbolic codes for the general ledger accounts, obligation accounts, control point and cost center, limitation and appropriation. Summarizes the information and enters it on on-line data systems.

3. Maintains unliquidated obligation data and all back-up service documents. Monthly, reconciles and prepares necessary accruals for all service contracts which have been partially completed and not liquidated.

4. Liquidates obligation upon notification of receipt of goods or services ordered. Prepares transaction sheet; assigns appropriate account codes. Enters data into general ledger system.

5. Reconciles monthly, all transactions, obligations, and unliquidated obligation (undelivered orders) with general ledger control accounts as indicated on computerized listing.

6. Prepares vendor invoices and other fiscal items for payment. Verifies amount shown on documents with original obligation document. Notes discrepancies and follows-up with vendor or receiving department to clarify and correct discrepancy. Annotates obligation document with payment data and places in file. Prepares a code sheet listing general ledger and subsidiary accounts, appropriation and cost center.

7. Prepares monthly reconciliation and adjustment of accounts including; applied cost and net obligation; accrued services and undelivered orders with general ledger control account; unpaid files on prior year appropriations; work-in-process; and purchase option and rental allowance for required equipment.

Library Technician (B), KGS-6

The major duties are essentially the same as described under Library Technician, KGS-5 (refer to Job No. 120) except that the positions of this level are independently operating a small branch, in some instances, with the assistance of one or two lower grade workers, under the general supervision of a librarian at a higher organizational level in another location.

Lead Supply Technician, KGS-6

Directs and works with three or more employees performing duties as depicted in the job definition of Supply Technician, KGS-5 (Refer to Job No. 118). Distributes and balances workload among employees, insuring timely accomplishment of assigned workload. Keeps in touch with the status of work, and makes day-to-day work adjustments in accordance with established priorities. Instructs employees in specific tasks and job techniques and provides guidance on complicated work assignment. Checks on progress of work and reviews completed work for quality and timely accomplishment; amends or rejects work not meeting established standard of quality. (Note: This job has little personnel management responsibility other than referring personnel management matters to supervisor for decision.)

Management Assistant, KGS-7

Performs a variety of technical work in support of management analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. The work requires a practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes,

objectives, products, services, resource requirements, and similar features of programs and organizations. Maintains, gathers, and compiles records of organizational and workflow charts, staffing levels, mission and function statements, program resource use and availability, and internal audit reports; reviews reorganization requests, performance and management indicator reports, and other similar management analysis documents for appropriate format, distribution, and inclusion of required information and explains reporting procedures and requirements to operating officials; compiles and distributes reports on proposed program goals, budgets, staff levels, and performance criteria to operating officials for review and comment; makes and verifies routine calculations such as standard cost estimates, production rates, staff hours, and workload figures; or prepares charts, graphs, and narrative information for management or program analysis reports from material provided by higher level employees; reviews existing forms and reports to eliminate, combine or improve them, or to reduce or increase the frequency of their submission.; surveys and reviews the need for new forms and reports.

Illustrator, KGS-7

Performs full range of illustrating duties requiring a substantial amount of original design, with some subject matter knowledge involved. Duties include drawing, coloring and/or lettering maps, charts, posters, photographs, lantern slides and drawings, selecting and using various media such as pen-and-ink, pencil, tempera, wash, oils and air brush, working from rough sketch or information furnished and determining appropriate size, color and/or type of the illustration.

Electronics Technician (A), KGS-7

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic equipment. Is responsible for carrying out maintenance activities to keep the assigned system and equipment in a reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance and to take necessary preventive and corrective measures to maintain operating efficiency. The position requires knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment; and a knowledge of the capabilities, limitations, operations, design, characteristics, circuitry, standards, and functional use of a variety of types and models of electronic equipment and systems.

Supply Technician (B), KGS-7

Exercises complete authority concerning information of general supply requirement, availability and forecasting of the estimated time of arrival; acts as supply advisor to schedulers and estimators, whose accuracy of daily work depends on material and supply information. Works in close coordination with the supply section for holding or earmarking of necessary materials for all major individual job orders. Informs supply section in advance of various material requirements to enable timely procurement. Maintains file, log and flow chart to enable expeditious computation for the number of job orders held due to lack of supplies, types and amount of critical items needed, status of supplies due-in and other supply shortages. Reviews and analyzes sketches, blueprints and other construction documents to make proper decision for substitutions or to make recommendation to supply officer for procurement of non-standard type material in order to eliminate unnecessary delays.

Accounting Technician, KGS-7

Performs a variety of nonprofessional accounting work required in maintaining installing, implementing, and examining a prescribed accounting system which is operated on a double-entry accrual basis and which includes asset, liability, income, expense, capital or ownership accounts. Is assigned responsibility for a major segment of work or a function requiring a knowledge and understanding of the accounting system of the office to which assigned. Work may include maintaining general, subsidiary, cost, property, or similar ledger accounts; maintaining journals, registers, and similar accounting record; installing prescribed accounts; checking, verifying, or inspecting accounting records for accuracy; preparing journal vouchers; examining statements, and reports, and making prescribed accounting analysis incident thereto. Work performed requires the application of some knowledge and understanding of well established principles, procedures, and techniques of accounting, but not professional education or equivalent experience in accounting.

Retail Department Manager, KGS-7

Supervises two or more groups of sales store clerks and checkers through subordinate sales store clerk supervisors. Personally accomplishes or supervises work in all areas of merchandising to include merchandise presentation, accountability, security, stock control, housekeeping, promotional signing, pricing and selling. Trains and supervises assigned employees in the accomplishment of merchandising functions. Observes and evaluates their performance and recommends personnel actions. Provides technical advice relating to the merchandising of items within assigned area of responsibility. Assists in solving problems of store operation, formulating new operational plans and implementing assigned plans.

Lead Accounting Technician, KGS-8

Directs and works with three or more employees performing duties as depicted in the job definition of Accounting Technician, Job No. 129. Distributes and balances workload among employees, insuring timely accomplishment of assigned workload. Keeps in touch with the status of work, and makes day-to-day work adjustments in accordance with established priorities. Instructs employees in specific tasks and job techniques and provides guidance on complicated work assignments. Checks on progress of work and reviews completed work for quality and timely accomplishment; amends or rejects work not meeting established standards of quality. (***NOTE***: This job has little personnel management responsibility other than referring personnel management matters to supervisor for decision.)

Accountant, KGS-9

Performs a variety of professional operating and/or cost accounting work of average difficulty requiring the application of well established accounting principles, theories, concepts and practices. Directs and/or conducts the day-to-day operations of an entire accounting system of a small-to-moderate size organization, or program of a major segment of an accounting system for a moderate-to-large size organization. Supplies accounting and financial statements, reports and other information of a factual nature, reflecting the interrelations of accounting and cost budgeting and other accounting data. Provides interpretations of accounting reports, statements and data which point out trends, identifying deviations from standards and/or plans, projecting data into the future. Recommends solutions to more difficult and complex accounting problems and proposes changes and revisions in the accounting system or its operational features.

Program/Management Analyst, KGS-9

Analyzes unit structure, operations, procedures, and program performance to advise key officials on how to improve effectiveness and efficiency of management and administration. At this level, analyses and recommendations normally involve stable organizations of limited complexity, well defined work activities and products, and well established practices. As necessary for assigned projects, flow charts processes; conducts task analyses; researches equipment capabilities; interviews workers and management officials about work activities; prepares descriptive statistical analyses of performance, work load, and costs; evaluates staffing and equipment requirements against established standards; researches common business and management practices; reviews the organization's management policies and rules; writes reports and briefs findings. Studies and recommendations result in such products as a directorate records and files system; an assessment of how well a line operating program is meeting established production, cost, and performance objectives and of how program status can be improved; a reorganization plan for several offices performing clerical and technical functions; a resource plan setting appropriate staffing levels, skills mix, and office position structure.

Electronics Technician (B), KGS-9

Performs a variety of technical duties involved in the operation, maintenance and repair of electronic equipment. Serves as a shift supervisor or team leader. Is responsible for carrying out maintenance activities to keep the system in reliable operating condition at all times. Continuously monitors operation of the system to assure adequacy of technical performance and to take necessary preventive and corrective measures to maintain operational efficiency. Maintains systems equipment in operation, selects appropriate test methods and equipment. Performs rapid diagnosis, adjusts and repairs malfunctions. Participates in installing new equipment or in modifying existing equipment. Provides assistance and guidance to lower grade technicians in the solution of technical problems. The position requires knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment; and a knowledge of the capabilities, limitations, operations, design, characteristics, circuitry, standards, and functional use of a variety of types and models of electronic equipment and systems.

Inventory Management Specialist, KGS-9

Performs technical work involved in managing, regulating, coordinating or otherwise exercising control over supplies, equipment or other material which requires the application of a knowledge of systems, techniques and underlying management concepts for determining, regulating or controlling the level and flow of supplies. The duties performed include; computing material requirements or estimating for budget, procurement, disposal, provisioning or other special programs; controlling and converting funds into material so that the proper kind, quality and quantity are available at the correct time and place; controlling stock in, due in or planned for the distribution system on a quantitative and monetary basis; controlling the distribution or redistribution of stock within the supply systems; and performing other related technical inventory management work.

Accountant, KGS-11

Performs a variety of professional operating and/or cost accounting work of difficulty and responsibility requiring the application of accounting principles, theories, concepts and practices to a wide variety of difficult problems. Directs and/or conducts the day-to-day operations of an entire accounting system for a moderate-to-large and complex organization. Duties include, but are not limited to, (1) supplying accounting and financial statements, records, and other information; (2) providing interpretations of accounting reports, statements, and data; (3) computing, estimating, or predicting the effect of proposed changes in the operating programs on accounting operations and service; (4) establishing and maintaining liaison with operating officials and management officials concerned to ascertain their needs for accounting data; (5) recommending management actions or alternatives when available accounting data discloses unfavorable trends, situations, ratios, deviations from standards and plans. May supervise and direct the work of professional and nonprofessional personnel at the lower levels.

Program/Management Analyst, KGS-11

Analyzes operations, procedures, structure, and program performance to advise key officials on how to improve effectiveness and efficiency of management and administration. Analyses and recommendations involve technical and professional aspects of complex programs and organizations, and affect significant policies and practices. As necessary for assigned projects conducts functional process analyses; interviews workers and management officials about activities, processes and requirements; prepares inferential and predictive statistical analyses of performance, work load, and costs; researches new and evolving business and management practices; prepares organization manuals and management regulations; writes reports and briefs findings. Studies and recommendations result in such products as a comprehensive administrative control system designed to prevent waste, loss, unauthorized use, or misappropriation of assets; a standard organizational pattern or office automation plan for staff and administrative offices throughout a large field installation; a substantially streamlined records management system for a large organization with many offices and functions; life cycle cost analyses of projects; cost-benefits or economic evaluations of current or projected programs.

Information Technology Specialist, KGS-11

1. Performs a variety of technical work for installation, operation and maintenance relating to automation and communication equipment which include hardware and software support for minicomputer, microcomputer, Local Area Network (LAN) system and peripheral devices such as printers, modems, scanner, Compact Disk Read Only Memory, cables, etc. Applies knowledge of computer systems, computer techniques, methods and procedures to assist in resolving user's problems.

2. Is responsible for development of moderately complex programs which are frequently of sufficient scope to require segmentation into several machine runs or routines. Works from very general information provided by subject matter specialists or from generalized process and flow charts and functional block diagrams. Develops or supervises development of detailed flow charts and detailed machine logic charts. Assigns detailed work pertaining to various segments to programmers of lower grades and integrates these segments into the total program. Arranges testing of program, develops operator instructions, and orients program users as appropriate.

Budget Analyst, KGS-11

Serves as Budget Analyst performing a wide range of administrative and analytical duties in the formulation, presentation and execution of the fiscal budgets. Provides advice and assistance to managers in the development of budget requests and related supporting documentation. Develops procedural instructions and policy guidance for use in planning and estimating funding requirements for staffing, travel, contractual services and operating supplies. Plans, organizes and executes annual and multi-year budgeting in support of servicing branches or departments. Provides detailed expert advice on all phases of budgeting to managers and budget staffs. Reviews in detail and evaluates budget requests submitted by subordinate branches or departments to insure conformance to guidelines and instructions. Performs in-depth analysis of estimates to identify imbalances among program areas and to reconcile estimates with current levels of expenditures and anticipated changes in programs. Monitors the execution (i.e., obligation and expenditure of funds) of the subordinate branch or department's approved operating budget to assure that funds are properly allocated and being obligated in a timely and effective manner in support of authorized management objectives. Exercises budget controls through the review of obligations of funds. Develops cost benefit analysis of proposed budgetary and programming actions and advises managers of the most advantageous course of action.

Civil Engineer, KGS-11

Civil Engineer with broad experience which enables him to act in capacity of Office or Field Engineer on general construction projects, consisting of (but not limited to) roads, concrete, steel or timber bridges; water and sewer systems; concrete and earth dams; dikes, levees and flood control structures; frame and masonry building. As Field Engineer, makes site investigations, including soil tests and subsurface observations; supervises surveys; inspects construction by contractors for compliance with plans and specifications; resolves field problems involving changes to or disagreements over plans and specifications; computes quantities, or checks computations of others. As Office Engineer, performs professional engineering design, analysis, calculation and other professional work relative to the construction, modification and/or major repair of buildings, airfields, bridges, drainage systems, highways, streets and roads, power and pumping plants, sewage and waste treatment and disposal facilities and water supply purification and distribution systems and other structures. Visits project work sites to insure compliance with plans and specifications and provides assistance and guidance to supervisors in adapting plans and specifications to local conditions.

Architect, KGS-11

Performs professional engineering planning, programming, design, analysis, calculation, and other work relative to the construction, modification and/or major repair of family housing, administrative facilities, community facilities, communication facilities, hospitals, air base facilities, Navy shore installations, aircraft hangars, maintenance facilities, dining facilities, warehouses, and other structures. Prepares and/or reviews project plans and specifications for overall accuracy, completeness and conformance with sound engineering principles and international standards. Visits project work sites to insure compliance with plans and specifications, to check on work progress and to investigate problems encountered. Provides assistance and guidance to site supervisors in the handling of special problems and in adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel and equipment.

Electrical Engineer, KGS-11

Performs professional engineering work relative to the installation, modification, and/or major repair and maintenance of electrical facilities and equipment such as power and light distribution systems including transformer stations, power lines, generating plants, etc. Reviews project plans and specifications for overall accuracy, completeness, and conformance with sound engineering principles. Modifies and/or makes recommendations for modification and revision of plans, blueprints, sketches, specifications, etc. Performs professional engineering design, analysis, calculation, and other professional work relative to electrical systems for industrial-type establishments, civil works, or buildings. Reviews manufacturers' drawings of electrical equipment or materials such as switching, control, or metering equipment; electrical cables and appurtenances; automotive electrical components; or testing equipment for conformance with specifications and designs. Visits project work-sites to insure compliance with plans and specifications, to check on work in progress and to investigate problems encountered. Provides assistance and guidance in handling of special problems and adapting plans and specifications to local conditions. Provides assistance in the procurement of material, personnel, and equipment. Prepares various reports on the progress and status of projects and maintains files on project plans, specifications, reports, references, etc.

Supervisory Accountant, KGS-12

Serves as supervisory accountant for the organization, responsible for the operation of the entire accounting system. Reports to director or a top level manager of the organization. Duties include, but are not limited to: (1) providing accounting and financial statements, reports and other information of a factual nature reflecting the interrelations of accounting and budgeting; (2) providing interpretation of accounting reports, statements, and data which point out trends; (3) providing computed or estimated accounting data on the effect of proposed changes in the operating program, costs, income, etc. Supervises and directs a staff of personnel engaged in actual operations of the accounting system, through subordinate supervisors. Develops and implements policies and procedures based on general information from management regarding requirements for data or control. Analyzes and interprets statutory guidance affecting accounting operations, determines impact on organization operations, advises management, and develops procedures for compliance.

Supervisory Program/Management Analyst, KGS-12

Plans and supervises a program to study management practices, program operations, and program accomplishments in order to improve effectiveness and efficiency. Advises senior managers on fundamental management and administrative policies, delegations of authority, work processes, structure, and systems for a complex, large organization with many echelons and missions. Prepares organization manuals and regulations as a consequence of studies. Sets long range study schedule, organizes and trains study teams, and assigns projects. Develops or approves study guidelines, analytical tools, and evaluation criteria and standards. Coordinates office activities and study recommendations with other specialized management offices. Manages office resources, sets priorities, and supervises and counsels a staff of analysts and technical assistants. Typical studies include planning major reorganizations in which several single-mission divisions are consolidated and support functions are reassigned to and absorbed by other divisions; developing new or substantially modified work processes, or manpower or paperwork control systems which strongly influence or change the way the organization conducts its affairs with other agencies, other companies, or local government offices; and identifying staff, funding, equipment, and facility resources required to support varied levels of program operations for primary missions.

Supervisory Civil Engineer, KGS-12

Serves as Supervisory Civil Engineer or a section chief supervising a minimum of three engineers and/or technicians. Is responsible for exercising technical and administrative supervision over assigned engineers and technicians. Defines criteria for the development of specifications for projects of highly specialized nature and conduct preliminary investigations and planning for general work projects such as (but not limited to) roads, bridges, water and sewer systems, concrete and earth dams; dikes, levees, and flood control structures, frame and masonry buildings. Provides internal coordination between engineers within the section and project engineers of other sections to insure maximum efficiency. Prepares reports and recommendations that serve as basis for project approval and funding. As Field Engineer of a large and complex construction project or in a geographical area, exercises surveillance and control over construction operations, including supervision over the work of engineers, inspectors and technicians. Approves changes in construction schedule and quality control procedures and makes controlling interpretations on intent of drawings and specifications and makes final engineering determination of projects of diversified structures or facilities including installation of technical or specialized facilities.

Supervisory Architect, KGS-12

Serves as Supervisory Architect or a section chief and is responsible for exercising technical supervision over assigned architects and/or technicians. Is responsible for development and review of architectural and structural portions of engineering designs and specifications for new construction, rehabilitation and/or modification of facilities and structures. Analyzes programs, compiles general information and translates requirements into design values and terms. Prepares preliminary project directives and estimates along with basic design and architectural features. Defines criteria for the development of specifications for projects. Provides internal coordination between engineers within the section and project engineers of other sections to insure maximum efficiency.

Budget Analyst, KGS-12

Serves as Senior Budget Analyst responsible for budget formulation, justification, presentation, and review of a multi-appropriation program/budget for an organization. Acts as an advisor to the CEO on policies and technical matters concerning budget formulation and effective distribution of funds.
Analyzes new program budget guidance, revised legislation, policies and procedures and interpret the impact on budget formulation. Provides advice, guidance and recommendations on all aspects of budget formulation to the CEO, senior managers and the staff. Provides the top management budget year requirements to support timely decisions. Develops resource requirements for the budget year encompassing the entire organization business and functions at various levels of details.

Appendix P
Evaluation Guide For Assistant Fire Chief Jobs (KGS-081)

The difficulty and responsibility of assistant chief positions are best measured by comparison with the level of the fire chief position and their relative status within the organizational structure. Assistant chief positions are to be classified two grades below the grade of the fire chief. An assistant chief position which has the duties and responsibilities of a full deputy for all matters and fully shares in the overall technical and administrative management of the fire department on all shifts may be classified one grade below the fire chief when that level best reflects the overall responsibility of the position.

Glossary
Abbreviations

AAFES	Army and Air Force Exchange Service
DA	Department of Army
DoD	Department of Defense
FASCLASS	Fully Automated System of Classification
KN	Korean National
KGS	Korean General Schedule
KSC	Korean Service Corps
KWB	Korean Wage Board
NAFI	nonappropriated fund instrumentalities
OA	Office Automation
RPA	Request for Personnel Action
USFK	United Sates Forces Korea
US OPM	United Stated Office of Personnel Management

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