

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 511-75

DATE: AUG - 2 1988

SUBJECT: Classification Update

Attached for your information is an update on recently issued classification standards for the General Schedule and Federal Wage System (Attachment 1). Please check your records to ensure that you have received copies of all of these issuances.

Also attached to this bulletin is a copy of standards projects that are now underway at the Office of Personnel Management (Attachment 2). Many of these have already been circulated for review within the Department and will be soon issued in final. We greatly appreciate the time and effort provided by the Departmental operating personnel offices in the review of the numerous draft standards that OPM has provided to us for test application during the last year.

Any questions on the information contained in this bulletin may be addressed to Gail Batt of my staff on 366-9448.

Jm 
Director of Personnel

Attachments

Filing Instructions: File after DPM Chapter 511 Bulletins.
This Bulletin supercedes DPM Bulletin
511-74.

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OFFICE OF PERSONNEL MANAGEMENT
Office of Classification

Position Classification Standards
Transmittal Sheet Issuances
January 1990 - May 1991

GS POSITION CLASSIFICATION STANDARDS

September 1991	Handbook of Occupational Groups and Series
TS-107, August 1991	Classifier's Handbook Introduction to the Position Classification Standards (Note: OPM will distribute during 9/91)
TS-106, June 1991	Pages 7 & 8 of the Grade Level Guide for Compliance Work GS-334, Computer Specialist Series GS-2143, Traffic Management Series
TS-105, June 1991	Alphabetical Index to Position Classification Standards Code Structure Index to Position Classification Standards Abolished the Guide for the Appraisal of Scientific Position
TS-104, May 1991	GS-1712, Training Introduction Series GS-1740, Education Services Series GS-1750, Instructional Systems Series
TS-103, May 1991	Grade Evaluation Guide for Visual Art Work GS-1008, Interior Design Series (Flysheet) GS-1010, Exhibits Specialist Series GS-1020, Illustrating Series GS-1084, Visual Information Series
TS-102, March 1991	GS-270, Federal Retirement Benefits Series GS-669, Medical Records Administration Series
TS-101, January 1990	Grade Evaluation Guide for Compliance Work GS-249, Wage and Hour Compliance Series GS-482/486, Fishery Biology Series/Wildlife Biology Series

GS POSITION CLASSIFICATION STANDARDS (cont'd)

TS-100, November 1990	Introduction to the Position Classification Standards, pgs. 17 & 18 Office Automation Grade Evaluation Guide Typing and Stenography Grade Evaluation Guide GS-312, Clerk-Stenographer and Reporter Series GS-322, Clerk-Typist Series GS-326, Office Automation Clerical and Assistance Series
TS-99, October 1990	GS-647, Diagnostic Radiologic Technologist Series GS-649, Medical Instrument Technician Series
TS-98, August 1990	Administrative Analysis Grade Evaluation Guide GS-343, Management and Program Analysis Series
TS-97, July 1990	GS-544, Civilian Pay Series GS-545, Military Pay Series GS-2154, Traffic Assistance Series
TS-96, May 1990	GS-485, Wildlife Refuge Management Series GS-1630, Cemetery Administration Series
TS-95, March 1990	Grade Level Guide for Test and Evaluation Work in Engineering and Science Occupations
TS-94, March 1990	GS-391, Telecommunications Series GS-1102, Contracting Series, pgs. 1 & 2
TS-93, January 1990	Introduction to the Position Classification Series

FWS Job Grading System Standards (January 1990 - May 1991)

TS-61, April 1991	4607, Carpenter 5703, Motor Vehicle Operator
TS-60, March 1991	5402, Boiler Plant Operator
TS-59, January 1991	5803, Heavy Mobile Equipment Mechanic
TS-58, September 1990	6907, Materials Handler
TS-57, June 1990	5823, Automotive Mechanic
TS-56, March 1990	6912, Material Examiner & Identifier Definitions of Trades & Labor Job Families & Occupations

OFFICE OF CLASSIFICATION

STANDARDS PROJECTS IN PROGRESS

July 31, 1991

GENERAL SCHEDULE

1. GS-028, ENVIRONMENTAL PROTECTION SPECIALIST -- DRAFT IN OPM CLEARANCE
2. GS-072, FINGERPRINT IDENTIFICATION -- (AGENCY DEVELOPED) ON HOLD
3. GS-081, FIRE PROTECTION & PREVENTION -- **FINAL AT PRINTER** ¹
4. GS-102, 181, 186, GRADE EVALUATION GUIDE FOR SOCIAL SCIENCE AID & TECHNICIAN, PSYCHOLOGY AID & TECHNICIAN, AND SOCIAL SERVICES AID & ASSISTANT WITH SCS ² -- **DRAFT IN OPM CLEARANCE**
5. GS-185, SOCIAL WORK SERIES -- **PROJECT ANNOUNCED**
6. GS-204, MILITARY PERSONNEL CLERICAL & TECHNICIAN -- **PROJECT ANNOUNCED**
7. GS-205, MILITARY PERSONNEL MANAGEMENT -- PROJECT ANNOUNCED
8. GS-3XX, INFORMATION SYSTEMS MANAGEMENT -- **ON HOLD**
9. GS-334, COMPUTER SPECIALIST -- **FINAL AT PRINTER**
10. GS-344, MANAGEMENT CLERICAL & ASSISTANCE -- **FACTFINDING**
11. GS-382, TELEPHONE OPERATOR -- FINAL IN OPM CLEARANCE
12. GS-390, TELECOMMUNICATIONS PROCESSING -- FINAL IN OPM CLEARANCE
13. GS-403, MICROBIOLOGY -- FACTFINDING **(ON HOLD)**
14. GS-404, 421, 455, 458, 462, GRADE EVALUATION GUIDE FOR BIOLOGICAL SCIENCE TECHNICIAN WITH SCS -- FINAL IN OPM CLEARANCE
15. GS-454, RANGE CONSERVATION -- FACTFINDING
16. GS-512, INTERNAL REVENUE AGENT -- **FACTFINDING**
17. GS-675, MEDICAL RECORDS TECHNICIAN -- **FINAL IN OPM CLEARANCE**
18. GS-809, 828 GRADE EVALUATION GUIDE FOR CONSTRUCTION CONTROL AND CONSTRUCTION ANALYST WITH SCS -- **DRAFT BEING DEVELOPED**

¹**SHADED AREAS** SHOW INFORMATION THAT CHANGED SINCE THE PROGRESS REPORT WAS ISSUED MAY 29, 1991

²SCS MEANS SERIES COVERAGE STANDARD(S)

19. GS-963, 986 LEGAL INSTRUMENTS EXAMINING AND LEGAL CLERK & TECHNICIAN SCF - FINAL IN OPM CLEARANCE
20. GS-967, PASSPORT & VISA EXAMINING WITH SCS -- DRAFT BEING DEVELOPED BY AGENCY
21. GS-1060, PHOTOGRAPHY -- DRAFT IN OPM CLEARANCE
22. GS-1071, AUDIO-VISUAL PRODUCTION -- DRAFT OUT FOR COMMENT
23. GS- 1082, 1083, GRADE EVALUATION GUIDE FOR WRITING & EDITING WITH SCS -- FINAL BEING PREPARED
24. GS-11XX, GRANTS MANAGEMENT -- DRAFT BEING DEVELOPED BY AGENCY
25. GS-1103, INDUSTRIAL PROPERTY MANAGEMENT -- DRAFT BEING DEVELOPED
26. GS-1104, PROPERTY DISPOSAL -- DRAFT IN OPM CLEARANCE
27. GS-1105 PURCHASING -- DRAFT IN OPM CLEARANCE
28. GS-1106 PROCUREMENT CLERICAL AND ASSISTANCE -- DRAFT IN OPM CLEARANCE
29. GS-1107, PROPERTY DISPOSAL CLERICAL AND TECHNICIAN -- DRAFT IN OPM CLEARANCE
30. GS-1150, INDUSTRIAL SPECIALIST -- DRAFT BEING DEVELOPED
31. GS-1152, PRODUCTION CONTROL -- FINAL IN OPM CLEARANCE
32. GS-1160, FINANCIAL ANALYSIS -- FACTFINDING
33. GS-1165, LOAN SPECIALIST -- FACTFINDING
34. GS-1170, REALTY -- DRAFT IN OPM CLEARANCE
35. GS-1171, APPRAISING AND ASSESSING -- DRAFT OUT FOR COMMENT
36. GS-1176, BUILDING MANAGEMENT -- DRAFT IN OPM CLEARANCE
37. GS-1306, HEALTH PHYSICS -- FINAL BEING PREPARED
38. GS-1410, 1411, 1412 LIBRARIAN, LIBRARY TECHNICIAN & TECHNICAL INFORMATION SPECIALIST -- PROJECT ANNOUNCED
39. GS-1515, OPERATIONS RESEARCH -- COMMENTS ON DRAFT DUE JULY 22
40. GS-1601, GENERAL FACILITIES AND EQUIPMENT -- ON HOLD
41. GS-1640, FACILITIES MANAGEMENT -- DRAFT BEING DEVELOPED
42. GS-1654, PRINTING MANAGEMENT -- DRAFT IN OPM CLEARANCE
43. GS-1670, EQUIPMENT SPECIALIST -- DRAFT IN OPM CLEARANCE
44. GS-1700, 1712, 1740 & 1750, EDUCATION GROUP - ISSUED
45. GS-1701, 1702, 1710, 1720, 1730, 1740 - EDITORIAL REVISIONS BEING PREPARED FOR PRINTING

46. GS-2001, 2003, 2010, 2030, 2032, 2050, GRADE EVALUATION GUIDE FOR SUPPLY GROUP, (TWO GRADE INTERVAL WORK) WITH SCS -- DRAFT OUT FOR COMMENT
47. SUPPLY CLERICAL AND TECHNICIAN, GS-2005 -- DRAFT OUT FOR COMMENT
48. GS-2130, TRAFFIC MANAGEMENT -- FINAL AT PRINTER
49. GRADE EVALUATION GUIDE FOR TRANSPORTATION GROUP, (ONE GRADE INTERVAL WORK) -- DRAFT BEING DEVELOPED
50. GENERAL SCHEDULE SUPERVISORY GUIDE -- NEW GUIDE IS BEING DISTRIBUTED TO DoD FOR USE AND AN ADDITIONAL TRIAL APPLICATION; THE NEW GUIDE WILL ALSO BE DISTRIBUTED TO NON-DoD AGENCIES FOR TRIAL APPLICATION.
51. CLASSIFIER'S HANDBOOK -- FINAL AT PRINTER

FEDERAL WAGE SYSTEM

1. 2854, ELECTRIC EQUIPMENT REPAIRING -- DRAFT IN OPM CLEARANCE
2. 3359, INSTRUMENT MECHANIC -- DRAFT IN OPM CLEARANCE
3. 4604, WOOD WORKER -- DRAFT OUT FOR COMMENT
4. 5309, HEATING AND BOILER PLANT EQUIPMENT MECHANIC -- DRAFT IN OPM CLEARANCE
5. 5408, SEWAGE DISPOSAL PLANT OPERATOR -- DRAFT IN OPM CLEARANCE
6. 5409, WATER TREATMENT PLANT OPERATOR -- DRAFT IN OPM CLEARANCE
7. 5705, TRACTOR OPERATOR -- FINAL BEING DEVELOPED
8. 7404, COOK -- FINAL IN OPM CLEARANCE
9. 7408, FOOD SERVICE WORKER -- FINAL IN OPM CLEARANCE
10. FEDERAL WAGE SYSTEM SUPERVISORY GUIDE -- DRAFT OUT FOR COMMENT

TRANSMITTAL SHEET ISSUANCES SINCE MAY 1991

GS POSITION CLASSIFICATION STANDARDS

TS-104, MAY 1991	GS-1712, TRAINING INSTRUCTION SERIES GS-1740, EDUCATION SERVICES SERIES GS-1750, INSTRUCTIONAL SYSTEMS SERIES
TS-105, JUNE 1991	ALPHABETICAL INDEX TO POSITION CLASSIFICATION STANDARDS CODE STRUCTURE INDEX TO POSITION CLASSIFICATION STANDARDS ABOLISHED THE GUIDE FOR THE APPRAISAL OF SCIENTIFIC POSITIONS
TS-106, JUNE 1991	PAGES 7 & 8 OF THE GRADE LEVEL GUIDE FOR COMPLIANCE WORK GS-334, COMPUTER SPECIALIST SERIES GS, 2143, TRAFFIC MANAGEMENT SERIES
TS-107, AUGUST 1991*	CLASSIFIER'S HANDBOOK INTRODUCTION TO THE POSITION CLASSIFICATION STANDARDS
SEPTEMBER 1991*	HANDBOOK OF OCCUPATIONAL GROUPS & SERIES

FWS JOB GRADING SYSTEM STANDARDS

NONE ISSUED

* Agencies should begin to receive both of these issuances around the beginning of September.