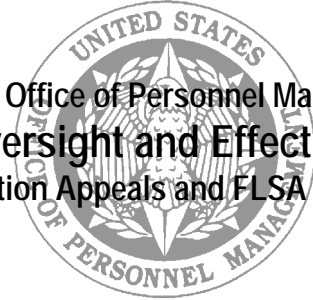


U.S. Office of Personnel Management
Office of Merit Systems Oversight and Effectiveness
Classification Appeals and FLSA Programs



Dallas Oversight Division
1100 Commerce Street, Room 4C22
Dallas, TX 75242

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

Appellant: [the appellant] et al.

Agency classification: Contract Administrator
GS-1102-11

Organization: F-16 Program and Contracts Team
DCMC Lockheed Martin Fort Worth
Defense Contract Management
[appellant's district]
Defense Logistics Agency
[a large city]

OPM decision: Contract Administrator
GS-1102-11

OPM decision number: C-1102-11-01

_____/s/
Bonnie J. Brandon
Classification Appeals Officer

4/27/98
Date

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

Decision sent to:

[the appellant + 2
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[representative for
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Introduction

On December 18, 1997, the Dallas Oversight Division of the U.S. Office of Personnel Management (OPM) received a classification appeal from [the appellants]. Their positions are currently classified as Contract Administrator, GS-1102-11, and they work at Defense Contracts Management Command ([large] Division), [the department in a large city]. The appellants are assigned to the same position description. They agree that their current position description adequately describes the duties they perform but believe the correct grade of the positions should be GS-12. Specifically, they contend that the present classification of their positions fails to properly credit the complexity of the work assigned, the qualifications required to perform the work, and the proper application of the OPM classification standards. We have accepted and decided their appeal under section 5112 of title 5, United States Code (U.S.C.).

Position information

The appellants have certified that their position description, number [the position description], is current and accurate.

The appellants directly support the Administrative Contracting Officer (ACO) for all contract administration functions for the design, development, production, and provisioning of U.S. Air Force (USAF) and Foreign Military Sales (FMS) major defense weapons systems. The contracts administered are complex, long-term, and multibillion dollar. Such contracts entail multiple financial arrangements of cost, award fee, and incentive and firm fixed price types which progress from concept development, engineering and manufacturing, test and evaluation, and production. International coproduction involves several hundred million dollars of complex aircraft components and subsystems. The appellants' supervisor is the Contract Operations Support Supervisor. The appellants' position description and other material of record provide much more information about their duties and responsibilities and how they are performed.

Series, title, and guide determination

We find that the appellants' positions are best covered by the Contracting Series, GS-1102, and best graded using the Contracting, GS-1102, position classification standard. Neither the agency nor the appellants disagree.

Contract Administrator is the title established for positions in this series requiring a specialized knowledge of postaward contracting procedures to oversee and ensure compliance with the terms of the contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. The appellants do not disagree with the agency's classification of the positions as Contract Administrator. We concur with the title.

Grade level determination

The classification standard for the GS-1102 contracting series is written in the Factor Evaluation System (FES) format which consists of nine evaluation factors. Under the FES, each factor level description in a standard describes the minimum characteristics needed to receive credit for the described level. Therefore, if a position fails to meet the criteria in a factor level description in any significant aspect, it must be credited at a lower level. Conversely, the position may exceed those criteria in some aspects and still not be credited at a higher level. Our evaluation with respect to the nine FES factors follows.

Factor 1, Knowledge required by the position

This factor measures the nature and extent of information or facts required to do acceptable work and the nature and extent of skill necessary to apply this knowledge. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

In addition to the knowledge and skill described at the lower levels, Level 1-7 requires knowledge of a wide range of contracting methods and contract types to plan and carry out preaward and/or postaward procurement actions; or, in-depth knowledge of a specialized area to analyze difficult contracting issues and identify alternative courses of action, modify standard contracting procedures and terms to satisfy specialized requirements, and solve a variety of contracting problems, including those requiring significant departures from previous approaches. This level also requires familiarity with business practices and market conditions applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, and/or contractor performance.

At Level 1-8, assignments require mastery of contracting methods and contract types to plan and carry out long-term preaward and/or postaward procurement actions; or, mastery of the procurement functional area sufficient to apply experimental theories and new developments to problems not susceptible to treatment by acceptable methods, to extend existing contracting techniques, and to develop procurement policies for use by other contracting personnel in solving procurement problems; or mastery of procurement principles and technical or program requirements to plan and manage or make decisions or recommendations that significantly affect the content, interpretation, or development of complex, long-range, or interrelated agency policies or programs concerning the management of procurement matters. This level also requires familiarity with business strategy and program or technical requirements sufficient to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of the contract.

The appellants' work requires knowledge of a wide range of contracting methods and contract types. This knowledge is applied to complex, long-term contractual actions on major weapon systems to solve a variety of contracting problems requiring significant departure from traditional approaches. The appellants are required to have knowledge and skill in negotiation techniques to negotiate definite prices and delivery schedules and consideration for property use/transfers. Additionally, they must possess knowledge of business and industrial practices, technical requirements of items, and the

contractor's operations sufficient to deal with contract issues. These requirements involve familiarization with design, development, test, and initial production of specialized products. The appellants use a knowledge of price and cost analysis sufficient to review proposals against previous history, actual expenditures, and established rates to make recommendations to buying activities upon request or to establish the Government position on any modification delegated to the Defense Contracts Management Command office. This knowledge requirement matches the description and illustrations found in Level 1-7.

The knowledge required in these positions falls short of the requirements for Level 1-8. The description of Level 1-8 clearly denotes a requirement for mastery of knowledge in order to plan and carry out long-term procurement actions; apply experimental theories and new developments to problems; develop procurement policies for use by others in the contracting field; or plan, manage, or make decisions that significantly affect the content, interpretation, or development of complex, long-range, or interrelated agency procurement policies or programs. Level 1-8 further illustrates that the knowledge required should be of an exceptional nature for monitoring systems contracts that extend over several years, and cover research, development, testing, and/or production of complex equipment systems. At this level, contracts require monitoring the performance of the prime contractor and a large number of subcontractors, negotiating forward pricing rates and claims, complex changes, and terminations or contract close out.

While the appellants monitor contracts over several years, these projects are not so large and complex as to require the monitoring of the prime contractor and a large number of subcontractors, nor do they involve the research, development, testing, and/or production of complex equipment systems illustrated in the standard. The knowledge required in administration of contracts in the appellants' positions does not meet the level of mastery envisioned by Level 1-8.

This factor is evaluated at Level 1-7 and 1250 points are credited.

Factor 2, Supervisor controls

Supervisory controls cover the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. The responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review, e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot check of finished work for accuracy, review performed by a contracting officer prior to signature, or review only for adherence to policy.

At Level 2-4, the supervisor sets the overall objectives and resources available. The employee and supervisor, in conjunction, develop the deadlines, projects, and work to be done. The employee plans

and carries out the assignment, such as determining the approach to be taken or methodology to be used, developing a fact-finding plan, determining the depth of analysis or review required, or performing the initial planning necessary to conduct management evaluations of procurement programs for compliance with procurement policies and regulations. The employee initiates necessary coordination with technical representatives, accountants or auditors, financial staff, attorneys, other contract specialists, or field activities, both in the Government and in the contractors' organizations. The employee obtains necessary information and supporting documentation and resolves most conflicts, such as disagreements over technical descriptions, elements of cost, economic indices used, and similar matters which arise. The employee may negotiate alone, but keeps the supervisor informed of progress, potentially controversial conflicts or issues which arise, or matters which affect policy or have other far-reaching implications.

Completed work at Level 2-4 is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results. In some positions, reviews are minimal with employees being delegated contracting officer authority with prescribed limited dollar amounts. As the dollar thresholds increase, requirements for formal reviews by higher authority or boards of experts are generally prescribed by agency regulations rather than by a supervisor. Such reviews are to assure compliance with all legal and regulatory requirements, as well as for effectiveness of procurement strategy.

At Level 2-5, the supervisor provides administrative direction and makes assignments in terms of broadly defined programs or functions, or long-range acquisition and agency objectives. Requirements frequently stem from mission or program goals and objectives, or from national, departmental, or agency policy. The employee at Level 2-5 determines the approaches and methods necessary to carry out the assignment, including the design of overall plans and strategies for the projects, in order to meet mission or program goals, requirements, and time frames. The employee independently carries out the work, including continual coordination of the various elements involved, and independently negotiates.

At Level 2-5, work products or advisory services provided to management or to field activities are considered to be technically authoritative. In some cases the employee's work is reviewed by formal review boards. Review focuses on compatibility with overall management objectives, fulfillment of program objectives, attainment of goals established in the acquisition or review plan, appropriateness of the business arrangements, and contribution to the success of the mission on both a short- and long-term basis. Recommendations for new procurement approaches or policies, or for modifications of contractual arrangements, are usually reviewed for compatibility with broad program and agency objectives, impact on agency procurement activities, economies achieved, and/or improvement in effectiveness or performance of procurement programs including those at subordinate echelons throughout the agency.

The appellants' supervisor assigns programs and contracts for administration and provides policy guidance. The employees assist and support the ACO in the planning and performance of a full range of contract administration duties, including analyzing, negotiating, setting, and executing contractual

agreements to the point of signature. The employees assist in the determination of the approach to be taken and the methodology to be used and negotiate, with ACO concurrence, significant contract administration issues pertaining to major programs and contracts. They keep the ACO and, as necessary, higher level management officials and the program manager informed of significant issues and major problems that may impact the overall program or require higher level approval or resolution. Results of the work are normally accepted without changes. Work review concerns fulfillment of assistance and support provided to ACO for contract management, and accomplishment of overall policy and program objectives. This degree of supervision is consistent with that described for Level 2-4.

The appellants do not operate with the independence of supervision described for Level 2-5, where an employee would have been delegated unlimited authority for planning and carrying out the contractual activities required, including interpreting, extending, originating, or devising new contractual provisions, incentives, clauses, terms, and conditions. This degree of independence is not found in the appealed positions. They are located at the operating level, where they are part of a team working in the Operations Group. While the appellants function with a degree of technical independence, it is within prescribed operating parameters where the ACO establishes objectives and overall priorities of the work. The supervisor is accountable for the technical accuracy and timeliness of work the appellants' teams complete.

This factor is evaluated at Level 2-4 and 450 points are credited.

Factor 3, Guidelines

This factor covers the nature of guidelines used and the judgment needed to apply them. Individual jobs vary in the specificity, applicability, and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. While the lack of guidelines may require the exercise of considerable judgment, judgment is also required in the interpretation of the plethora of guidelines which is typical of procurement work.

The existence of an abundance of guidelines may require the exercise of extensive judgment and discretion by procurement personnel. First, they must know all relevant guidelines on a procurement issue. Second, they must know which guidelines are mandatory and which are discretionary and subject to deviation and interpretation. Third, they must resolve inconsistencies and ambiguities. Fourth, when guidelines are stated in general terms outlining end results, they must exercise considerable latitude of judgment in selecting the means to achieve those end results. Finally, procurement personnel deal in business transactions. Each of these transactions is different and procurement personnel must constantly assess the impact of applicable guidelines on each transaction.

At Level 3-3, guidelines include procurement regulations and precedents applicable to one or more of the contracting specialties. Precedents and written policies exist for procurements or contracts assigned, and historical data are pertinent to the evaluation of price and basic elements of cost. However, contractual actions generally require adaptation by the specialist, e.g., clarification of the

statement of work, adaptation of clauses or provisions to fit the requirements, use of options for additional quantities or advance and partial payment clauses, inclusion of specified methods of testing and special performance requirements, or similar requirements.

The employee uses judgment in interpreting guidelines, in adapting procurement procedures, or in recommending approaches or solutions for specific problems. For example, judgment is required in locating potential suppliers, stimulating interest among local small businesses, performing basic analysis of costs based on prevailing material and labor costs, or in recommending modifications to the contractual arrangements.

The guidelines available to the appellants include Federal and agency acquisition regulations, directives, policies, and legal precedents which state the contractual, technical, and legal parameters for reaching settlement or unilateral decisions. Guidelines often lack specific criteria for resolving major or controversial problems which arise, such as evaluating unusual payment requests or negotiating contractual agreements. The appellants, with ACO concurrence and coordination, use resourcefulness, originality, and initiative in interpreting, applying, and/or deviating from usual methods or techniques for the purpose of establishing negotiation strategies or positions, and for reaching settlement agreements up to the point of signature.

In their appeal, the appellants refer to the Factor description prior to the level definitions. While the appellants must use judgment in interpreting guidelines and dealing with administrative complexities and country-peculiar requirements, adapting contracting procedures and provisions, and recommending approaches or solutions for specific problems, the nature of guidelines does not exceed, but meets Level 3-3. The appellants have access to agency and Government-wide procurement regulations and other written guides that articulate precedents applicable to several contracting specialties, as well as contracting officials and the supervisor, to provide policy guidance. Within these parameters, the appellants are required to use judgment in interpreting guidelines, adapting contracting procedures, and recommending approaches or solutions for specific problems up to the point of contract signature.

At Level 3-4, policies and precedents are available but stated in general terms, or are of limited use. Intensive searches of a wide range of regulations and policy circulars applicable to the numerous and diversified procurement issues encountered are frequently required. Guidelines are often inadequate in dealing with problems, requiring judgment, ingenuity, and originality in interpreting, modifying, and extending guides, techniques, and precedents; in balancing the application of the guidelines in relation to novel program or technical needs, business considerations, and the socioeconomic climate; in evaluating subordinate procurement programs; or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

The nature of the guidelines available for these positions does not meet Level 3-4. While the appellants' guidelines often lack specific criteria for resolving major or controversial problems which arise, the work does not require intensive searches of a wide range of broadly stated regulations and

policies or extensive analysis as required by this level. The applicants' guidelines are more specific and applicable to the work than are guidelines at Level 3-4.

This factor is evaluated at Level 3-3 and credited with 275 points.

Factor 4, Complexity

This factor covers the nature, number, variety, and intricacy of tasks or processes in the work performed, the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work.

At Level 4-4, the work typically involves varied duties requiring many different and unrelated processes and methods, with full operating competence in the well-established aspects of a contracting assignment. Assignments typically involve planning and carrying out preaward, postaward, price/cost analysis, or staff functions containing a variety of complexities. Decisions are based on analysis of alternatives, adaptation or modification of procedures, or resolution of incomplete or conflicting technical, program, or contractor data. The work at this level requires making many decisions concerning such issues as the interpretation of a considerable amount of technical data and policy and regulatory information, and the planning and coordination of procurement activities for the preaward, postaward, or other contractual functions.

The appellants' positions are consistent with Level 4-4. They are involved in numerous complex and interrelated duties, providing assistance to the ACO by advising on work-related issues and recommending solutions to problems. The appellants provide guidance and advice to other operating contracting staff. The appellants are responsible for providing direct support to the ACO for work effort involved within ACO delegated authority for planning, coordinating, and administering long-term, complex contracts for major Department of Defense weapons systems or programs requiring breadth of accountability and management controls. The appellants interpret complex contracts with numerous special terms and conditions in providing advisory service and direct assistance. During the lifetime of the contracts, they analyze alternatives to changes in specifications, which require significant changes to the contracts.

Complexity of the appellants' work does not meet Level 4-5, where the work is characterized by: (a) breadth of planning and coordination or depth of problem identification and analysis, stemming from the variety of the procurement functions or from the unknowns, changes, or conflicts inherent in the issues; or (b) responsibility as team leader or project officer for a significant procurement assignment involving significant complexities as described in the standard. Decisions at this level involve responsiveness to continuing changes in programs or technological developments. The employee is constantly balancing program and technical needs, the interests of the contractors, statutory and regulatory requirements, and the prevailing socioeconomic climate, to make decisions based on sound business judgment that are in the best interest of the Government. Representative staff assignments include conducting reviews of a wide range of procurement functions performed by subordinate activities.

In their appeal, the appellants specifically cite this level as not being interpreted correctly by the agency in its final classification decision. They contend that the (a) criterion focuses on the elements of complexity which affect contracting and also has a direct relationship to the elements of complexity cited in the position description. However, the appellants' positions do not meet criterion (a) as described above. Although they perform complex work, including having the responsibility for mixed financial arrangements, they do not have the full breadth of planning and coordination or the depth of problem identification and analysis envisioned at this level. These positions are constructed and designed to provide direct support to the ACO, who exercises the planning, coordination, and problem analysis that is typical of Level 4-5. Further, the appellants' decision-making is not characterized by the need to consider continuing changes in programs, technological developments, or conflicting requirements, as is typical at Level 4-5.

This factor is evaluated at Level 4-4 and credited with 225 points.

Factor 5, Scope and effect

Scope and effect covers the relationship between the nature of the work and the effect of work products or services both within and outside the organization. The nature of the work describes such end objectives as the number of contracts awarded and administered, decisions and recommendations made, and policy and regulatory documents written.

Effect measures such things as whether the work output facilitates the work of others, provides timely services, affects agency programs or missions, or affects other agencies, private industry, or the general public. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

The appellants assert in their appeal that the agency has failed to properly credit Factor 5 and the 5-4 Level. To this end, they point out the agency's conclusion that the positions fall short of Level 5-4 because they lack the authority and fiduciary responsibility typically identified at this level and credited to the ACO to which they provide support. They assert that Level 5-4 does not set forth contracting officer authority or fiduciary responsibility as a prerequisite.

At Level 5-3, the purpose of the work is to perform a variety of contracting actions encountered throughout the preaward and/or postaward phases of the contracting process, using established contracting procedures. This includes review of clearly defined or well-established procurement requirements; preparation of solicitations, contracts, and supporting documentation for situations where adequate competition exists; review of postaward reports and requests for payment where terms and conditions are precisely defined; performance of preliminary analysis of proposals concerning cost and price or contract termination settlements; or investigation of a variety of specific issues. Additionally, at Level 5-3, the work supports the operation of the installation or activity or several activities, such as services related to equipment and facilities, and thereby contributes to the timely and economical accomplishment of the organizational objectives. Typical procurements result

in the initial purchase of stock listed items or household goods, custodial services, or repair or alteration of local facilities and equipment. The work has an impact on contractors involved, usually within the local area.

The appellants' positions fully meet Level 5-3. They work on assigned U.S. Air Force and Foreign Military Sales contracts that provide major defense weapons systems, assuring delivery of timely customer service requirements. Postaward activity includes a variety of contracting actions, including payments and contractual changes affecting administrative actions and procedures. The appellants' positions are responsible for administering assigned contracts to assure timely delivery of customer requirements, such as hardware, support systems, and training systems, and to resolve problems relating to those contracts by using accepted contracting procedures and precedents. The appellants' work, including payments, contractual changes, and other administrative actions or recommendations, affects the contractor's operations and financial position and the agency's expenditure of funds and receipt of services. The effect of these activities exceeds Level 5-3 by impacting USAF and FMS weapons systems contracts that exceed the local and regional contracts envisioned at this level. However, the scope of the work performed by the appellants does not exceed that described in Level 5-3, as it involves the performance of a variety of contracting actions where well-established contracting procedures exist.

The scope and effect of the appellants' work do not meet Level 5-4 as described in the standard. The purpose of work at Level 5-4 is to provide expertise as a specialist in a functional area of contracting by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. Assignments involving contract negotiation, award, administration, or termination frequently carry contracting officer authority within prescribed money limits for all or most contractual actions. The work at Level 5-4 involves planning, coordinating, and leading negotiations for a variety of complex contracts, contract modifications, or termination actions. At this level, employees formulate approaches to procurement problems or issues when the problems require extensive analysis of a variety of unusual conditions, questions, or issues. Procedures must be established for carrying out procurement policies or regulations. The work product affects a wide range of procurement activities, such as the operation of procurement programs in various offices or locations. The work product has a significant economic impact on contractors or on their respective geographic areas. The purpose of the appellants' positions is not to provide expertise in a contracting area by planning for, advising on, and evaluating problems or programs. The breadth and depth of their work is not equivalent to the nature of the work described at Level 5-4, regardless of whether or not they have contracting officer authority or fiduciary responsibility. Considering the scope of the positions, they do not fully meet the intent of Level 5-4.

This factor is evaluated at Level 5-3 and credited with 150 points.

Factor 6, Personal contacts

This factor includes face-to-face and telephone contact and other dialogue with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial

contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place, e.g., the degree to which the employee and those contacted recognize their roles and authority.

The appellants have contacts with executive, management, and technical contractor personnel; with agency or department auditors, attorneys, engineers, and technical specialists; and with program managers, contracting officers, and high-ranking military buying-activity personnel. These personal contacts are equivalent to Level 6-3, where contacts are with a variety of specialists, managers, officials, or groups from outside the employing agency in a moderately unstructured setting. Contacts at this level include contractors, manufacturers' representatives, attorneys, auditors, public actions groups, or other Federal agencies.

The personal contacts do not meet Level 6-4, where contacts include high-ranking officials from outside the agency, Congressional members, senior corporate officials, or key representatives from national organizations.

This factor is evaluated at Level 6-3 and credited with 60 points.

Factor 7, Purpose of contacts

This factor describes the purpose of the contacts identified under Factor 6.

At Level 7-3, contacts are to obtain agreement on previously determined goals and objectives, through negotiation, persuasion, and advocacy, such as in obtaining compliance with procurement requirements, influencing contracting officers or other specialists to adopt contractual positions about which there are conflicting options or interest, or justifying contractual approaches to higher level reviewing officials.

The appellants' positions are consistent with Level 7-3. The appellants are representatives of the ACO and provide direct support to ACO negotiation of contractual problem resolution. Their role in assuring contractor compliance with contract terms and conditions for delivery, inspection, and acceptance of end items is characteristic of Level 7-3. The appellants must use skill in presenting the Government position and in obtaining agreement from involved parties in monitoring contractor progress and compliance with contractual terms and condition; negotiating modifications, delivery schedules, and contract agreements; establishing settlement objectives and/or planning negotiation strategies; and participating in discussions and resolving critical contractual problems which may have conflicting options or interests.

The appellants' positions do not meet Level 7-4. At that level, contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues, or problems which require escalation because established channels and procedures have failed to resolve the problem. The purpose of contacts intended at this level concerns matters that are beyond the scope of the appellants' positions.

This factor is evaluated at Level 7-3 and credited with 120 points.

Factor 8, Physical demands

This factor covers the requirements and physical demands placed on the employees by the work assignment.

The physical demands of the appellants' positions are typical of Level 8-1, which describes sedentary work with no special physical demands required to perform the work.

This factor is evaluated at Level 8-1 and credited with 5 points.

Factor 9, Work environment

This factor considers the risks and discomforts in the employees' physical surroundings or the nature of the work assigned and the safety regulations required.

The appellants' work is performed in an office environment with no unusual risks or discomforts, as described at Level 9-1.

This factor is evaluated at Level 9-1 and credited with 5 points.

Summary

In sum, we have evaluated the appellants' positions as follows:

❏	Factor	Level	Points
1	Knowledge required by position	1-7	1250
2	Supervisory controls	2-4	450
3	Guidelines	3-3	275
4	Complexity	4-4	225
5	Scope and effect	5-3	150
6	Personal contacts	6-3	60
7	Purpose of contacts	7-3	120
8	Physical demands	8-1	5
9	Work environment	9-1	5
TOTAL POINTS			2540

The appellants' positions warrant 2540 points. Therefore, in accordance with the grade conversion table in the GS-1102 standard, 2540 points equate to GS-11.

Decision

The appellants' positions are properly classified as Contract Administrator, GS-1102-11.