

Position Classification Standard for Property Disposal Series, GS-1104

Table of Contents

SERIES DEFINITION.....	2
EXCLUSIONS.....	2
OCCUPATIONAL INFORMATION.....	3
TITLES.....	6
EVALUATING POSITIONS.....	7
GRADE CONVERSION TABLE.....	7
FACTOR LEVEL DESCRIPTIONS.....	7
FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION.....	7
FACTOR 2, SUPERVISORY CONTROLS.....	11
FACTOR 3, GUIDELINES.....	12
FACTOR 4, COMPLEXITY.....	12
FACTOR 5, SCOPE AND EFFECT.....	15
FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS.....	16
FACTOR 8, PHYSICAL DEMANDS.....	18
FACTOR 9, WORK ENVIRONMENT.....	19

SERIES DEFINITION

This series includes administrative, managerial, and technical work required to redistribute, donate, sell, abandon, destroy, and promote the use of excess and surplus personal property. Employees must know: (a) characteristics, proper identities, and uses of property items; (b) merchandising and marketing methods and techniques; and/or (c) property disposal policies, programs, regulations, and procedures.

This standard supersedes the standard for the Property Disposal Series, GS-1104, issued in June 1970 (TS-1).

EXCLUSIONS

1. Classify positions that involve professional work to procure supplies or services using formal advertising or negotiation procedures; to evaluate contract price proposals; and to administer, terminate, or close out contracts to the [Contracting Series, GS-1102](#).
2. Classify positions that involve managing, controlling, or disposing of Government-owned property in the possession of contractors to the [Industrial Property Management Series, GS-1103](#), or the [Contracting Series, GS-1102](#).
3. Classify positions that involve supervising or performing clerical or technical work to process, verify, abstract, or control documents, reports, or records for disposing of excess or surplus personal property, and positions that involve full-performance property disposal work evaluated below the GS-09 level to the [Property Disposal Clerical and Technical Series, GS-1107](#).
4. Classify positions that involve identifying, describing, or recommending the disposal of unserviceable equipment but not actually disposing of equipment to the [Equipment Services Series, GS-1670](#).
5. Classify positions that involve applying supply management concepts, principles, and techniques to the appropriate occupational series in the [Supply Group, GS-2000](#).
6. Classify positions that involve performing or supervising manual labor or trades and crafts work in the handling and disposing of excess and surplus property to the appropriate series in the [Job Grading System for Trades and Labor Occupations](#).

OCCUPATIONAL INFORMATION

Personal property consists of any movable, tangible property except real property, records of the Federal Government, and certain types of naval vessels. This includes all types of equipment, machinery, parts, tools, and metals; furniture; fuels and chemicals; vehicles and aircraft; medical supplies; weapons; publications; and clothing.

Employees in this series perform work to dispose of personal property. This includes work consisting of property utilization, donation, and/or marketing duties.

Utilization

When a Federal agency or activity no longer requires personal property, it becomes excess. Employees in this series try to redistribute excess property within the owning organization or transfer property to other activities. To find users or customers for excess property, employees-

- screen and research the type, quantity, age, condition, and various uses of property and its component parts;
- compare property information with the missions, functions, and property requirements of various activities or agencies;
- contact potential users locally, nationally, or internationally, depending on the type, need, use, and condition of property;
- investigate or plan for the repair or rehabilitation of property to make it more attractive;
- analyze the means and costs to transport and handle excess property; and/or
- promote the use of excess property by explaining the program to various agencies and non-Federal organizations.

Employees may initiate actions to sell, destroy, or abandon property, instead of redistributing, based on value, type, demand, condition, or hazardous material or waste content. Hazardous material is any substance that is capable of posing an unreasonable risk to health, safety, and property. Hazardous waste is used hazardous material that is ignitable, corrosive, reactive, or toxic to living organisms.

Some employees inspect disposal locations to make sure Federal organizations comply with property utilization regulations. They explain and interpret regulations and procedures and encourage activities to report, use, or try to transfer their excess property.

Donation

If Federal activities cannot use excess property, it becomes surplus property. Surplus property is eligible for donation to State governments and various organizations for specified purposes (e.g., education, public health, civil defense, and public airports). Employees--

- advise States and organizations on donation policies and procedures (e.g., how to become eligible);
- alert States and organizations of available property;
- review State donation plans and programs for compliance with regulations and recommend improvements and changes;
- search surplus property inventories for requested items;
- allocate property based on eligibility and equitable distribution; and/or
- inspect donee locations to ensure property is used for accepted purposes.

Marketing

If not used by a Federal agency or donated, surplus property is made available for sale to the general public. Before planning or conducting research for property sales, employees inspect surplus property and study property descriptions to determine class, manufacturer, serial number, age, condition, hazardous material content, and other specific information (e.g., dimensions, voltage, and mileage).

Some employees study current markets for property items in special sales magazines and publications, newspaper advertisements, sales flyers, and past surplus sales data. They analyze information from manufacturers, retail distributors, and users of property. Employees define the market for property items in terms of buyer interests; sales methods and locations; quantities, conditions, and prices when sold; and potential uses.

Employees use market research information to plan and promote sales. Typical sales methods include sealed bid, spot bid, public auction, retail sale, and negotiation. Employees:

- determine whether to sell property as is, as scrap, or destroy;
- select a sales method based on property types, conditions, and quantities;
- determine the extent of the sale (local, national, or international);
- set the sales and upset prices (minimum acceptable purchase price);

- divide, lot (i.e., determine the number of items to be sold together as a unit), and display property by types, conditions, values, and what will appeal to customers;
- write property descriptions and compile and distribute catalogs; and/or
- research and select methods to advertise sales and design promotional materials.

Some employees identify property containing precious metals. They use current market rates to calculate precious metal values and determine the marketing and sales methods to use for cost effective disposal.

Some employees serve as auctioneers at sales. They familiarize themselves with all property before the sale. They set base prices to start bidding, raise prices as bidding grows, and award the highest bid.

Some employees solicit, receive, and review sealed bids. They award sales based on the highest qualified bidder, collect payments, and release property.

Some employees develop, sign, execute, and administer sales contracts. They--

- research laws and regulations for special clauses, terms, and requirements to include in sales catalogs and contracts;
- investigate buyers for compliance with contract terms (e.g., proper permits and licenses);
- ensure property sales comply with security trade controls;
- propose default, debarment, and termination actions against contractors; and/or
- review and resolve contractor appeals, disputes, claims, and bidding errors.

Employees also ensure arms, ammunition, or other implements of war are identified and demilitarized properly. This involves overseeing the removal and/or destruction of property items and parts that may be threatening to national security or unsuitable for general public use.

Other Disposal Activities

Employees perform a variety of other property disposal management, control, and advisory activities. These include:

- advising on the destruction, demilitarization, or abandonment of property;
- ensuring the proper handling, storage, and accountability of excess or surplus property to prevent damage, loss, or personal injury;
- managing the financial accounts of property transactions and proceeds from sales;

- ensuring agencies receive the proceeds or credit from the sale of certain types of surplus property such as recyclable materials;
- advising activities on precious metal extraction and segregation; and
- developing and interpreting property disposal policies and procedures, researching and recommending solutions to problems, and implementing new disposal techniques.

Some employees have knowledge of hazardous material laws and regulations. Each type of hazardous property has specific handling instructions (e.g., shelf life, type of storage facility, and buyer eligibility). Employees advise on the correct identification, handling, storage, and movement of hazardous property. They ensure that buyers, material transporters, State and donee representatives, warehouse workers, and other employees comply with these regulations.

Property disposal organizations use computers to facilitate work such as searching inventory lists; generating contracts, catalogs, and subscriber lists; selecting the highest bidder for sealed bid sales; maintaining financial records; and monitoring the performance of property disposal activities.

Some employees plan, design, and test property disposal computer systems and programs. They research data and format requirements from disposal regulations and procedures and translate these into programming needs. On established systems, they analyze system problems and initiate changes when necessary. They advise and train employees on system procedures.

TITLES

Property Disposal Specialist is the title for all nonsupervisory positions in this series.

The term "Supervisory" is prefixed to the above title for positions that meet or exceed the criteria in the appropriate [supervisory evaluation guide](#).

Property Disposal Officer is the title for positions that involve planning, organizing, and directing an overall program in their respective functional specialization for a Governmental organization; generally subject only to administrative supervision and control. There can be only one Officer for an organization.

Agencies may supplement these prescribed titles by adding appropriate parenthetical titles (e.g., utilization or marketing) as described in the [Introduction to the Position Classification Standards](#).

EVALUATING POSITIONS

Evaluate positions on a factor-by-factor basis using the factor level descriptions and point values provided in this standard. The absence of a factor level does not preclude using it if it is warranted. The full range of factor levels can be found in the [Primary Standard](#). Use the Primary Standard to evaluate trainee and developmental positions having factor levels that are lower than those described below. Use the Primary Standard and related FES standards to evaluate positions having factor levels that are significantly higher than those described below. More complete instructions for evaluating positions are in [The Classifier's Handbook](#).

Evaluate positions that involve performing property disposal work in conjunction with work classifiable in another series using the instructions for evaluating mixed series positions in [The Classifier's Handbook](#).

Evaluate supervisory positions using the criteria in the appropriate [supervisory evaluation guide](#).

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
9	1855-2100
10	2105-2350
11	2355-2750
12	2755-3150
13	3155-3600

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 -- 950 points

Employees use knowledge of commonly applied property disposal principles, concepts, and methodologies to perform independently well-precedented assignments. They apply a practical knowledge of the classes, characteristics, identification criteria, uses, and acceptable conditions of a variety of property types to identify, describe, and segregate property, and to ensure the correct storage and handling of items.

Some employees apply a knowledge of property utilization and/or donation policies, procedures, and programs, and knowledge of the missions, functions, requirements, and entitlements of

Federal, State, or donee organizations. They promote the use of excess and surplus property, find potential users, or fill requests for specific kinds of property.

Some employees use knowledge of one or more of the following:

- merchandising and marketing policies, procedures, and methods;
- market research methods and techniques;
- established sales contracting procedures and conditions;
- demilitarization, destruction, or abandonment regulations and procedures; and/or
- property accountability systems and requirements.

They use this knowledge to perform work involved in redistributing, donating, selling, destroying, or abandoning a variety of property types within a local market area or among:

- a few activities with different functions, property requirements, and disposal needs, or
- a number of activities with similar functions, property requirements, and disposal needs.

The activities may include different agencies or major divisions, offices, or organizations within the same agency. This knowledge is used also to complete specified segments of large disposal projects such as taking responsibility for a particular type of property or for one of the stages of the process such as writing descriptions, lotting property (i.e., determining the number and types of items to sell together as a unit), or reviewing bids.

Illustrations:

- Employees inspect a variety of commonly used and specialized excess property from a few Federal activities and identify types, conditions, rehabilitation needs, and special characteristics such as hazardous material content. They research the various uses and local demand for property and select the most effective disposal methods. Employees compare property characteristics to the functions and needs of various local activities, following a hierarchical structure of choices - Federal agencies, grantees and educational services, and State governments. They advise organizations about eligibility requirements, search excess and surplus property inventories for items, suggest alternatives, and allocate property. They direct and control the maintenance of accountability records containing the types, conditions, amounts, and values of property received and allocated.
- Employees advertise and conduct local sales for a variety of property items. They study local market trends to determine property demand and price. They select marketing methods and the extent and frequency of sales using well-established guidelines. They write descriptions, compile catalogs, determine lotting, set up displays, monitor storage,

and keep inventory records of property items. Employees also design advertisements and other promotional materials. They award sales to the highest qualified bidder, based on closed and open bidding procedures, and collect payments.

- Employees instruct a variety of agency contacts on the style and format required for the descriptions of a variety of property types. They review and edit the descriptions to ensure they are understandable and in conformance with established criteria. Employees schedule sales by compiling descriptions into groups based on property types, amounts, and locations. They search in market publications for the current prices of sale items to include in catalogs with the property descriptions. They review completed catalogs for the appropriate sales instructions, terms, and conditions. They arrange for printing and distribution to subscriber lists.

Level 1-7 -- 1250 points

Employees use knowledge of a wide range of disposal concepts, principles, and practices and an in-depth knowledge of specific disposal programs, regulations, methods, and techniques. They use this knowledge to perform work involved in--

- disposing of a broad range of highly complex or special property within a multi-state market area or among a wide variety of Federal activities with different property needs and disposal requirements;
- identifying, analyzing, and resolving a broad range of property disposal issues or problems; and/or
- interpreting and advising on property disposal policies, procedures, and practices for agencies and activities.

Illustrations:

- Employees apply property utilization and donation policies and principles to analyze a wide variety of Federal, State, and/or donee programs for problems and policy compliance. They ensure property is adequately and efficiently accounted for, described, used, and made available to other organizations. They provide guidance, advice, and assistance in redistributing property when activities have program problems such as lack of time or expertise, overstocked inventories, or during organizational moves. They also assist in searching for uncommon, high demand, or emergency essential items.
- Employees apply merchandising and marketing policies, methods, and principles to conduct extensive market research for a wide variety of property typically requiring special marketing attention (e.g., hard to sell property) and to evaluate established marketing practices for problems. They analyze and interpret market information from several different areas to determine high demand locations, customers, uses, and processing and sales methods. They modify techniques to increase property sales and plan sales in ways that prevent adverse effects on the economy of the market area or

industry involved. They prepare policy, guidance, and instructions for local offices and holding activities.

- Employees apply contracting policies, regulations, and practices to advise on or conduct and administer sales involving large market areas (e.g., multi-state or regional) or highly specialized property. They solicit and review bids, investigate bidders for appropriate storage and processing facilities or previous problems in working with Federal and State governments, award sales contracts to the highest qualified bidder, and resolve contract problems (e.g., nonpayment, collusion, or mis-shipments). They ensure contractors, transporters, and holding activities comply with disposal regulations and contract provisions. For each contracting situation, issue, or problem, they research, interpret, adapt, or modify terms and conditions.
- Employees oversee and advise activities and buyers on special identification, demilitarization, handling, storage, transportation, or disposal instructions and methods. For example, employees provide guidance to a variety of precious metal recovery activities. They inspect locations for proper metal segregation, equipment maintenance, and regulation compliance. They advise on identifying precious metals, operating and servicing recovery equipment, and interpreting and applying policies and procedures.
- Employees provide advice and guidance to agencies or holding activities on the interpretation and use of disposal policies, procedures, methods, and practices. They study workload reports to monitor the amount of property received and allocated, the time it takes to dispose of the property, and the effectiveness of the disposal methods used. When property items are not disposed of in a timely and cost effective manner, they devise ways to improve operations. They recommend changes in policies and procedures to higher graded employees based on recurring problems and questions, and the use of modified techniques. They analyze new programs, develop policies, and prepare implementing instructions.

Level 1-8 -- 1550 points

Employees apply an expert knowledge of disposal programs, policies, processes, and methods. They function as technical authorities in assignments requiring the application of new concepts, practices, and developments to disposal problems and projects not susceptible to treatment by accepted methods or procedures. They apply this level of knowledge to--

- a major property disposal area or program (e.g., utilization, marketing, hazardous material, and demilitarization), or
- unusually difficult property disposal cases due to extremely high value or major strategic, economic, social, or political significance.

Employees use a comprehensive knowledge of their own and other disposal areas to analyze widespread or critical disposal problems, resolve major conflicts in policy and program objectives, and develop and implement new policies and methods.

Illustration:

- Employees analyze new or revised legislation and policy recommendations for application to interagency property utilization programs. They coordinate with other program areas and offices to determine the impact of the changes; write, modify, or amend policies and regulations; and issue guidance for implementation. They provide expert policy interpretation for resolving widespread utilization problems and promoting the nationwide use of excess property among agencies. For example, they review reports of very high value or unusually large amounts of excess property, compare this to current or proposed national procurement and critical property needs, and develop approaches to coordinate property transfers.

FACTOR 2, SUPERVISORY CONTROLS*Level 2-3 -- 275 points*

The supervisor defines the objectives, priorities, and deadlines and assists employees in handling problems with customers or with situations that have no clear precedents such as disposing of obsolete property items or advising on the use of new or changed disposal policies and procedures.

Employees plan and carry out the successive steps of the assignment. They handle problems and deviations in accordance with property disposal instructions, policies, previous training, or accepted practices.

The supervisor evaluates completed work for technical soundness, appropriateness, and conformity to policies and procedures. For example, the supervisor may review the completeness and accuracy of property descriptions, catalogs, or contracts, or the timely and cost effective disposal of assigned property. Techniques used by employees during the course of assignments usually are not reviewed in detail.

Level 2-4 -- 450 points

The supervisor sets the overall goals and resources available. Employees and the supervisor, in consultation, develop the deadlines, projects, and work to be done such as methods for implementing new policies or marketing approaches, or techniques for handling noncompliance of Federal and State organizations.

Employees plan and carry out assignments, resolve conflicts that arise, coordinate the work with others, and interpret policies on own initiative in terms of established objectives. They also determine the approach to take and methods to use. Employees keep the supervisor informed of progress and potentially controversial matters such as buyer collusion or hazardous material and demilitarization problems. Some employees work at locations that are physically remote from the supervisor or other higher graded employee. Because on site disposal expertise is not readily

available, these employees are required to make independent, on-the-spot decisions to resolve problems.

The supervisor reviews completed work only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting program objectives or expected results.

FACTOR 3, GUIDELINES

Level 3-3 -- 275 points

Guidelines are available but are not completely applicable to work requirements, circumstances, problems, or techniques, requiring employees to resolve gaps in specificity. The guides include disposal policies, regulations, and precedents; local procedures and instructions; and hazardous material, demilitarization, contracting, and vehicle titling instructions and regulations.

Employees use judgment in interpreting and adapting guidelines to apply to specific problems such as searching for users of obsolete or unusual property, allocating property to an agency from competing requests, or applying new marketing techniques to specific property sales. Employees analyze the results of adaptations and recommend changes to guidelines.

Level 3-4 -- 450 points

Guidelines are agency policies and precedents that provide a general outline of the concepts, methods, and goals of disposal programs. They are of limited use and inadequately cover complex or controversial disposal issues and problems.

Employees use initiative and resourcefulness to deviate from traditional disposal methods such as researching and developing new uses and marketing techniques for highly technical or hard to sell property, devising ways to improve Federal agency disposal programs or State donation programs, or resolving hazardous material disposal problems. Employees implement new methods and procedures and propose new policies.

FACTOR 4, COMPLEXITY

Level 4-3 -- 150 points

The work includes various duties involving different and unrelated disposal processes and methods. Assignments typically consist of disposing of a variety of property types, including items that are commonly used and that involve moderately difficult disposal problems such as property in low demand. Employees--

- promote, redistribute, and/or donate property among Federal activities, State governments, or eligible donee organizations with clearly defined functions and property requirements;
- plan and conduct property sales in local market areas; and/or
- oversee the abandonment and destruction of property at local activities or agencies.

Decisions require the selection and application of different disposal methods and procedures depending on the issues involved in each assignment. In deciding what to do, employees must consider factors such as:

- various property types, conditions, uses, and values;
- functions and property needs of Federal activities and donee organizations in a defined area;
- equitable distribution of property;
- local property demand and other market conditions; and/or
- established utilization, donation, and marketing methods and practices.

Employees identify and analyze property characteristics, property needs, and/or market conditions. They select, adapt, and apply the most suitable methods, techniques, and guidelines for disposing of property.

Level 4-4 -- 225 points

The work involves a variety of disposal assignments requiring many different and unrelated processes and methods. Duties and projects involve the disposal of a broad range of property requiring extensive searches, promotional efforts, or market research. Typically, disposal assignments are performed within a wide market area (e.g., regional or multistate area with a variety of market conditions) or among a variety of serviced activities (e.g., activities with different functions and property requirements). Assignments include:

- assisting Federal or State activities with finding or redistributing property;
- conducting market research in a region with several different market areas distinguished by varying economic conditions and property interests;
- investigating bidders before awarding sales contracts to determine their ability to comply with contract conditions such as having the proper licenses and permits for handling property, using and maintaining appropriate storage and processing facilities, or meeting material transporting requirements;

- monitoring the disposal operations of Federal activities to ensure compliance with regulations and efficient and effective disposal of property items; and/or
- providing staff policy guidance to a variety of holding activities, agencies, or State governments for specific program areas such as utilization, donation, marketing, hazardous material, or demilitarization.

Decisions involve issues or problems that require modifying standard disposal methods or approaches, assessing incomplete or conflicting information, or evaluating unusual disposal conditions or circumstances. Issues and problems are difficult to identify and resolve because of factors such as unclear requirements, the variety of organizations affected, or conflicting disposal regulations and policies. The work may involve property with--

- many different Federal, State, and local government storage, processing, transporting, abandonment, or demilitarization regulations and requirements;
- some economic or political significance or a fairly wide impact on the particular industry involved;
- limited utility or obscure users or markets; and/or
- contract bids requiring extensive evaluation such as term, all-or-none, or destruction.

Employees plan the direction and scope of property disposal assignments. They analyze and interpret a broad range of property information, marketing methods and conditions, program questions and problems, or disposal and related regulations and guidelines. Employees provide guidance on resolving specific disposal program issues, implementing new policies, or modifying marketing practices and procedures. The decisions require employees to refine existing methods, techniques, and guidelines.

Level 4-5 -- 325 points

The work involves various disposal duties, projects, and studies requiring many different and unrelated processes and methods. Assignments typically involve a substantial depth of analysis or a broad range of activities, such as in a nationwide or agencywide disposal program area. This includes, for example, an unusual difficulty in researching and coordinating the disposal of items through redistribution or marketing because of their extremely high value or major economic, social, strategic, or political significance. The work also requires significant departures from standard disposal practices and procedures to--

- resolve widespread or critical disposal problems;
- develop and evaluate new disposal policies, methods, techniques, and criteria; and/or
- advise on the interpretation and implementation of new disposal policies and procedures.

Decisions include major areas of uncertainty in approach requiring the interpretation and evaluation of disposal processes, concepts, and practices. This is complicated by factors such as:

- disposal actions with very broad (e.g., Governmentwide or nationwide) economic, social, or political impact;
- diverse goals, objectives, and requirements between major program areas (e.g., environmental or contracting), agencies or activities, and State, local, or foreign governments;
- continuous program modifications due to legislative, regulatory, or major market changes; and/or
- conflicts that arise with existing requirements when new or changed disposal policies and techniques are applied.

Employees originate new disposal techniques, establish criteria, and/or develop new information, approaches, and instructions for solutions to problems. Those who develop and interpret broad disposal policies and regulations must consider the total range of existing policies, procedures, laws, and regulations and the program goals and objectives to be fulfilled.

FACTOR 5, SCOPE AND EFFECT

Level 5-3 -- 150 points

The purpose of the work is to resolve a variety of conventional disposal problems, questions, or situations involving well-established criteria, methods, and procedures. Employees dispose of a variety of property among Federal activities, State governments, donee organizations, and/or the general public within a local market area. They provide guidance to holding activities and eligible donee organizations on clearly defined property disposal procedures and assist higher level specialists with broader disposal projects.

The results of the work affect the safe and efficient disposal of excess and surplus property and the adequate fulfillment of agency, State, or donee property requirements. Disposals have an impact on local property demand and the economic well-being of local Federal activities and donee organizations (based on property acquisition cost savings), private businesses, and/or property bidders and buyers. In some instances, work products affect the outcome of complex disposals and studies performed by other specialists.

Level 5-4 -- 225 points

The work involves disposing of a wide variety of hard to sell property within a regional or multi-state area. Employees resolve disposal problems and plan, modify, and advise on property disposal programs, projects, and policies. They assess disposal program effectiveness; investigate and analyze a wide variety of problems and questions; provide guidance on specific disposal practices, methods, and procedures; and recommend new or modified policies.

The results of the work affect a range of agency activities, including the effective operation of region-wide disposal programs and/or the efficient completion of disposal projects. New or modified disposal techniques and procedures set precedents for planning future projects and solving problems. Disposals have an impact on the economic well-being of agencies, State donation programs, large donee activities (e.g., universities), and industries in a multi-state area. In some instances, disposals affect market stability such as property prices and availability.

Level 5-5 -- 325 points

The work involves resolving critical, unusual, or widespread (e.g., nationwide or agencywide) problems and providing guidance on major disposal projects and programs. Employees assess the nature and extent of disposal problems, conduct research for new or different markets or disposal practices, develop disposal policies or methods, advise on the interpretation and implementation of policies and procedures, and/or resolve conflicts between program areas.

The results of the work affect the development, direction, and management of major disposal programs. Some policies also affect the methods and approaches to be applied by agencywide disposal personnel, State donation representatives, and/or the work of experts in other areas (e.g., changing the amount of time required to redistribute property may necessitate policy changes in donation and marketing).

FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS

Determine the appropriate level of personal contacts from levels 1 through 3 and the corresponding purpose of the contacts from levels a through c. Credit the point value found where the selected levels intersect on the chart below.

Persons Contacted

1. Contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units;

AND/OR

members of the general public in highly structured situations (e.g., the purpose of the contact and the question of with whom to deal are relatively clear).

2. Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted are from various organizational levels and engaged in different functions, missions, and kinds of work (e.g., other disposal specialists, attorneys, environmental specialists, and contracting specialists).

AND/OR

Contacts are with members of the general public, as individuals or groups, in a moderately structured setting. The contacts generally are established on a routine basis, usually at the employee's work place. The exact purpose of the contact may be unclear at first to one or more of the parties. One or more of the parties may be uninformed about the role and authority of other participants.

3. Contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not routine, the purpose and extent of each is different, identified, and developed during the course of the contact). Typical contacts include:
 - disposal specialists, property managers, and inventory managers from other agencies and departments;
 - property users at different agencies and departments from various functional areas and levels;
 - State and foreign government representatives and donation recipients;
 - property manufacturers, distributors, retailers, and marketing experts; and
 - property bidders, buyers, and contractors.

Employees may also contact representatives from professional organizations, the news media, civic and public action groups, and congressional committees. In some cases, contacts may be on an ad-hoc basis with program officials several managerial levels above the employee.

Purpose of Contacts

- a. The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts (i.e., the facts or information may range from easily understood to highly technical).

- b. The purpose of contacts is to plan, coordinate, or advise on work efforts or resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.
- c. The purpose of contacts is to influence, motivate, interrogate, or control persons or groups that may be skeptical or uncooperative. Employees must be skillful in approaching the individual or group to obtain the desired effect such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport.

P U R P O S E

C O N T A		a	b	c
	1	30	60	130*
	2	45	75	145
	3	80	110	180

*These combinations are probably unrealistic.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1 -- 5 points

The work is sedentary and requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items.

Level 8-2 -- 20 points

The work requires some physical exertion such as long periods of standing; walking over rough, uneven surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring moving, lifting, and carrying of moderately heavy items. Employees engage in such exertion when conducting auctions, inspecting scrap yards and warehouses for correct material segregation, or climbing and inspecting large pieces of property such as construction equipment, industrial machinery, and boats.

FACTOR 9, WORK ENVIRONMENT

Level 9-1 -- 5 points

The work is performed in an office or similar setting involving everyday risks or discomforts that require normal safety precautions. The work area contains adequate light, heat, and ventilation.

Level 9-2 -- 20 points

The work regularly involves moderate risks or discomforts that require exercise of special safety precautions and use of protective hardhats, boots, goggles, gowns, masks, or gloves. For example, some employees work in property disposal warehouses and scrap yards with moderate risks of exposure to elements that may include hazardous material or waste such as solvents, acids, oil, fuel, pesticides, and medical equipment exposed to infectious diseases. Also, some employees may experience moderate discomforts when conducting auctions under extreme weather conditions such as severe heat, wind, cold, or rain.