

Part 757

POSITION EVALUATION

757.1 TECHNIQUES OF EVALUATION

.11 DEFINING POSITIONS

The first essential element in evaluating a position is a clear understanding of the duties, responsibilities, and work requirements included in the position. Careful delineation of positions is necessary so that assignments will not become confused and so that equal pay for substantially equal work can be realized.

.12 BASIS FOR RANKING

The rank of the position is determined solely in terms of the level of duties, responsibilities, and work requirements, as compared to the key positions in Public Law 68. The *INCUMBENT* of a position is not the subject of evaluation for purposes of establishing the *RANK* of the position, nor is the previous title of the incumbent or roster designation from which the employee will be drawn to fill the position a factor in determining the rank. In ranking positions, the difficulty of the work to be performed, the degree of responsibility to be exercised, the scope and variety of tasks involved, and the conditions under which the work will be performed are analyzed and evaluated so that a salary level can be assigned which will represent the standing of the position, taken as a whole, in relation to the key positions in Public Law 68.

.13 FUNCTION OF A POSITION DESCRIPTION

The description of a position, whether the position is a key position, a standard position, or an individual position, distinguishes that position from other positions by showing the primary assignment, or basic function, the tasks and skills involved in carrying out the primary assignment, and the place of the position in the organization. These three components of the position constitute the basis for comparing it with key positions in Public Law 68, and for establishing proper alignment among the various positions in the postal field service.

.14 FUNCTION OF A POSITION TITLE

The title assigned to a position should indicate the role to be occupied by the incumbent in the job setting. It should be sufficiently indicative of the kind of the work covered by the position to aid in the recruitment and selection of incumbents. The title of a position does not connote its pay level; however, it should contribute to organizational clarity and convenience in operational use.

.15 FACTORS IN EVALUATING POSTMASTERS' AND SUPERVISORS' POSITIONS

.151 *Revenue.* When postal revenue is a factor in evaluating established positions, the audited revenue for the latest fiscal year shall be used. In evaluating new positions, the revenue may be projected to ascertain the annual rate of revenue for the current fiscal year.

.152 *Employees.* If the number of employees is a factor in evaluating positions, the method of counting employees that is appropriate for the position under evaluation shall be used. The appropriate methods for evaluating some positions are prescribed in standard position descriptions or evaluation guides. In other positions the appropriate methods shall be selected by reference to the methods prescribed for positions of similar types or occupations.

.153 Supervisory Responsibilities. Elements in supervision include responsibility for laying out the work for employees, training them in their assignments, reviewing their work, and effectively recommending personnel actions. Responsibilities limited to technical guidance and review, audit of work performance, or examining employees or functions are not supervisory responsibilities for purposes of position evaluation. The number of employees supervised is not a yardstick in evaluating supervisory positions to be used to the exclusion of other elements which bear on the level of supervisory responsibilities.

.16 EVALUATING MIXED ASSIGNMENTS

.161 Regularly Scheduled Every Day. When an annual rate employee is scheduled every workday (or road assignment, every run) to perform the work of two separately defined positions in two different levels, he is placed in the position of the higher level. The duties of the position in the lower level, while included in his work assignment, represent extra duties in relation to his official position, and they do not affect the pay level of the employee.

.162 Regularly Scheduled on Intermittent Days in Two Positions. When an annual rate employee is regularly scheduled on intermittent workdays or runs to perform the work of two separate positions in different salary levels, he is placed in the position in which more than 50 percent of his time is spent. If he is placed in the lower level position, he will be paid in accordance with 756.54 for time served in the higher level position. If the time is equally divided, he will be placed in the position in the higher level.

.163 Regularly Scheduled on Intermittent Days to More Than Two Positions. When an annual rate employee is regularly scheduled on intermittent workdays or runs to perform the work of more than two positions in different salary levels, and less than 50 percent of his time is spent in a single position, the total work assignment of the employee will be separately defined as a position and ranked in its appropriate salary level.

.164 Regularly Scheduled To Perform Work in Two Positions in the Same Level. When an annual rate employee is regularly scheduled to perform the work of two or more positions in the same salary level, he will be assigned to the position in which more than 50 percent of his time is spent. If the work is evenly divided between two positions, or if less than 50 percent of his time is spent in a single position, the work assignment of the employee will be separately defined and an appropriate title will be assigned.

.165 Relief Assignments. Where relief assignments are predicated on availability and not on a specialized background of experience in the particular positions in which the relief work will be performed, general rules on the evaluation of mixed assignments may not be applicable. Where actual differences in difficulty of duties and weight of responsibilities are not distinguishable as to level among the various positions in which the relief work is being performed, the relief assignments should be evaluated without regard to the fact that the assignments pertain to relieving incumbents of positions in different levels.