

AMWA-35

SUBCHAPTER 750, COMPENSATION

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757.1 Guides for Ranking Specific Types of Positions

.11 Postmaster Positions

.111 Postmasters in Third-Class Offices

- a. To qualify for assignment of the postmaster to level 6, an office having rural carrier service responsibility must have a minimum of 45 revenue units which is one of the factors indicating workload.
- b. To qualify for assignment of the postmaster to level 6 an office not having rural carrier service responsibility must have a minimum of 71 revenue units.
- c. To qualify for assignment of the postmaster to level 7, an office must have a minimum of 140 revenue units unless the service responsibility can be shown to be greater than that reflected by number of employees supervised in the key position description for a level 7 postmaster (2 clerks working the equivalent hours of approximately 1 1/2 full-time employees plus a rural carrier). In such case the postmaster may be assigned to level 7 if the office has a minimum of 119 revenue units. In determining service responsibilities for purposes of meeting the criteria established for this group of positions, each rural route in excess of one may be deemed the service equivalent of one-half clerk.
- d. Functions of postmasters in third-class offices are generally identical, but service responsibility, which is reflected largely by variables, namely rural carrier service clerks, and revenue, may be at different levels.
- e. The major difference between key position 20 (PFS-6) and key position 22 (PFS-7) is in the supervisory responsibilities, which, in turn, are a reflection of service responsibilities, with only about 25 percent difference in revenue.
- f. The revenue factor is not ignored entirely in differentiating between levels 6 and 7. Therefore, revenue cannot be

ignored entirely in differentiating between levels 5 and 6. This becomes particularly evident when it is recognized that the postmaster's responsibility for rural carrier service does not include selection of the carrier, selection of his substitute, or authority to change the carrier's work assignment. Thus the requirement of 45 revenue units would give some weight to receipts as well as having a relationship to the receipts brackets in Public Law 134 which was replaced by Public Law 68. At the same time, weight would be given the responsibility for rural carrier service in that the postmaster with this responsibility would fall in level 6 though substantially short of the 110 revenue units requirement of the level 6 key position.

- g. The 71 revenue units for postmasters not having rural carrier service responsibility is the approximate midpoint between the 40 revenue units requirement of level 5 and the 110 revenue units requirement of level 6 and also bears a reasonable relationship to the revenue bracket system in force under Public Law 134.
- h. For offices having revenue of more than 140 revenue units but very limited service responsibilities, it must be borne in mind that the difference in revenue between the level 6 and 7 key postmaster positions is only about 25 percent. The major difference between those key positions is in the supervisory responsibilities, which, in turn, are a reflection of service responsibilities. Consequently, a reasonable degree of service responsibility must be present even if the receipts exceed 140 revenue units, for the postmaster's position to warrant placement in level 7.
- i. Consideration may be given to the presence of star routes with box delivery or rural service features, as well as to the presence of rural stations, in assessing the service responsibilities of postmasters in third-class offices. If, in the judgment of the Regional Director, such additional service features materially affect the level of responsibilities of the postmaster, to warrant assignment in a level above that otherwise indicated, the position may be ranked in the higher level.
- j. Where an office of the third class has village delivery service within its jurisdiction, the postmaster's position shall be ranked in PFS-7.
- k. When extraordinary service responsibilities exist in a particular post office that, in the judgment of the director, personnel division, justify an exception to the foregoing grading pattern, a complete description of the postmaster's duties, responsibilities, and work requirements should be submitted to the Bureau of Personnel, with a full justification of the exception which is requested.

.112 Postmasters in Second-Class Offices

- a. Where an office of the second class has city delivery service within its jurisdiction, the postmaster's position shall not be ranked in a level below PFS-8.

- b. Two standard positions in PFS-7 are available for matching postmaster positions in second-class offices. The first description, SP 2-8, revised, should be used if the office has normal service responsibilities for its revenue range, and does not exceed, in any respect, the requirements stated. The second description, SP 2-211, should be used where service responsibilities are limited, even if the receipts of the office are less than 330 revenue units. It should be noted that there is no limitation on receipts in SP 2-211; therefore, the receipts range is from 130 to 950 revenue units.
- c. Three standard positions in PFS-9 are available for matching postmaster positions in second-class offices. Second-class offices in the upper revenue range with above-average employee complements normally are matched with SP 2-9. SP 2-212 may be used as appropriate, where the service responsibilities of the office, measured by specific delivery service and population requirements, are heavy in relation to revenue or staffing; since this standard position is available for use in any revenue range, particular care should be taken in developing the statistical base on which the specific rankings are made. Use of both SP 2-212 and SP 2-213 will require close collaboration with the director, local services division, to obtain or verify the necessary service information.
- d. Positions in offices having unusual service responsibilities not reflected in the key position or standard position should be ranked individually.

12 Other Postal Field Service Positions

a. Clerks in Third-Class Offices

- (1) The assignment of clerks in third-class offices should be limited to KP-4, clerk, third-class post office, level 2.
- (2) It was never contemplated that any clerks in third-class offices would be assigned to KP-12, distribution clerk, or KP-13, window clerk. KP-12 is applicable only to clerks in first- and second-class post offices, stations, and branches. KP-13 is applicable only to clerks in first- and second-class post offices, stations, and branches.

b. Mail Handler Positions

- (1) KP-8, mail handler, level 3, provides in item F(ii) for making "occasional simple distribution of parcel post mail requiring no scheme knowledge". To avoid any misunderstanding of the use of the word "occasional" in the key position of mail handler, all mail handlers currently assigned full time or substantially full time to the simple distribution of parcel post requiring no scheme knowledge will continue to be designated as mail handler and ranked in level 3. The law is not interpreted as requiring any change in work assignments.