

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PANAMA	2. AGENCY ICASS	3a. POSITION NO. A52224
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes LDP52234, LDP52233 No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) To reflect new duties and responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Warehouseman-805	FSN-2	JG	09/19/04
b. Other				
c. Proposed by Initiating Office GSO	WAREHOUSEMAN-805	FSN-2		

6. POST TITLE POSITION (if different from official title) Warehouse Mover	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
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b. Second Subdivision General Services Office	c. Third Subdivision Property Unit
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<p>Carolee Cooper, AGSO</p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>Mark X. Perry, Mgt Counselor</p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment as well as any other duties as assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES **75 % OF TIME**

1) Responsible for loading/unloading and moving supplies, office and residential furniture, appliances, equipment and personal property as well as its correct, orderly storage in the warehouse. Assembles, disassembles and repairs furniture. Cleans items for delivery.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of 6th grade of primary school is required.
- b. Prior Work Experience:
One year experience as mover or working in a warehouse is required.
- c. Post Entry Training:
None. During probationary period, incumbent must receive on-the-job training to learn to operate forklift, use of hand trucks, safe lifting techniques, basic computer training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level I (Rudimentary Knowledge) Speaking/Reading English is required. Level III (Good Working Knowledge) Speaking/Reading Spanish is required.
- e. Job Knowledge:
Basic knowledge of warehousing principles as well as proper handling of warehouse supplies and equipment, furniture and furnishings is required. Basic knowledge of safe lifting principles is required. Basic knowledge on how to unhook computers is required.
- f. Skills, and Abilities:
Must be capable to do moderate to heavy physical work. Must have the ability to lift heavy objects. Must be a good team player.

16. POSITION ELEMENTS

- a. Supervision Received:
Direct supervision by Warehouse Supervisor; daily work guidance from Warehouse Mover/Driver; indirect supervision from Assistant and Supervisor GSO.
- b. Supervision Exercised:
None
- c. Available Guidelines:
As instructed by supervisory chain of command
- d. Exercise of Judgment:
Limited. In utilizing space and organizing warehouse; how to handle fragile boxes or heavy safes; when to advise supervisors of conditions of furniture, furnishings, equipment and appliances
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Extremely limited
- g. Time Expected to Reach Full Performance Level: One year.

DS-298, Interagency Post Employee Position Description
Warehouse Mover

Continuation.

14. Major Duties and Responsibilities, cont.

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|---|-----|
| 2) Other duties as assigned, such as drives warehouse forklift; keeps warehouse clean and orderly; assists with inventories; assists with warehouse auctions; completes paperwork (DS-584) when requested; assists in airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODELs, etc. | 20% |
| 3) Back-up driver for furniture vans and trucks and other related duties as required. | 5% |

Computer Aided Job Evaluation (CAJE)

Job Discussion Help Sheet (JDHS)

for Job Holders and Supervisors

Current job title Warehouseman

Current series and grade FSN-805 - FSN-2

Mission/Agency/Office U.S. Embassy Panama

ICASS

GSO/Property Unit/Warehouse

Help sheet drawn up by:

Manager/supervisor Lisa Meyer

Incumbent _____

Interview date/time/place

*Return form to HR
Evaluator NLT:*

Completing this document

The completion of this document will help *you* prepare for the job discussion with the HR Evaluator conducting the job evaluation. It is important that the evaluation of a job is carried out based on complete, accurate and objective data. As the present manager/supervisor (or the incumbent) you can provide valuable information on the types of responsibilities and demands that the job faces. Remember – it is the job that is being evaluated, not personal performance of the job holder. When thinking about the job, presume that the job duties are being performed at the fully successful level. Consider only the regular and recurring job duties and responsibilities, not necessarily events or achievements that are accomplished on a one time only basis.

The job discussion help sheet is divided into a number of sections: the position in the organization; the main purpose and duties; and questions corresponding to each of the five CAJE evaluation factors. The five CAJE factors are:

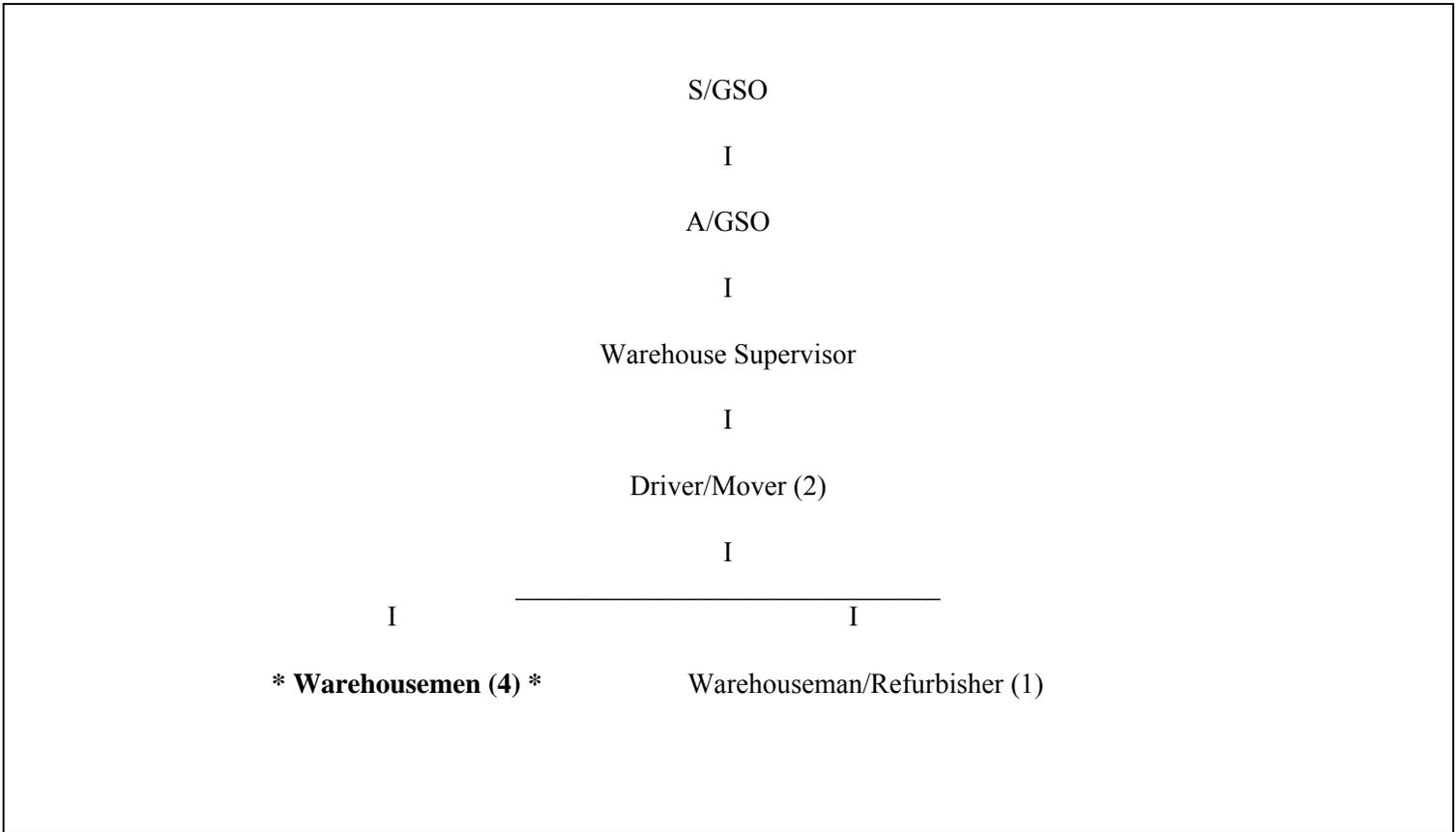
- Responsibility. Considers the extent to which the job controls resources, the amount of discretion the position possesses and the level of advice provided to others.
- Knowledge. Considers the type of knowledge, education, training, experience and skills that is essential to be considered for the job.
- Intellectual skills. Concentrates on the types of intellectually demanding tasks and situations that anyone doing the job must tackle.

- Communication. Records the type and nature of contacts with which the position must communicate in order to do the job effectively.
- Environment. Considers where the job is carried out, the types of potential hazards and physical demands, as well as any unusual work pattern demands.

Please refer to the position description, where appropriate.

Position in the organization

Please draw a simple organization chart (or attach an up to date chart). Please include at least two levels above and below the job. Identify the position being discussed with an asterisk (*).



Interviewer's notes

A large empty rectangular box for notes.

Main purpose and duties

Please describe, in a sentence or two, the main purpose / essence of the position.

Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment as well as any other duties as assigned.

Please expand on the main purpose by describing 4 or 5 key aspects of the job. For example, describe the 4 or 5 major “roles” this job has. Exclude duties performed less than 10% of the job holder’s time.

- 1) Responsible for loading/unloading and moving supplies, office and residential furniture, appliances, equipment and personal property as well as its correct, orderly storage in the warehouse. Assembles, disassembles and repairs furniture. Cleans items for delivery. 75%
- 2) Other duties as assigned, such as drives warehouse forklift; keeps warehouse clean and orderly; assists with inventories; assists with warehouse auctions; completes paperwork (DS-584) when requested; assists in airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODELs, etc. 25%

Interviewer’s notes

Responsibility

This factor considers the extent to which the position requires the planning, organization, direction and control of resources (money, people, equipment, supplies, land, buildings, information). Consider the scale of the resources and the authority of the job holder to manage those resources. This factor also considers the freedom to act with which the job holder is expected to have, the advice given and the resulting impact the position has internally and externally.

Staff/contractors This question involves information about the “people” resources managed by the job holder. Management and/or supervision of people resources has different dimensions, from guiding others to full supervision. Please indicate the jobs of any staff/contractors controlled, specifying the number of people in each job. Please complete each sub-section where applicable, but avoid double counting. Example: Line Management for 4 employees would not be listed in Daily Work Guidance for the same group of people.

Long term strategic planning of staff. *This means planning for an entire workforce in a large*

<i>organization. This is not actual supervision or traditional line management of staff.</i>	None
<i>Line management of staff . This means full administrative and technical supervision of staff. Full supervision implies approval of leave, selection of new employees, applying discipline, and monitoring employee performance. Include the total number in the job holder’s own “chain of command”.</i>	None
<i>Project management. This implies management of people in a project setting, where the project has a defined duration. Exclude persons counted in “line management” above.</i>	None
<i>Contractors. This means persons outside the job holder’s normal chain of command who may be outside or third-party contractors.</i>	None
<i>Training – delivery of training courses in a formalised learning environment. This means people managed by the job holder in relation to the job holder’s role as a formal Teacher or Instructor.</i>	None
<i>Work allocation – eg daily work guidance/supervision. Consider the job holder’s role in giving out work assignments, or giving daily instructions to others, but for whom the job holder does NOT have full supervisory responsibility. Example: Team Leader or Work Leader role</i>	None

Interviewer’s notes

Other resources

For each of the following headings, indicate the type of resources controlled by the position and the nature of that control. Give some indication of overall value for each basic category (or scale of the resource in the case of information).

Equipment – personal use, repair and maintenance, security, safety, purchase decision, etc <i>Consider tools and equipment,</i>	Occasionally drives one of 2 forklifts, uses hand trucks
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<i>including PCs. Define what the job holder does with the equipment (i.e. user, repairer, purchaser, etc.)</i>	Minor repairs to and set up of furniture and equipment at warehouse, residences or offices Shares computer and printer with other movers
Expendable supplies – issue/receive, determine supplies levels, purchase supplies, etc <i>Consider office supplies or other work supplies, the way in which the job holder deals with them. Estimate the value of goods held at any one time. Example:” orders monthly office supplies of \$250 per month”</i>	None
Buildings/land – security, maintenance/refurbishment, sell/purchase decision, etc	None
Financial matters – handling cash, formulating, monitoring or managing budgets, etc. <i>Consider the role of the job holder with respect to cash, funds, budgets or accounts. Define the role and the amounts involved.</i>	Handles minimal amounts of petty cash (max. \$200 at a time) with prior approval of supervisor and contracting officer to pay for elevator fees, buy minor items, pick up items (curtains, repaired lawn mower, etc) from stores.
Information – upkeep, access/security, management of information resource, etc. <i>Consider the job holder’s responsibility for files, databases, records or controllable information items. Provide examples of the type and volume of information resources used, maintained or managed.</i>	Ensures that necessary paperwork completed and signed before item delivered/returned
Contracted out goods and services – contract support, management, negotiation, etc. <i>Does the job holder have a responsibility for contracted out (outsourced) goods and services. Define the role responsibility and the amount involved. Example: Serves as COTR for window cleaning service contract.</i>	None

Interviewer’s notes

Cash is not accounted for since the main responsibility falls with the mover/truck driver.

Advice / recommendations

If the position is required to provide advice to others inside or outside of the organization, please indicate the type of advice given and the recipients. Consider advice and recommendation that the job holder is responsible for providing to subordinates, colleagues, clients or management. Provide good examples of the kind of advice and recommendations that are required of the job holder on a regular basis.

Mainly inside organization

Advises supervisor and GSO on condition of item and time needed to complete job

Advises employees on how best to change location of items within office or residence

Interviewer's notes

Knowledge

Consider the essential education, training, experience and skills that a person must possess in order to do the job. This may be different from those that the incumbent actually possesses. *Think about the "know-how" requirements as if the position were undergoing recruitment. Consider the minimum requirements to perform job duties at a fully successful level.*

<p>Knowledge of the organization, external environment and/or specialist field <i>1. What does the job holder have to know about the agency/Mission/Section? 2. What does the job holder have to know about the host country/region? 3. What kind of subject matter knowledge is required, independent of internal procedures or USG policies?</i></p>	<ol style="list-style-type: none">1. Who works for what agency, what agencies are entitled to what warehouse-related services under ICASS, location of residences and offices; what areas in Chancery are restricted; best time to deliver to different areas (ie CONS)2. What is happening in general in Panama City; location of residences, offices and shops; road conditions and roads/streets in general3. Ability to drive forklifts, use of hand trucks, safe lifting procedures, warehousing knowledge, basic computer cabling knowledge (ie how to unhook a computer); general knowledge of furniture and how/where it is used
<p>Education <i>The minimum academic requirement, include the level and the type. Examples: Completion of secondary schooling in general studies;.Bachelors Degree in Nursing</i></p>	<p>6th grade</p>
<p>Training / membership of professional body <i>What kind of occupational training is required? Include specialized job training. Examples: safe driver training, word processing training, software applications training, procedural training (Consular or Admin training), cashier</i></p>	<p>Training to operate forklift, use of hand trucks, safe driving training, general security procedures, safe lifting techniques, general warehousing knowledge, basic computer knowledge to unhook computers</p>

<i>training, etc.</i>	
<p>Previous experience <i>Specify the minimum months or years of prior job-related experience, and the type of experience. Examples: 3 years trades and crafts; 5 years accounting; 1 year general clerical, etc. If prior supervisory experience is required, specify the minimum number of months/years required that is beyond job related experience: Example: 1 year previous supervisory experience in addition to 3 years journeyman level experience.</i></p>	<p>None required</p> <p>Minimum 1 year working in a warehouse preferred</p>
<p>Language and other essential skills <i>Specify the minimum host country language and English language requirements in order to perform job tasks at fully successful level. Level 1: Rudimentary; Level 2: Limited Knowledge; Level 3: Good working knowledge; Level 4: Fluent; Level 5: Credentialed Professional Translator/Interpreter</i></p>	<p>Spanish 3/3</p> <p>English 1/1</p>

Interviewer's notes

Intellectual skills

Considers the extent to which the position demands the analysis and evaluation of information in order to formulate conclusions, ideas or judgements. Please indicate the types of problems the position has to solve, the degree of future planning required and the need for innovation. Please provide examples.

Problem solving <i>Identify the typical problems that the job holder is expected to resolve independently. Provide examples of most common problems solved by job holder regularly, and an example of most difficult problem solved.</i>	How to move items best (lifting, fitting into elevator; carrying up stairs); how to best store items to make maximum use of space; how best to coordinate moves to make maximum use of time and space (load/unload area)
Planning ahead <i>Think about the job holder's work horizon, i.e. how far in advance the job holder must plan his/her own activities?. Example: "The technician plans own work at least 3 days in advance; The Accounting Chief must plan the work unit tasks at least quarterly"</i>	Day by day
Innovation. <i>Think about the opportunity and/or need to develop new approaches, procedures, designs, plans, guidelines. Examples: "must design new configurations for LAN"; "must adapt agency regs into internal SOPs"</i>	How best to do their job of moving and make maximum use of available space

Interviewer's notes

Communications

Considers who the position communicates with, both within and outside of the organization, and the nature of the communication. For each key contact, please indicate the purpose of the contact and the type of information communicated. Identify if any specialized communication skills are required. (Examples: *Counsels victims of assault; Refers callers to offices; Delivers speeches to conferences; Explains scientific data to non-experts; Interviews claimants for benefits; Calms down agitated customers*)

- Supervisors - advises on conditions of items, how long it will take to do a job, problems encountered on job; what still needs to be done; recommendations to purchase extra equipment needed to do job, etc
- NEPA - helps to find missing items

- Employees and their families - contact during moves, especially if needed to coordinate actions

No contacts outside Embassy

Interviewer's notes

Environment

Considers the physical environment in which the job holder operates. It also considers any job related physical or psychological demands. Identify any job-related particular hazards that exist. Please be specific, including frequency and/or duration where appropriate.

Job location. <i>Identify the primary location of the work, and any secondary locations.</i>	Primary - warehouse Secondary – residences and offices
Potential job related hazards. <i>Exclude hazards that may apply to all staff in the country/city.</i>	Injuries resulting from lifting/carrying heavy items; injury from falling items; slipping/falling when carrying items up stairs or in slippery areas (ie when rains); injury from broken items (ie cuts from glass); being hit by vehicles during move when have to park on the street
Physical demands or Psychological demands. <i>Examples: heavy lifting; repetitive work; job related mental stress.</i>	Heavy lifting
Unusual work pattern demands – frequent travel, working away from duty station, rotating shift work, etc	Minimal (1x month) OT

Interviewer's notes

Other

DS-298 (formerly OF-298)
08-2003

Are there any other features of the position which should be noted?

Interviewer's notes

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PANAMA	2. AGENCY ICASS	3a. POSITION NO. LDP52221
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Update Duties and responsibilities for CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Warehouseman-805	FSN-2		

6. POST TITLE POSITION (if different from official title) Warehouse Mover	7. NAME OF EMPLOYEE ALLEYNE, Archibold
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Administrative Section
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b. Second Subdivision General Services Office	c. Third Subdivision Property Unit
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment as well as any other duties as assigned.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
 1) Responsible for loading/unloading and moving supplies, office and residential furniture, appliances, equipment and personal property as well as its correct, orderly storage in the warehouse. Assembles, disassembles and repairs furniture. Cleans items for delivery.
 75%

(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of 6th Grade
- b. Prior Work Experience:
One year experience in a warehouse desired.
- c. Post Entry Training:
On the Job Training
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Spanish 3/3; English 1/1
- e. Job Knowledges:
Knowledge of warehousing principles as well as proper handling of warehouse supplies and equipment, furniture and furnishings;
safe lifting principles; safe driving knowledge; basic computer knowledge to unhook computers
- f. Skills, and Abilities:
Commercial driver's license; ability to use forklifts and hand trucks; capable of moderate to heavy physical work; ability to lift heavy objects

16. POSITION ELEMENTS

- a. Supervision Received:
Direct supervision by Warehouse Supervisor; daily work guidance from Warehouse Mover/Driver; indirect supervision from Assistant and Supervisor GSO.
- b. Supervision Exercised:
None
- c. Available Guidelines:
As instructed by supervisory chain of command
- d. Exercise of Judgement:
Limited. In utilizing space and organizing warehouse; how to handle fragile boxes or heavy safes; when to advise supervisors of conditions of furniture, furnishings, equipment and appliances
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Extremely limited
- g. Time Expected to Reach Full Performance Level:
Three (3) months

DS-298, Interagency Post Employee Position Description

Warehouse Mover (Back-up Driver)

Continuation.

15. Major Duties and Responsibilities, cont.

2) Other duties as assigned, such as drives warehouse forklift; back-up driver for furniture vans and trucks; keeps warehouse clean and orderly; assists with inventories; assists with warehouse auctions; completes paperwork (DS-584) when requested; assists in airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODELs, etc.

25%

Computer Aided Job Evaluation (CAJE)

Job Discussion Help Sheet (JDHS)

for Job Holders and Supervisors

Current job title Warehouseman

Current series and grade FSN-805 - FSN-2

Mission/Agency/Office U.S. Embassy Panama

ICASS

GSO/Property Unit/Warehouse

Help sheet drawn up by:

Manager/supervisor Lisa Meyer

Incumbent Archibold Alleyne

Interview date/time/place

*Return form to HR
Evaluator NLT:*

Completing this document

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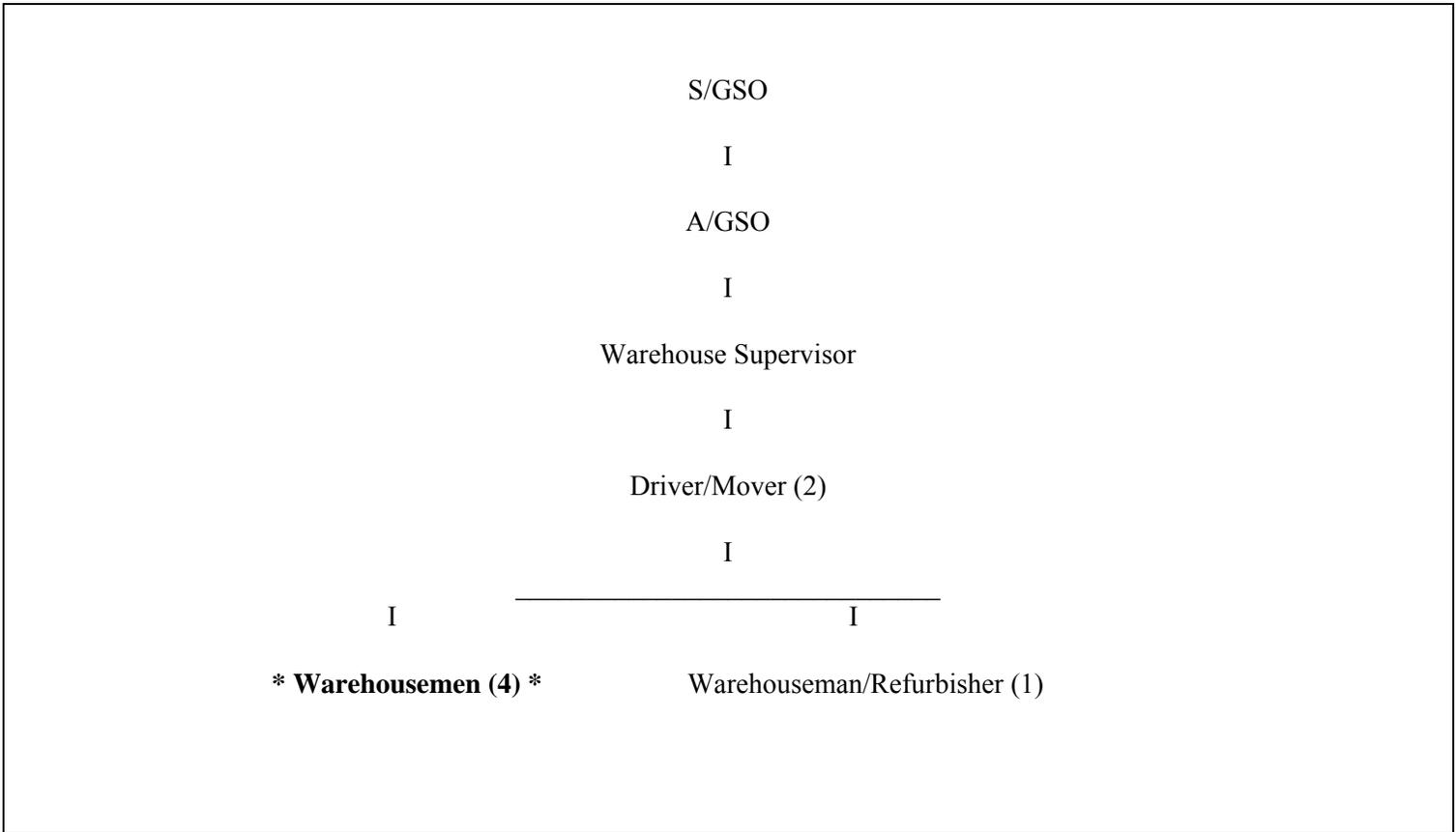
- Responsibility. Considers the extent to which the job controls resources, the amount of discretion the position possesses and the level of advice provided to others.
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- Communication. Records the type and nature of contacts with which the position must communicate in order to do the job effectively.
- Environment. Considers where the job is carried out, the types of potential hazards and physical demands, as well as any unusual work pattern demands.

Please refer to the position description, where appropriate.

Position in the organization

Please draw a simple organization chart (or attach an up to date chart). Please include at least two levels above and below the job. Identify the position being discussed with an asterisk (*).



Interviewer's notes

This Warehouseman has been designated as back up driver for the truck driver. Needs to know how to drive heavy vehicles. This is the only difference between the other Warehousemen.

Main purpose and duties

Please describe, in a sentence or two, the main purpose / essence of the position.

Performs manual labor duties normally associated with the management of USG Property in the warehouse, offices, residences, airports and retail outlets. These duties may include handling, loading, unloading, setting-up and dismantling office and residential supplies, furnishings, appliances and equipment as well as any other duties as assigned.

Please expand on the main purpose by describing 4 or 5 key aspects of the job. For example, describe the 4 or 5 major “roles” this job has. Exclude duties performed less than 10% of the job holder’s time.

- 3) Responsible for loading/unloading and moving supplies, office and residential furniture, appliances, equipment and personal property as well as its correct, orderly storage in the warehouse. Assembles, disassembles and repairs furniture. Cleans items for delivery. 75%
- 4) Other duties as assigned, such as drives warehouse forklift; back-up driver for vans and trucks; keeps warehouse clean and orderly; assists with inventories; assists with warehouse auctions; completes paperwork (DS-584) when requested; assists in airport pick-up and delivery of diplomatic pouches and luggage of VIPs/CODELs, etc. 25%

Interviewer’s notes

Responsibility

This factor considers the extent to which the position requires the planning, organization, direction and control of resources (money, people, equipment, supplies, land, buildings, information). Consider the scale of the resources and the authority of the job holder to manage those resources. This factor also considers the freedom to act with which the job holder is expected to have, the advice given and the resulting impact the position has internally and externally.

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Long term strategic planning of staff. *This means planning for an entire workforce in a large*

<i>organization. This is not actual supervision or traditional line management of staff.</i>	None
<i>Line management of staff . This means full administrative and technical supervision of staff. Full supervision implies approval of leave, selection of new employees, applying discipline, and monitoring employee performance. Include the total number in the job holder’s own “chain of command”.</i>	None
<i>Project management. This implies management of people in a project setting, where the project has a defined duration. Exclude persons counted in “line management” above.</i>	None
<i>Contractors. This means persons outside the job holder’s normal chain of command who may be outside or third-party contractors.</i>	None
<i>Training – delivery of training courses in a formalised learning environment. This means people managed by the job holder in relation to the job holder’s role as a formal Teacher or Instructor.</i>	None
<i>Work allocation – eg daily work guidance/supervision. Consider the job holder’s role in giving out work assignments, or giving daily instructions to others, but for whom the job holder does NOT have full supervisory responsibility. Example: Team Leader or Work Leader role</i>	None

Interviewer’s notes

Other resources

For each of the following headings, indicate the type of resources controlled by the position and the nature of that control. Give some indication of overall value for each basic category (or scale of the resource in the case of information).

<i>Equipment – personal use, repair and maintenance, security, safety, purchase decision, etc Consider tools and equipment, including PCs. Define what the job holder does with the equipment (i.e. user, repairer,</i>	Occasionally drives one of 2 forklifts, uses hand trucks; drives furniture trucks and vans as back-up driver Minor repairs to and set up of furniture and
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<i>purchaser, etc.)</i>	equipment at warehouse, residences or offices Shares computer and printer with other movers
Expendable supplies – issue/receive, determine supplies levels, purchase supplies, etc <i>Consider office supplies or other work supplies, the way in which the job holder deals with them. Estimate the value of goods held at any one time. Example:” orders monthly office supplies of \$250 per month”</i>	None
Buildings/land – security, maintenance/refurbishment, sell/purchase decision, etc	None
Financial matters – handling cash, formulating, monitoring or managing budgets, etc. <i>Consider the role of the job holder with respect to cash, funds, budgets or accounts. Define the role and the amounts involved.</i>	Handles minimal amounts of petty cash (max. \$200 at a time) with prior approval of supervisor and contracting officer to pay for elevator fees, buy minor items, pick up items (curtains, repaired lawn mower, etc) from stores.
Information – upkeep, access/security, management of information resource, etc. <i>Consider the job holder’s responsibility for files, databases, records or controllable information items. Provide examples of the type and volume of information resources used, maintained or managed.</i>	Ensures that necessary paperwork completed and signed before item delivered/returned
Contracted out goods and services – contract support, management, negotiation, etc. <i>Does the job holder have a responsibility for contracted out (outsourced) goods and services. Define the role responsibility and the amount involved. Example: Serves as COTR for window cleaning service contract.</i>	None

Interviewer’s notes

Advice / recommendations

If the position is required to provide advice to others inside or outside of the organization, please indicate the type of advice given and the recipients. Consider advice and recommendation that the job holder is responsible for providing to subordinates, colleagues, clients or management. Provide good examples of the kind of advice and recommendations that are required of the job holder on a regular basis.

Mainly inside organization

Advises supervisor and GSO on condition of item and time needed to complete job

Advises employees on how best to change location of items within office or residence

Interviewer's notes

Knowledge

Consider the essential education, training, experience and skills that a person must possess in order to do the job. This may be different from those that the incumbent actually possesses. *Think about the "know-how" requirements as if the position were undergoing recruitment. Consider the minimum requirements to perform job duties at a fully successful level.*

<p>Knowledge of the organization, external environment and/or specialist field <i>1. What does the job holder have to know about the agency/Mission/Section? 2. What does the job holder have to know about the host country/region? 3. What kind of subject matter knowledge is required, independent of internal procedures or USG policies?</i></p>	<p>3. Who works for what agency, what agencies are entitled to what warehouse-related services under ICASS, location of residences and offices; what areas in Chancery are restricted; best time to deliver to different areas (ie CONS)</p> <p>4. What is happening in general in Panama City; location of residences, offices and shops; road conditions and roads/streets in general</p> <p>3. Ability to drive forklifts, use of hand trucks, safe lifting procedures, warehousing knowledge, basic computer cabling knowledge (ie how to unhook a computer); general knowledge of furniture and how/where it is used; commercial driver's license</p>
<p>Education <i>The minimum academic requirement, include the level and the type. Examples: Completion of secondary schooling in general studies; Bachelors Degree in Nursing</i></p>	<p>6th grade</p>
<p>Training / membership of professional body <i>What kind of occupational training is required? Include specialized job training. Examples: safe driver training, word processing training, software applications training, procedural training (Consular or Admin training), cashier training, etc.</i></p>	<p>Commercial driver's license; training to operate forklift, use of hand trucks, safe driving training, general security procedures, safe lifting techniques, general warehousing knowledge, basic computer knowledge to unhook computers</p>

<p>Previous experience <i>Specify the minimum months or years of prior job-related experience, and the type of experience. Examples: 3 years trades and crafts; 5 years accounting; 1 year general clerical, etc. If prior supervisory experience is required, specify the minimum number of months/years required that is beyond job related experience: Example: 1 year previous supervisory experience in addition to 3 years journeyman level experience.</i></p>	<p>None required</p> <p>Minimum 1 year working in a warehouse preferred</p>
<p>Language and other essential skills <i>Specify the minimum host country language and English language requirements in order to perform job tasks at fully successful level. Level 1: Rudimentary; Level 2: Limited Knowledge; Level 3: Good working knowledge; Level 4: Fluent; Level 5: Credentialed Professional Translator/Interpreter</i></p>	<p>Spanish 3/3</p> <p>English 2/2</p>

Interviewer's notes

Needs to know how to drive heavy vehicles in order to serve as back up for the Mover/Truck Driver.

Intellectual skills

Considers the extent to which the position demands the analysis and evaluation of information in order to formulate conclusions, ideas or judgements. Please indicate the types of problems the position has to solve, the degree of future planning required and the need for innovation. Please provide examples.

Problem solving <i>Identify the typical problems that the job holder is expected to resolve independently. Provide examples of most common problems solved by job holder regularly, and an example of most difficult problem solved.</i>	How to move items best (lifting, fitting into elevator; carrying up stairs); how to best store items to make maximum use of space; how best to coordinate moves to make maximum use of time and space (load/unload area)
Planning ahead <i>Think about the job holder's work horizon, i.e. how far in advance the job holder must plan his/her own activities?. Example: "The technician plans own work at least 3 days in advance; The Accounting Chief must plan the work unit tasks at least quarterly"</i>	Day by day
Innovation. <i>Think about the opportunity and/or need to develop new approaches, procedures, designs, plans, guidelines. Examples: "must design new configurations for LAN"; "must adapt agency regs into internal SOPs"</i>	How best to do their job of moving and make maximum use of available space

Interviewer's notes

Communications

Considers who the position communicates with, both within and outside of the organization, and the nature of the communication. For each key contact, please indicate the purpose of the contact and the type of information communicated. Identify if any specialized communication skills are required. (Examples: *Counsels victims of assault; Refers callers to offices; Delivers speeches to conferences; Explains scientific data to non-experts; Interviews claimants for benefits; Calms down agitated customers*)

- Supervisors - advises on conditions of items, how long it will take to do a job, problems encountered on job; what still needs to be done; recommendations to purchase extra equipment needed to do job, etc
- NEPA - helps to find missing items

- Employees and their families - contact during moves, especially if needed to coordinate actions
- Working level contacts with building administrators for deliveries/pick-ups when acting as a back-up driver

Interviewer's notes

Environment

Considers the physical environment in which the job holder operates. It also considers any job related physical or psychological demands. Identify any job-related particular hazards that exist. Please be specific, including frequency and/or duration where appropriate.

Job location. <i>Identify the primary location of the work, and any secondary locations.</i>	Primary - warehouse Secondary – residences and offices
Potential job related hazards. <i>Exclude hazards that may apply to all staff in the country/city.</i>	Injuries resulting from lifting/carrying heavy items; injury from falling items; slipping/falling when carrying items up stairs or in slippery areas (ie when rains); injury from broken items (ie cuts from glass); being hit by vehicles during move when have to park on the street; driving accidents
Physical demands or Psychological demands. <i>Examples: heavy lifting; repetitive work; job related mental stress.</i>	Heavy lifting
Unusual work pattern demands – frequent travel, working away from duty station, rotating shift work, etc	Minimal (1x month) OT

Interviewer's notes

Other

Are there any other features of the position which should be noted?

Interviewer's notes