

*cyt c/cw  
7/9/72*

<u>Pos #</u>	<u>Component</u>	<u>Title/Grade Requested</u>	<u>Former Grade</u>	<u>PMCD Findings</u>
U-58	CTD/SAB	Payroll Accounting Tech <u>GS-08</u>	GS-07	Payroll Accounting Tech <u>GS-07</u> ✓

c. (New) Payroll Technician GS-08 This position was established to correct the problems encountered in relaying data from the source documents to the input forms related to the payroll system. The incumbent is responsible for spotting obvious errors in the input forms which would be accepted by the computer, but provide an erroneous data base. The knowledge required by the position is grade determining in this case and, as in other positions relating to payroll, is acquired only through experience with the agency payroll system. Procedures and guidelines are well defined and while the position is taxing and requires close scrutiny of data, it does not warrant classification above the GS-07 level.

cyb e/AA  
7/9/76

Pos #	Component	Title/Grade Requested	Former Grade	PMCD Findings
EW	A&D/Anal Br.	Systems Accountant <u>GS-14</u>	GS-13	Systems Accountant <u>GS-13</u> (see parp 2) ✓
EW	A&D/Anal Br.	Accounting Tech <u>GS-09</u>		Systems Acct <u>GS-09</u> OK

a. (New) Systems Accountant GS-14; While the desk audit confirmed the need for establishing a new title and series to accommodate positions of this nature, we could not concur in allocating the position above the GS-13 level. The key grade determining factor in this case is knowledge required by the position. Applicable evaluation criteria was found in the Civil Service Standards Accountant, GS-510 series and in the Computer Specialist series GS-334, with the primary qualification requirements falling within the Systems Accountant series. The position's main requirement is for a comprehensive knowledge and background in the principles of accounting, specifically the agency payroll system. There is also a secondary need for a sound understanding of the concepts and principles of data systems design, modification, revision and testing as it specifically applies to the payroll system. The underlined portion of the previous sentence emphasizes the reason that the position does not justify allocation above the GS-13 level. Computer Systems Analysts at the GS-14 level are required to bear responsibility for all of the many and complex problems related to computer science for several computer systems. Application of the standards alone would place the position at the GS-12 level in the 510 series and at the GS-11 level in the 334 series; however, in considering the breadth of knowledge represented by the requirement to apply both skills, we added one grade to the primarily applicable standard (GS-510-20) in order to reflect the position's classification of mixed positions.