

- 3 NOV 1954

MEMORANDUM FOR: Chief, Management Staff
SUBJECT: Employee Identification Records
REFERENCE: Memo to C/MS from DAD/P, 14 October 1954,
Same Subject

1. Following transmittal of referenced memorandum to your Staff, I asked the Chief, Classification and Wage Division, to consider the effects from a classification viewpoint should the subject staff study be placed in effect.

2. I am attaching a memorandum on this subject from the Chief, Classification and Wage Division, for your information and guidance. You will note that while we see no effect as far as the positions of journeymen telephone operators are concerned, there is a question concerning the one position of Information Supervisor, GS-5.



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George E. Meloon
Deputy Assistant Director
for Personnel

Attachment

Document No. 003
NO CHANGE in Class.
 DECLASSIFIED
Class. CHANGED TO: TS S C
EPA Memo, 4 Nov 77
Auth: EPA HSP, 5/2/80
Date: 23 Feb 91 By: OLL

~~SECRET~~

MEMORANDUM TO: Chief, PAS


SUBJECT: Classification of Telephone Section Positions.

REFERENCE: Staff Study, Employee Identification Records, and proposed Memo for Chief Management Staff from DADP (inclosed)

In answer to the inquiry from the DADP on the possible classification effects in connection with the proposed shift of "off-duty hours" information functions from the Telephone Section to the Security Office, the following is submitted:

- a. Position of Information Supervisor, GS-5, RL162, may be adversely affected, or prove to be unnecessary.
- b. All positions of journeyman Telephone Operator, GS-4, in our analysis, will not be affected by the proposed procedural changes to an extent sufficient to change the grade. These positions are allocated upon the basis of the performance of a wide variety of duties including the handling of local, long distance, and conference telephone calls and trouble desk duties as well as the dispensing of information. The latter task currently includes information such as telephone numbers during regular duty hours as well as the dispensing of "off-duty hours" personnel information. Therefore, no adverse classification action can be foreseen based on the removal of the "off-duty hours" personnel information function alone. These positions will be audited on a spot-check basis after the procedural changes are instituted to obtain a current description and confirm the allocation.
- c. Remainder of Telephone Section positions will be unaffected.

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Chief, Classification and Wage Division

Attachment: Staff Study

Document No. 622

NO CLASSIFICATION

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Auth: [unclear]