CORE COMPENSATION
FEDERAL AVIATION ADMINISTRATION

Series and Title Summary

Background

This guide has been prepared to help managers exercise job documentation authority delegated under the Core Compensation Plan. It summarizes the work typical of each series used in the FAA organizations covered by the Core Compensation Plan and also contains instructions for assigning titles to jobs. Series descriptions are self-explanatory. A few additional instructions for assigning job titles have been provided.

Job Titles

Authorized titles for positions are included in most series summaries. However, there are no standard titles for some series. Therefore, officials exercising job documentation authority must construct unique titles for positions assigned to those series. Further, parenthetical designators [e.g., Quality Assurance Specialist *(Electronics)*] should be added to the basic titles of positions in many series to indicate requirements for specialized skills or knowledge within an occupation. Guidance for constructing titles and assigning parenthetical titles is below.

Constructed Titles

Consider the following when establishing a title for positions in series for which titles have not been authorized.

1. The title must not be an official title for positions in another series.
2. The title should be short and should describe the work performed.
3. The title should be consistent with other occupational series titles. For example, positions in job series involving analytical, examining, or investigating work should be titled *analyst, examiner,* or *investigator*.
4. The title should reflect managerial responsibilities and qualifications if the position is managerial. If this is the case, the official title should be supplemented with a prefix of *Supervisory* or a suffix of *Supervisor*. Words such as *Officer, Administrator,* or *Manager* may be substituted to denote a level of responsibility that includes supervision.

Parenthetical Designators

Parenthetical designators should be added to official titles when it would be helpful to more narrowly identify duties and responsibilities that reflect special skills and knowledges. Standard, parenthetical designators have been established for some series. In other cases, officials may supplement an official title with a parenthetical designator if the designator adds materially to understanding and identifying the position.

The parenthetical designators *Typing, Stenography, Office Automation,* or *Stenography* must be added to official titles when duties require proficiency at or above competitive standards.

FV-0018 -- Safety and Occupational Health Management Series
(Professional)

This series includes positions which involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of: (a) the principles, standards, and techniques of safety and occupational health management; and (b) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields, which contribute to the achievement of comprehensive safety and occupational health objectives.

Authorized titles:
Safety and Occupational Health Specialist *for non-managerial positions.*
Occupational Safety and Health Specialist *for non-managerial positions.*
Safety and Occupational Health Manager *for managerial positions.*
Safety and Occupational Health Manager *for positions which plan, direct, and operate an FAA-wide, region or installation-level safety and occupational health program.*

FV-0019 -- Safety Technician Series (Technical Support)

This series includes positions that involve support work in accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Positions require a practical knowledge of work processes and equipment, environmental conditions, and established safety standards, protective devices and accident prevention measures.

Authorized titles:
Safety Technician *for non-managerial positions.*
Supervisory Safety Technician *for managerial positions.*

FV-0020 -- Community Planning Series (Professional)

This series includes professional positions concerned with community planning and with developing the art and science of planning to apply to communities such as urban or rural neighborhoods, villages, Indian reservations, cities, counties, regions, States, or the nation. Community planning work requires knowledge of planning concepts, principles, techniques, and practices; the social, economic, political, and physical elements involved in human settlements; and the dynamics of change within these elements. Planners identify community needs, resources, and problems, and assist citizens to make decisions on goals, policies, priorities, plans, programs, and methods of implementation designed to create a physical, economic, and social environment in which the human activities desired by the members of the community may flourish.

Authorized titles:
Community Planner *for non-managerial positions.*
Supervisory Community Planner *for managerial positions.*

FV-0028 -- Environmental Protection Specialist Series (Technical)

This series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals; (2) reviewing, analyzing, and recommending modifications where necessary, of plans developed by states to implement various provisions of Federal environmental standards; (3) developing and analyzing data and preparing reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning, and similar activities; (4) reviewing, analyzing, and coordinating preparation of, or preparing comments on environmental impact statements; (5) developing and/or analyzing proposals for new or revised environmental protection regulations and determining their impact on air, water, and land resources; and (6) conducting studies to identify environmental problems, and performing analytical work which contributes to the effectiveness of environmental plans, programs, and methods. The work requires the exercise of discretion and independent judgment in the application of knowledge of the principles, practices, and techniques of environmental planning and protection.

Authorized titles:
Environmental Protection Specialist *for non-managerial positions.*
Supervisory Environmental Protection Specialist *for managerial positions.*

FV-0080 -- Security Administration Series (Professional)

This series includes positions the primary duties of which are analytical, planning, advisory, operational, or evaluative work which has as its principal purpose the development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss. Duties involve the management, supervision, or performance of work in: (1) developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials; and/or (2) developing and implementing policies and procedures for analyzing and evaluating the character, background, and history of employees, candidates for employment, and other persons having or proposed to be granted access to classified or other sensitive information, materials, or work sites.

Authorized titles:
Personnel Security Specialist, Physical Security Specialist, Information Security Specialist, or Industrial Security Specialist *for non-managerial positions as appropriate to the assigned specialization.*
Security Specialist *for non-managerial positions for which one of the above specialization's is not appropriate.*
Supervisory Personnel Security Specialist, Supervisory Physical Security Specialist, Supervisory Information Security Specialist, Supervisory Industrial Security Specialist, or Supervisory Security Specialis*t for managerial positions.*

FV-0086 -- Security Clerical and Assistance Series (Administrative Support)

This series includes positions the primary duties of which are to supervise or perform clerical and assistant tasks in support of established security programs (e.g., personnel, physical, information, or industrial security) when such work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration.
Authorized titles:

Security Assistant *for non-managerial positions.*
Supervisory Security Assistant *for managerial positions.*

FV-0101 -- Social Science Series (Technical)

This series includes positions the duties of which are to advise on, administer, supervise or perform research or other professional and scientific work in one or any combination of the social sciences when such work is not classifiable in other series of this occupational group.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0102 -- Social Science Aid and Technician Series (Technical Support)

This series covers positions involving nonprofessional work of a technical, specialized, or support nature in one or more of the social science or other occupational fields covered by this group when there is no more appropriate series. The positions require a practical understanding of the objectives, policies, procedures, or regulatory requirements pertaining to the work--and the ability to apply skills or knowledges of the occupation involved. The work does not require full professional competence (or equivalent professional-level preparation) in the theories, principles, and concepts of the field.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0110 -- Economist Series (Technical)

This series includes positions which require application of a professional knowledge of economics in the performance of duties that include: research into economic phenomena, analysis of economic data, and the preparation of interpretive reports; advice and consultation on economic matters to governmental officials and private organizations or citizens; and the performance of other professional work in economics including supervision and the direction of economists engaged in the various economics programs of the Federal Government.

Authorized titles:
Economist *or* ***Industry Economist*** *for non-managerial positions as appropriate to the assigned specialization.*
Supervisory Economist *or* ***Supervisory Industry Economist*** *for managerial positions.*

FV-0130 -- Foreign Affairs Series (Technical)

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the departmental formulation and direction of the foreign affairs of the Government or in the study and disposition of information bearing on international relations.
Authorized titles:
Foreign Affairs Specialist *followed by a* ***parenthetical*** *title consistent with the occupational field involved* [*e.g., Foreign Affairs Specialist (International)].*

FV-0132 -- Intelligence Series (Technical)

This series includes positions concerned with advising on, administering, supervising, or performing work in the collection, analysis, evaluation, interpretation, and dissemination of information on political, economic, social, cultural, physical, geographic, scientific, or military conditions, trends, and forces in foreign and domestic areas which directly or indirectly affect the national security. These positions require a basic knowledge and understanding of one or more of the natural or social sciences, engineering, or military science, but do not demand, as a primary qualification requirement, full knowledge of the current state of the art.

Authorized titles:
Intelligence Research Specialist *or* ***Intelligence Operations Specialist*** *for non-managerial positions as appropriate to the assigned specialization.*
Supervisory Intelligence Research Specialist *or* ***Supervisory Intelligence Operations Specialist*** *for managerial positions.*

FV-0170 -- History Series (Professional)

This series includes positions the duties of which are to advise on, administer, supervise or perform research or other work in the field of history when such work requires a professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis or presentation of historical facts.

Authorized titles:
Historian *for non-managerial positions.*
Supervisory Historian *for managerial positions.*

FV-0180 -- Psychology Series (Technical)

This series includes positions involving professional work relating to the behavior, capacities, traits, interests and activities of human and animal organisms. This work may involve any one or a combination of the following functions: (1) experimenting with or systematically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience, or physiology, or to develop practical applications of findings; (2) applying professional knowledges of psychological principles, theories, methods, or data to practical situations and problems; and (3) providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use.

Authorized titles:
Personnel Psychologist, ***Counseling Psychologist***, *or* ***Engineering Psychologist*** *for non-managerial positions as appropriate to the assigned specialization.*
Psychologist *for non-managerial positions which include work in two or more specialization's when no one specialization predominates or for positions not covered by an established specialization.*
Supervisory Personnel Psychologist*,* ***Supervisory Counseling Psychologist****, or* ***Supervisory Engineering Psychologist*** *for managerial positions.*

FV-0181 -- Psychology Aid and Technician Series (Technical Support)

This series includes classes of positions which involve the performance of nonprofessional technical work in connection with a program of research or direct services in psychology.

Positions in this series involve a practical understanding of some of the principles, methods and techniques of psychology, but do not require formal education in psychology. While positions in the lower grades of the Psychology Series, FV-180, may involve performance of tasks similar to work performed by incumbents in this series, work classifiable to the FV-180 series is distinguished by the fact that it is performed as part of a program of training and development, leading to acquisition of broader knowledges, skills and insights into the overall principles and theory of psychology, whereas work in the Psychology Aid and Technician Series is performed for its immediate productive value, is typically very limited in breadth, and does not provide substantial development of broader psychological skills, knowledges, and insights.

Authorized titles:
Psychology Technician *for non-managerial positions.*
Supervisory Psychology Technician *for managerial positions.*

FV-0199 -- Social Science Student Trainee Series (Student)

This series includes all trainee positions in the social sciences which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved* [*e.g., Student Trainee (Psychology)].*

FV-0201 -- Personnel Management Series (Professional)

This series includes positions which either (1) direct or assist in directing a personnel management program, or (2) advise on, supervise, perform or provide staff leadership and technical guidance for work which involves two or more specialized personnel functions, or (3) perform specialized personnel management work not covered by other series in this group.

Authorized titles:
Personnel Management Specialist *for non-managerial positions.*
Supervisory Personnel Management Specialist *for managerial positions.*
Personnel Officer *for positions responsible for directing a personnel management program.*

FV-0203 -- Personnel Clerical and Assistance Series (Administrative Support)

This series includes all positions the primary duties of which are to supervise, lead, or perform: (1) clerical work requiring substantial knowledge of civilian personnel terminology, requirements, procedures, and functions to process documents (applications for employment, promotion, Federal benefits and services, training, official personnel actions, etc.), prepare recurring personnel reports, explain personnel procedures, maintain master personnel and organizational records, and provide miscellaneous clerical support in personnel-related units; and (2) limited technical work requiring substantial practical knowledge of one or more civilian personnel management specialties such as staffing, employee relations, and classification. These positions do not require the broad knowledge of Federal personnel systems or the depth of knowledge about personnel management concepts, principles, and techniques which are characteristic of the recognized personnel management specialist positions.

Authorized titles:
Personnel Assistant *for non-managerial positions.*
Supervisory Personnel Assistant *for managerial positions.*

*FV-0212; FV-0221; FV-0230; FV-0233; FV-0235 -- Assigned to: FV-0201 FV-0260 -- Equal Employment Opportunity Series (Professional)

This series includes positions primarily concerned with developing, administering, evaluating, or advising on the Federal Government's internal equal employment opportunity program within various Federal agencies when the position requires knowledge of Federal equal employment opportunity regulations and principles; compliance and enforcement skills; administrative, management, and consulting skills; and knowledge of Federal personnel administration. This includes managers or coordinators of special emphasis programs designed to solve the specialized employment problems of women, minorities, veterans, the handicapped, persons over age forty, and others as they relate to Federal employment.

Authorized titles:
Equal Employment Specialist *for non-managerial positions.*
Supervisory Equal Employment Specialist *for managerial positions.*
Equal Employment Manager *for positions responsible for managing a Federal equal employment opportunity program.*

FV-0299 -- Personnel Management Student Trainee Series (Student)

This series includes all trainee positions in personnel management occupations that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved* [e.g., Student Trainee (Personnel Management)].

FV-0301 -- Miscellaneous Administration and Program Series (Professional)

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Authorized titles:
No titles are specified*.* **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0303 -- Miscellaneous Clerk and Assistant Series (Clerical Support)

This series includes positions the duties of which are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

Authorized titles:
No titles are specified*.* **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0304 -- Information Receptionist Series (Clerical Support)

This series includes all classes of positions the duties of which are to supervise or perform work involved in receiving and directing persons who call or visit Government agencies, installations, or offices, and giving them information in person or by telephone concerning the organization, functions, activities, and personnel of such agencies, installations, or offices.

Authorized titles:
Information Receptionist *for non-managerial positions.*
Supervisory Information Receptionist *for managerial positions.*

*FV-0305; FV-0312 -- Assigned to FV-0303

FV-0313 -- Work Unit Supervising Series (Administrative Support)

This series includes all classes of positions the duties of which are to supervise one or more work units when the work of the unit(s) is properly classified in one-grade interval series. Positions classified in this series have as their paramount qualification requirement supervisory knowledges and abilities and do not require prior experience, knowledge, or skill in a specialized subject matter or functional area.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0318 -- Secretary Series (Administrative Support)

This series includes all positions the duties of which are to assist one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require a knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject-matter area.

Authorized titles:
Secretary *for non-managerial positions.*
Supervisory Secretary *for managerial positions.*

*FV-0322; FV-0326 -- Assigned to FV-0303

FV-0332 -- Computer Operation Series (Technical Support)

This series includes positions the paramount duties of which involve operating or supervising the operation of the controls of the digital computer system. Also included are positions involving the operation of peripheral equipment when: (a) such equipment is used directly in support of computer operations; and (b) the operation of such equipment is directly related to acquiring the knowledges and skills needed in operating the control console of a computer system. Positions

in this series require knowledge of the functions of the various computer features and the skill to read, interpret, and correctly respond to information in the form in which it is transmitted through the computer system.

Authorized titles*:*
Computer Operator *for non-managerial positions.*
Supervisory Computer Operator *for managerial positions.*

FV-0334 -- Computer Specialist Series (Technical)

The work in this series includes responsibility for analyzing, managing, supervising, or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers. Positions are included in this series when the primary need is knowledge of information processing methodology/technology, computer capabilities, and processing techniques.

Authorized titles:
Computer Specialist *for non-managerial positions.*
Supervisory Computer Specialist *for managerial positions.*

FV-0335 -- Computer Clerk and Assistant Series (Administrative Support)

This series covers positions involving performance or supervision of data processing support and services functions for users of digital computer systems including such work as: (1) receiving, maintaining, and issuing data storage media for computer operations; (2) collecting and sequentially staging input media with associated program instructions for processing; (3) scheduling the use of computer time for program processing; (4) collecting, maintaining and distributing program and systems documentation; and (5) collecting raw information, preparing flow charts, and coding in program languages; or, (6) other support functions. This work requires knowledge of external data processing sequences, controls, procedures, or user and programming languages, rather than in-depth knowledge of computer requirements or techniques associated with development and design of data processing systems.

Authorized titles:
Computer Assistant *for non-managerial positions.*
Supervisory Computer Assistant *for managerial positions.*

FV-0340 -- Program Management Series (Professional)

This series includes all classes of positions the duties of which are to manage or direct, or to assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability and when the positions do not require competence in a specialized subject-matter or functional area. (Positions in which specialized subject matter or functional competence is a necessary qualification requirement are classifiable in whichever specialized or general series is most appropriate.)

Authorized title:
Program Manager *for all positions.*

FV-0341 -- Administrative Officer Series (Professional)

This series includes positions in which the employees are responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of an organization.

Authorized titles:
Administrative Officer *for all but trainee positions.*
Administrative Assistant *for trainee positions.*

*FV-0342 -- Assigned to FV-0341

FV-0343 -- Management and Program Analysis Series (Professional)

This series includes positions which primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

Authorized titles:
Management Analyst *for non-managerial positions concerned with analyzing, evaluating, or improving the efficiency of administrative operations, organizations, or management.*
Program Analyst*.*
Management and Program Analyst *for non-managerial positions consisting of mixed management analysis and program analysis functions, where neither is predominant.*
Supervisory Management Analyst, Supervisory Program Analyst*, or* ***Supervisory Management and Program Analyst*** *for managerial positions.*
Management Analysis Officer, Program Analysis Officer*, or* ***Management and Program Analysis Officer*** *for positions responsible for establishing, planning, and directing programs in the respective functional specialties.*

FV-0344 -- Management and Program Clerical and Assistance Series (Administrative Support)

This series includes positions involved in supervising or performing clerical and technical work in support of management analysis and program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. The work requires a practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes, objectives, products, services, resource requirements, and similar features of Government programs and organizations.

Authorized titles:
Management Assistant *for non-managerial positions that support management analysis functions and processes.*

Program Assistant *for non-managerial positions that support program analysis functions and processes.*
Management and Program Assistant *for positions that support a mixture of management and program analysis functions.*
Supervisory Management Assistant, Supervisory Program Assistant*, or* ***Supervisory Management and Program Assistant*** *for managerial positions.*

FV-0346 -- Logistics Management Series (Professional)

This series covers positions concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The work involves (1) identifying the specific requirements for money, manpower, materiel, facilities, and services needed to support the program and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics work requires (1) knowledge of agency program planning, funding, and management information systems, (2) broad knowledge of the organization and functions of activities involved in providing logistical support, and (3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time.

Positions in this series require some degree of specialized knowledge of some or all of the logistics support activities involved. The paramount qualification requirement, however, is the ability to integrate the separate functions in planning or implementing a logistics management program. (Positions in which specialized knowledges of logistics support functions are the paramount requirement are classified in whichever specialized or general series is most appropriate.)

Authorized titles:
Logistics Management Specialist *for non-managerial positions.*
Supervisory Logistics Management Specialist *for managerial positions.*
Logistics Management Officer *for managerial positions with responsibility for planning, organizing, and directing an overall logistics program.*

FV-0351 -- Printing Clerical Series (Administrative Support)

This series includes positions which involve clerical duties requiring knowledge of clerical procedures and operations peculiar to the control, procurement, or providing of printing services. For instance, incumbents of positions in this series process requisitions for procurement of printing, identify from agency guides established specifications, estimate costs for standard recurring publications, maintain control records for production or cost purposes, etc. A technical knowledge of printing as defined in the Printing Management Series, FV-1654, is not required for performance of work in this series.

Authorized titles:
Printing Assistant *for non-managerial positions.*
Supervisory Printing Assistant *for managerial positions.*

*FV-0356 -- Assigned to FV-0303

*FV-0360 -- Assigned to FV-0260

FV-0361 -- Equal Opportunity Assistance Series (Administrative Support)

This series includes positions supervising or performing technical and substantive clerical work in support of equal opportunity and civil rights programs or activities. The paramount qualification requirement is a practical knowledge of the methods, procedures, regulations, and purposes of the equal opportunity or civil rights function the positions support. These positions do not require the broad knowledge of equal opportunity and civil rights principles, or the depth of skill in analysis, interpretation, and decision-making characteristic of the Equal Opportunity Compliance Series, Equal Employment Opportunity Series, and Civil Rights Analysis Series.

Authorized titles:
Equal Opportunity Assistant *for non-managerial positions.*
Supervisory Equal Opportunity Assistant *for managerial positions.*

FV-0391 -- Telecommunications Series (Technical)

This occupation includes positions that involve 1) technical and analytical work pertaining to the planning, development, acquisition, testing, integration, installation, utilization, or modification of telecommunications systems, facilities, services, and procedures; 2) managerial and staff work in the planning, implementation, or program management of telecommunications programs, systems, and services or, 3) line supervision over communications operations, when such work includes responsibility for management functions such as planning, recommending changes and determining organizational structure, staffing, training, and budgetary requirements.

Authorized titles:
Telecommunications Specialist *for non-managerial positions.*
Supervisory Telecommunication Specialist *for managerial positions.*
Telecommunications Manager *for positions responsible for planning and developing programs, directing operations, or administering the telecommunications programs of an organization.*

*FV-0394 -- Assigned to FV-0303

FV-0399 -- Administration and Office Support Student Trainee Series (Student)

This series includes all trainee positions in administrative and office support occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved* [e.g., Student Trainee (Telecommunications)].

FV-0401 -- General Biological Science Series (Technical)

This series includes positions which involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve (1) a combination of several professional fields with none predominant, or (2) a specialized professional field not readily identified with other existing series.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0404 -- Biological Science Technician Series (Technical Support)

This series includes all positions that primarily require a practical knowledge of the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another technician series of the Biological Sciences Group, FV-0400. Biological science technicians provide practical technical support to production, research, operations, or program administration efforts in laboratories, field, or other settings including greenhouses, barns, caves, or wildlife refuges.

Authorized titles:
Biological Science Laboratory Technician *for non-managerial positions that work in a laboratory and require knowledge of laboratory practices and techniques.*
Biological Science Technician *for all other non-managerial positions.*
Supervisory Biological Science Laboratory Technician *or* ***Supervisory Biological Science Technician*** *for managerial positions.*

FV-0413 -- Physiology Series (Technical)

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the field of human and animal physiology, including studies of the functions, environmental response, and biological activities and processes of the basic living organism and its component parts.

Authorized titles:
Physiologist *for non-managerial positions.*
Supervisory Physiologist *for managerial positions.*

FV-0501 -- Financial Administration and Program Series (Professional)

This series includes positions the duties of which are to perform, supervise, or manage nonprofessional, two-grade interval work properly classified to the Accounting and Budget Group, FV-500, when no other series is appropriate.

Authorized titles:
No titles are specified**. Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0503 -- Financial Clerical and Assistance Series (Administrative Support)

This series includes positions the duties of which are to perform or supervise clerical or assistant work in support of accounting, auditing, budgeting, or financial management functions when no other established series in the Accounting and Budget Group, FV-0500, is appropriate. The work requires a knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

Authorized titles:

***No titles are specified*.** **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

*FV-0505 -- Assigned to FV-0501

FV-0510 -- Accounting Series (Professional)

This series includes all positions the duties of which are to advise on or administer, supervise, or perform professional accounting work relating to the financial activities of governmental, quasi-governmental, or private sector organizations. The work includes the design, development, operation, or inspection of accounting systems; the prescription of accounting standards, policies, and requirements; the examination, analysis, and interpretation of accounting data, records, or reports; or the provision of accounting or financial management advice and assistance to management.

Authorized titles:
Accountant *for non-managerial positions concerned with preparing, analyzing, interpreting, and presenting accounting data; maintaining and modifying local accounting systems; operating cost accounting systems; and for positions which consist of combinations of different accounting work when no particular work is paramount.*
Systems Accountant *for non-managerial positions concerned with designing, adapting, or installing automated accounting systems.*
Staff Accountant *for non-managerial positions concerned with studying and advising on accounting and financial management matters.*
Supervisory Accountant, Supervisory Systems Accountant*, or* ***Supervisory Staff Accountant*** *for managerial positions.*
Accounting Officer *for positions concerned with managing all internal accounting functions of an organization.*

FV-0525 -- Accounting Technician Series (Administrative Support)

This series includes account maintenance clerical and accounting technician support positions requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also included are positions which perform technical audit functions, develop or install revised accounting procedures, or perform similar quasi-professional accounting work. Positions in this series require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; and understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

Authorized titles:
Accounting Technician *for non-managerial positions.*
Supervisory Accounting Technician *for managerial positions.*

FV-0544 -- Civilian Pay Series (Administrative Support)

This series includes positions concerned with the determination of pay, the maintenance of payroll records, and the compilation of related reports pertaining to civilian employees of the Federal Government, and/or with the establishment, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government. Positions in the Civilian Pay

Series require (1) substantial knowledge of civilian pay and/or leave rules, regulations, procedures, programs, and systems requirements, and (2) usually, a knowledge of those civilian personnel rules and regulations that affect pay.

Authorized titles:
Civilian Pay Technician *for non-managerial positions that process pay or leave documents or maintain pay and related records.*
Time and Leave Technician *for non-managerial positions that process and maintain attendance and leave records.*
Supervisory Civilian Pay Technician *or* ***Supervisory Time and Leave Technician*** *for managerial positions.*

*FV-0560 -- Assigned to FV-0501

*FV-0561 -- Assigned to FV-0503

FV-0601 -- General Health Science Series (Technical)

This series includes positions which involve research or other professional and scientific work which is specifically health-oriented in character, when the work is of such generalized or miscellaneous specialized nature that the positions are not more appropriately classifiable in any of the existing series in this or any other Group. The work requires a background of knowledges, skills and techniques gained from professional training in a health science or allied scientific field, but has no paramount, rigid or continuing requirement for the knowledges, skills and techniques characterizing any of the established series which reflect one or more of the academic disciplines or recognized professions. Such work may cut across and require understanding of scientific methods and techniques common to several recognized professional fields in the health, medical or allied sciences (e.g., work in the field of health research administration requiring knowledge of research methodology common to a number of different scientific fields); and/or the work may represent a new, emerging or miscellaneous professional occupational area of a health science not readily identifiable with established series. This series is not intended for use for interdisciplinary professional positions (and the paramount qualification needed to perform the work) which are readily identifiable with existing series.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0602 -- Medical Officer Series (Specialized)

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional and scientific work in one or more fields of medicine. Positions are classifiable to this series when the nature of duties and responsibilities is such that the degree of Doctor of Medicine or Doctor of Osteopathy is a fundamental requirement. Most positions in this series require a current license to practice medicine and surgery in a State or Territory of the United States or in the District of Columbia.

Authorized titles:
Medical Officer *is the basic title for all positions.* ***Parenthetical*** *modifiers should be added to designate subject-matter specialization's with the exception of research positions.*

FV-0603 -- Physician's Assistant Series (Specialized)

This series covers positions which involve assisting a physician by providing diagnostic and therapeutic medical care and services under the guidance of the physician. The work requires knowledge of specific observation and examination procedures, and ability to perform diagnostic and therapeutic tasks. The work does not include the full scope of interpretation of medical findings requiring the full professional background of the licensed physician. Physician's assistants assist in the examination and observation of patients by performing such duties as taking case histories, conducting physical examinations, and ordering laboratory studies during hospital rounds and clinic visits.

As directed by a physician, physician's assistants carry out special procedures; for example, they give injections or other medication, apply or change dressing, perform lumbar punctures, or suture minor lacerations.

Authorized titles:
Physician's Assistant *for non-managerial positions.*
Supervisory Physician's Assistant *for managerial positions.*

FV-0610 -- Nurse Series (Specialized)

This series includes positions that require a professional knowledge of nursing. Positions involve providing care to patients in hospitals, clinics, occupational health units, homes, schools and communities; administering anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; promoting better health practices; teaching; performing research in one or more phases of the field of nursing; or consulting and advising nurses who provide direct care to patients.

Authorized titles:
Clinical Nurse *for non-managerial positions that provide direct nursing service to patients.*
Occupational Health Nurse *for non-managerial positions that provide nursing and health service to employees in relation to their occupations and working environments.*
Nurse *for other non-managerial positions.*
Supervisory Clinical Nurse, Supervisory Occupational Health Nurse*, or* ***Supervisory Nurse*** *for managerial positions.*

FV-0640 -- Health Aid and Technician Series (Technical Support)

This series includes positions involving nonprofessional work of technical, specialized, or support nature in the field of health or medicine when the work is of such generalized, specialized or miscellaneous nature that there is no other more appropriate series. Such work is either (1) characteristic of two or more specialized nonprofessional series in the Medical, Dental, and Public Health Group, FV-600, when no one type of work controls the qualification requirements, or (2) sufficiently new, unique, or miscellaneous that it is not specifically included in a specialized nonprofessional series in the Group.

Authorized titles:
Health Technician *for non-managerial positions.*
Supervisory Health Technician *for managerial positions.*

FV-0644 -- Medical Technologist Series (Technical)

This series includes positions which require professional knowledge and competence in the field of medical technology. Medical technology involves performing, advising on, or supervising clinical laboratory testing of human blood, urine, and other body fluids or tissues, using manual or automated techniques; confirming test results and developing data which may be used by physicians in determining the presence and extent of disease or in support of medical research; modifying or designing laboratory procedures; establishing and monitoring quality control systems and measures; and providing instruction in the basic theory, technical skills, and application of laboratory test procedures. Medical technology includes work in such areas as hematology, bacteriology, mycology, virology, parasitology, immunology, serology, immunohematology (blood banking), clinical chemistry (including endocrinology and toxicology), and urinalysis as they relate to clinical laboratory practice.

Authorized titles:
Medical Technologist *for non-managerial positions.*
Supervisory Medical Technologist *for managerial positions.*

FV-0645 -- Medical Technician Series (Technical Support)

This series includes positions which involve nonprofessional technical work in clinical (medical) laboratories in performing tests and examinations in one or more areas of work such as chemistry, blood banking, hematology, or microbiology. The reports of findings of tests and examinations may be used by physicians in diagnosis, care and treatment of patients, or in support of medical research. The work requires a practical knowledge of the techniques of medical laboratory practice in one or more areas of clinical laboratory work (e.g., blood banking, chemistry, hematology, microbiology) and of the chemistry, biology, and anatomy involved.

Authorized titles:
Medical Technician *for non-managerial positions.* ***Parenthetical*** *designators may be added to designate specialization's.*
Supervisory Medical Technician *for managerial positions.*

FV-0662 -- Optometrist Series (Technical)

This series covers positions that require the application of professional optometric knowledges and skills in examining and analyzing the eye for diseases and defects and prescribing correctional lenses or exercises. Except for positions not involving patient care responsibility (e.g., research optometrist) positions in this series require a current license to practice optometry in a State or Territory of the United States or in the District of Columbia.

Authorized titles:
Optometrist (Clinical) *for non-managerial positions located in clinical settings.*
Optometrist (Industrial) *for non-managerial positions located in industrial health programs or similar settings.*
Research Optometrist *for non-managerial research positions.*
Optometrist *for other non-managerial positions.*
Supervisory Optometrist, Supervisory Optometrist (Clinical), Supervisory Optometrist (Industrial), *or* ***Supervisory Research Optometrist*** *for managerial positions.*

FV-0675 -- Medical Records Technician Series (Administrative Support)

This occupation includes positions involving technical work concerned with processing and maintaining medical records for compliance with regulatory requirements. Included in this series are positions that review, analyze, code, abstract, and compile or extract medical records data. The work requires a practical knowledge of medical records procedures and references and the organization and consistency of medical records. Positions also require a basic knowledge of human anatomy, physiology, and medical terminology.

Authorized titles:
Medical Records Technician *for non-managerial positions.*
Supervisory Medical Records Technician *for managerial positions.*

FV-0690 -- Industrial Hygiene Series (Professional)

This series includes all classes of positions the duties of which are to advise on, administer, supervise, manage, or perform professional and scientific work in industrial hygiene, including the identification and evaluation of conditions affecting the health and efficiency of employees, or the citizens of the adjacent community, the formulation and recommendation of measures to eliminate or control occupational health hazards, and the promotion of occupational health programs for instructing and motivating managers and employees in the prevention as well as correction of potential health hazards.

Authorized titles:
Industrial Hygienist *for non-managerial positions.*
Supervisory Industrial Hygienist *for managerial positions.*
Industrial Hygiene and Safety Manager *for managers of occupational health programs broad enough to require the services of other specialists.*

FV-0801 -- General Engineering Series (Engineering)

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering series, but which involves the application of a knowledge of such engineering fundamentals as the strength and strain analysis of engineering materials and structures, the physical and chemical characteristics of engineering materials such as elastic limits, maximum unit stresses, coefficients of expansion, workability, hardness, tendency to fatigue, resistance to corrosion, engineering adaptability, engineering methods of construction and processing, etc.; or positions involving professional work in several branches of engineering.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0802 -- Engineering Technician Series (Specialized)

This series includes technical positions that require primarily application of a practical knowledge of (a) the methods and techniques of engineering or architecture; and (b) the construction, application, properties, operations, and limitations of engineering systems, processes, structures,

machinery, devices, and materials. The positions do not require professional knowledges and abilities for full performance and therefore do not require training equivalent in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture. Excluded from this series are positions that are specifically covered by a more specialized technical series.

Authorized titles:
Engineering Technician *for non-managerial positions. If appropriate, specialization's should be identified by adding the appropriate prefix (e.g., Mechanical Engineering Technician). The following titles for specialization's are authorized:* ***Aerospace Engineering Technician, Architecture Engineering Technician, Biomedical Engineering Technician, Chemical Engineering Technician, Civil Engineering Technician, Electrical Engineering Technician, Materials Engineering Technician, Mechanical Engineering Technician,*** *and* ***Petroleum Engineering Technician***
Supervisory Engineering Technician, Supervisory Aerospace Engineering Technician, Supervisory Architecture Technician, Supervisory Biomedical Engineering Technician, Supervisory Chemical Engineering Technician, Supervisory Civil Engineering Technician, Supervisory Electrical Engineering Technician, Supervisory Materials Engineering Technician, Supervisory Mechanical Engineering Technician*, and* ***Supervisory Petroleum Engineering Technician*** *for managerial positions.*

FV-0803 -- Safety Engineering Series (Engineering)

This series includes positions that require the performance of professional engineering work to eliminate or control hazardous conditions resulting from human error, equipment and machine operations which may lead to injury to persons and damage to property. The work requires the application of: (a) advanced mathematical techniques; (b) professional engineering principles, methods, and techniques; (c) safety related elements of the physical sciences, ergonomics, psychology and physiology; and (d) safety principles, standards, practices, and analytical techniques.

Authorized titles:
Safety Engineer *for non-managerial positions.*
Supervisory Safety Engineer *for managerial positions.*

FV-0806 -- Materials Engineering Series (Engineering)

This series includes professional positions in engineering, or in engineering and physical science, which are concerned primarily with the properties, processing, uses, and in-service behavior of engineering materials, where the work performed and the qualifications required are such that the position is not more characteristic of a series appropriate to some other academic discipline. The work is characterized by the following three qualification requirements: (1) a highly developed knowledge of materials and their properties, processing, uses, and behavior under environmental influences; (2) an understanding of and the ability to utilize advances of the fundamental materials sciences, e.g., as they pertain to the interrelationships of composition, structure, and properties; and (3) knowledge of and ability to apply pertinent engineering principles and practices including considerations such as cost, availability, fabrication, performance, and use.

Authorized titles:
Materials Engineer *for non-managerial positions. Specialization's should be identified* ***parenthetically.*** *The following are authorized:* ***Materials Engineer Coatings****,* ***Materials Engineer Fibrous Materials****,* ***Materials Engineer Lubricants****,* ***Materials Engineer Plastics****,* ***Materials Engineer Rubber****, and* ***Materials Engineer Structural Materials****. The basic title should be used where specialized titles are not appropriate.*
Supervisory Materials Engineer *for managerial positions.*

FV-0808 -- Architecture Series (Technical)

This series includes positions the duties of which involve professional architectural work which typically requires: (a) knowledge of architectural principles, theories, concepts, methods, and techniques; (b) a creative and artistic sense; and (c) an understanding and skill to use pertinent aspects of the construction industry, engineering and the physical sciences related to the design and construction of new or the improvement of existing buildings.

Authorized titles:
Architect *for non-managerial positions.*
Supervisory Architect *for managerial positions.*

FV-0809 -- Construction Control Series (Professional)

This series includes positions which involve on site inspection of construction or the monitoring and control of construction operations. Positions in this occupation require application of (a) practical knowledge of engineering methods and techniques; (b) knowledge of construction practices, methods, techniques, costs, materials, and equipment; and (c) ability to read and interpret engineering and architectural plans and specifications.

Authorized titles:
Construction Inspector *for non-managerial positions that inspect construction on-site for compliance with plans and specifications.*
Construction Representative *for non-managerial positions that monitor and control construction operations.*
Supervisory Construction Inspector *or* ***Supervisory Construction Representative*** *for managerial positions.*

FV- 810 -- Civil Engineering Series (Engineering)

This series included professional positions in the field of civil engineering, typically requiring application of general knowledge of the physical sciences and mathematics underlying engineering, and specialized knowledge of (a) mechanics of solids, particularly of soils, (b) hydraulics, (c) theory of structure, (d) strength of materials, (e) engineering geology, and (f) surveying. Positions in this series have responsibility for management, supervision or performance of (1) planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and control natural resources; (2) investigating, measuring, surveying and mapping the earth's physical features and phenomena; and (3) research and development activities pertaining to (1) or (2).

Authorized titles:
Civil Engineer *or* ***Structural Engineer*** *for non-managerial positions as appropriate to the specialization.*
Supervisory Civil Engineer *or* ***Supervisory Structural Engineer*** *for managerial positions.*

FV-0818 -- Engineering Drafting Series (Technical Support)

This series includes positions which involve primarily portraying engineering and architectural ideas and information through drawings. The positions require a practical knowledge of drafting methods and procedures, and skill in the application of drafting techniques.

Authorized titles:
Engineering Draftsman *for non-managerial positions.*
Supervisory Engineering Draftsman *for managerial positions.*

FV-0819 -- Environmental Engineering Series (Engineering)

This series includes positions that involve professional engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment. Such work requires the application of (a) professional knowledge of the principles, methods, and techniques of engineering concerned with facilities and systems for controlling pollution and protecting quality of resources and the environment, and (b) an understanding of and the ability to utilize pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants.

Authorized titles:
Environmental Engineer *for non-managerial positions.*
Supervisory Environmental Engineer *for managerial positions.*

FV-0830 -- Mechanical Engineering Series (Engineering)

This series includes professional positions in the field of mechanical engineering typically requiring the application of thermodynamics, mechanics, and other physical, mathematical and engineering sciences to problems concerned with the production, transmission, measurement, and use of energy, especially heat and mechanical power.

Authorized titles:
Mechanical Engineer *for non-managerial positions.*
Supervisory Mechanical Engineer *for managerial positions.*

FV-0850 -- Electrical Engineering Series (Engineering)

This series includes professional engineering positions which require primarily application of knowledge of (a) the physical and engineering sciences and mathematics, (b) electrical phenomena, and (c) the principles, techniques, and practices of electrical engineering. The work pertains primarily to electrical circuits, circuit elements, equipment, systems, and associated phenomena concerned with electrical energy for purposes such as motive power, heating, illumination, chemical processes, or the production of localized electric or magnetic fields.

Authorized titles:
Electrical Engineer *for non-managerial positions.*
Supervisory Electrical Engineer *for managerial positions.*

FV-0854 -- Computer Engineering Series (Engineering)

This series includes professional engineering positions which require primarily the application of knowledge of (a) fundamentals and principles of professional engineering, (b) computer hardware, systems software, and computer system architecture and integration, and (c) mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. The work pertains primarily to the research, design, development, testing, evaluation, and maintenance of computer hardware and software systems in an integrated manner.

Authorized titles:

Computer Engineer *for non-managerial positions.*
Supervisory Computer Engineer *for managerial positions.*

FV-0855 -- Electronics Engineering Series (Engineering)

This series includes professional engineering positions which require primarily application of knowledge of (a) the physical and engineering sciences and mathematics, (b) electronic phenomena, and (c) the principles, techniques, and practices of electronics engineering. The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

Authorized titles:
Electronics Engineer *for non-managerial positions.*
Supervisory Electronics Engineer *for managerial positions.*

FV-0856 -- Electronics Technician Series (Specialized)

This series includes positions that require (a) the knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics, (b) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment, and (c) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering.

Authorized titles:
Electronics Technician *for non-managerial positions.*
Supervisory Electronics Technician *for managerial positions.*

FV-0858 -- Biomedical Engineering Series (Engineering)

This series includes positions which involve professional work in biomedical engineering. The work requires the application of engineering concepts and methodology to investigate problems and phenomena of living systems to advance the understanding of these systems and improve medical practices; to develop materials, instruments, diagnostic and therapeutic devices, and other equipment applicable in the study of life systems and the practice of medicine; and to improve health service delivery systems for communities and within individual institutional components (hospitals, clinics, or other activities). Biomedical engineering work requires in addition to knowledge and skill in engineering disciplines a background in physiology and anatomy, and a practical facility in specialized subject matter areas such as computer applications, electronics, or mathematics.

Authorized titles:
Biomedical Engineer *for non-managerial positions.*
Supervisory Biomedical Engineer *for managerial positions.*

FV-0861 -- Aerospace Engineering Series (Engineering)

This series includes professional aerospace engineering positions involved in planning, research, development, design, test and evaluation, analysis, production, fabrication, operation, type certification, and/or maintenance of aerospace vehicles or integrally associated equipment. It also includes positions involved in investigating phenomena encountered in aerospace flight, monitoring and analyzing unknown or unfamiliar aerospace vehicles, piloting aerospace vehicles, developing aviation safety standards and regulations, and positions providing staff leadership and guidance related to aerospace engineering programs. The work requires application of scientific and engineering principles in the field of aeronautics and astronautics, such as aerodynamics, aeroacoustics, astrodynamics, computational fluid dynamics, fluid mechanics, flight dynamics, flight structures, thermodynamics, flight propulsion, and energy conversion and use.

Authorized titles:
Aerospace Engineer *for non-managerial positions.*
Aerospace Engineer and Pilot *for non-managerial positions that involve piloting aerospace vehicles.*
Supervisory Aerospace Engineer *and* ***Supervisory Aerospace Engineer and Pilot*** *for managerial positions.*

FV-0893 -- Chemical Engineering Series (Engineering)

This series includes positions that involve professional work in chemical engineering, including research, development, design, operation, evaluation, and improvement of processes, plants, equipment, methods, or products. The work involves changes in the chemical composition or physical state of materials and requires primarily application of knowledge of the principles and practices of chemical engineering, chemistry, and other scientific and engineering disciplines.

Authorized titles:
Chemical Engineer *for non-managerial positions.*
Supervisory Chemical Engineer *for managerial positions.*

FV-0896 -- Industrial Engineering Series (Engineering)

This series includes positions that involve professional work in industrial engineering. Industrial engineering is that branch of engineering concerned with the planning, design, analysis, improvement, and installation of integrated systems of employees, materials, and equipment to produce a product or render a service. The work requires application of specialized professional knowledge and skill in the mathematical, physical, and social sciences together with the principles and methods of engineering analysis and design to specify, predict, and evaluate the results to be obtained from such systems.

Authorized titles:
Industrial Engineer *for non-managerial positions.*
Supervisory Industrial Engineer *for managerial positions.*

FV-0899 -- Engineering and Architecture Student Trainee Series (Student)

This series includes all trainee positions in architecture and engineering occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved* [Student Trainee (Mechanical Engineering)].

FV-0905 -- General Attorney Series (Specialized)

This series includes professional legal positions involved in preparing cases for trial and/or the trial of cases before a court or an administrative body or persons having quasi-judicial power; rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data); preparing interpretative and administrative orders, rules, or regulations to give effect to the provisions of governing statutes or other requirements of law; drafting, negotiating, or examining contracts or other legal documents required by the agency's activities; drafting, preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation; editing and preparing for publication statutes enacted by Congress, opinions or discussions of a court, commission, or board; drafting and reviewing decisions for consideration and adoption by agency officials. Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. The work of this series requires admission to the bar.

Authorized titles:
Titles of attorney positions are **constructed** *by using a functional designation* (e.g., Attorney-Adviser) *followed by an appropriate subject-matter designation (e.g., Aeronautics). Therefore, the complete title would be* ***Attorney-Adviser (Aeronautics****). Functional titles are****: Trial Attorney***, ***Attorney-Adviser***, ***Attorney-Examiner***, *and* ***General Attorney***.
Supervisory Attorney *for managerial positions.*

FV-0950 -- Paralegal Specialist Series (Paraprofessional)

This series includes positions not requiring professional legal competence which involve various legal assistance duties, of a type not classifiable in some other series in the Legal and Kindred Group, in connection with functions such as hearings, appeals, litigation, or advisory services. The specialists analyze the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs; conduct research for the preparation of legal opinions on matters of interest to the agency; perform substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of a specialized knowledge of laws, precedent decisions, regulations, agency policies and practices, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this series are legal, some positions also require a practical knowledge of subject matter areas related to the agency's substantive programs.

Authorized titles:
Paralegal Specialist *for non-managerial positions.*
Supervisory Paralegal Specialist *for managerial positions.*

FV-0963 -- Legal Instruments Examining Series (Paraprofessional)

This series includes positions primarily concerned with the examination of legal instruments and supporting documents, other than claims, to determine whether a requested action complies with

certain provisions of various laws. The work requires the application of particular regulatory and procedural knowledge that is based on those laws.

Authorized titles:
Legal Instruments Examiner *for non-managerial positions.*
Supervisory Legal Instruments Examiner *for managerial positions.*

FV-0986 -- Legal Clerical and Assistance Series (Administrative Support)

This series includes positions involving legal clerical, assistance, or technical work not classifiable in any other series in the Legal and Kindred Group, FV-900. The work requires specialized knowledge of processes, procedures, and practices to support legal activities.

Authorized titles:
No titles are specified*.* **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-0999 -- Legal Occupations Student Trainee Series (Student)

This series includes all trainee positions in legal occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical title*** *consistent* ***with the occupational field*** *involved.*

FV-1001 -- General Arts and Information Series (Professional)

This series includes all positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where (a) no one type of work is series controlling, (b) the paramount qualification requirements are not characteristic of another series in the group, and (c) the combination of work is not specifically provided for in another series, or (2) other work typical of this group for which no other series has been established.

Authorized titles:
No titles are specified*.* **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

*FV-1020 -- Assigned to FV-1071

FV-1035 -- Public Affairs Series (Professional)

This series includes positions responsible for administering, supervising, or performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and various other pertinent publics including internal or external, foreign or domestic audiences. Positions in this series advise agency management on policy formulation and the potential public reaction to proposed policy, and identify and carry out the public communication requirements inherent in disseminating policy decisions. The work involves

identifying communication needs and developing informational materials that inform appropriate publics of the agency's policies, programs, services and activities, and plan, execute, and evaluate the effectiveness of information and communications programs in furthering agency goals. Work in the series requires skills in written and oral communications, analysis, and interpersonal relations.

Authorized titles:
Public Affairs Specialist *for non-managerial positions.*
Supervisory Public Affairs Specialist *for managerial positions.*

FV-1060 -- Photography Series (Paraprofessional)

This series includes positions that involve supervising or performing work in operating still, television (video), or motion picture cameras, and in processing photographic film and negatives. The work requires, in addition to a knowledge of the equipment, techniques, and processes of photography, either (1) working knowledge of the subject matter to be photographed, and/or (2) artistic ability in selecting, arranging, and lighting subjects or in processing work.

Authorized titles:
Photographer *for non-managerial positions that involve still photography or film processing.*
Videographer *for non-managerial positions the involve operating video cameras.*
Supervisory Photographer *or* ***Supervisory Videographer*** *for managerial positions.*

FV-1071 -- Audiovisual Production Series (Paraprofessional)

This series includes positions that involve supervising or performing work in the production of videotaped and live television programs; live and prerecorded radio broadcasts; motion picture films; broadcast type closed circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments. The work requires the ability to plan, organize, and direct the work of writers, editors, actors, narrators, musicians, set designers, audio and lighting technicians, camera operators, and other associated technical personnel to produce, select, and arrange the actions, sounds, and visual effects required for the finished production.

Authorized titles:
Producer *for non-managerial producing positions.*
Director *for non-managerial directing positions.*
Producer-Director *for non-managerial positions that involve both producing and directing.*
Editor(Television) *or* ***Editor(Motion Picture)*** *for non-managerial videotape or film editing positions.*
Audiovisual Production Specialist *for non-managerial positions involved in a variety of functions during different phases of a production to include directing, editing, scriptwriting, camera operating, set lighting, and video-electronic graphics.*

FV-1082 -- Writing and Editing Series (Professional)

This series includes positions that involve writing and editing materials, such as reports, regulations, articles, newsletters, magazines, news releases, training materials, brochures, interpretive handbooks, pamphlets, guidebooks, scholarly works, reference works, speeches, or scripts. The work requires the acquisition of information on a variety of subjects in the course of completing assignments. The work requires the development, analysis, and selection of

appropriate information and presentation of the information in a form and at a level suitable for the intended audience.

Authorized titles:
Writer *for non-managerial writing positions.*
Editor *for non-managerial editing positions.*
Writer-Editor *for non-managerial positions involving both writing and editing.*
Supervisory Writer, Supervisory Editor*, or* ***Supervisory Writer-Editor*** *for managerial positions.*

FV-1083 -- Technical Writing and Editing Series (Professional)

This series includes positions that involve writing or editing technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Technical writers and technical editors draw on a substantial knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields. The work involves the development of information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience.

Authorized titles:
The following titles are appropriate for non-managerial positions, depending on the nature of the work and the nature of the written product: ***Technical Publications Editor, Technical Publications Writer, Technical Manuals Writer, Technical Manuals Editor, Specifications Writer,*** *and* ***Specifications Editor****. Subject-matter specialization's (i.e., Engineering, Physical Science, Biological Science, Medical Science, Legal) should be designated parenthetically.*
Supervisory Technical Publications Editor, Supervisory Technical Publications Writer, Supervisory Technical Manuals Writer, Supervisory Technical Manuals Editor, Supervisory Specifications Writer*, or* ***Supervisory Specifications Editor*** *for managerial positions.*

*FV-1084 -- Assigned to FV-1071

FV-1087 -- Editorial Assistance Series (Administrative Support)

This series covers positions that involve editorial support work in preparing manuscripts for publication and verifying factual information in them. Such support work includes editing manuscripts for basic grammar and clarity of expression as well as marking copy for format. These positions require skill in using reference works to verify information and knowledge of grammar, punctuation, spelling, and good English usage.

Authorized titles:
Editorial Assistant *for non-managerial positions.*
Supervisory Editorial Assistant *for managerial positions.*

FV-1101 -- General Business and Industry Series (Professional)

This series includes all classes of positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in this group for which no other series has been provided.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-1102 -- Contracting Series (Professional)

This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factor, and requirements characteristics.

Authorized titles:
Contract Negotiator *for non-managerial positions that require specialized knowledge of negotiation techniques.*
Contract Administrator *for non-managerial positions that require specialized knowledge of postaward contracting procedures.*
Contract Termination Specialist *for non-managerial positions that require specialized knowledge of postaward procedures and negotiation techniques to represent the Government in terminations for convenience or default.*
Contract Price/Cost Analyst *for non-managerial positions that require specialized knowledge of cost and/or price analysis techniques to evaluate cost or price proposals, contract changes, repricing actions, and contract changes.*
Procurement Analyst *for non-managerial positions that require broad knowledge of procurement policies and procedures.*
Contract Specialist *for non-managerial positions that require a knowledge of preaward and postaward techniques to conduct the contracting process from the description of requirements through contract delivery or for positions that require a knowledge of two or more contract functions with none predominant.*
Supervisory Contract Negotiator, Supervisory Contract Administrator, Supervisory Contract Termination Specialist, Supervisory Price/Cost Analyst, Supervisory Procurement Analyst*, and* ***Supervisory Contract Specialist*** *for managerial positions.*

*FV-1103 -- Assigned to FV-1101

*FV-1104 -- Assigned to FV-0346

FV-1105 -- Purchasing Series (Administrative Support)

This series includes positions that involve supervising or performing work to acquire supplies, services, and construction by purchase, rental, or lease through (a) delivery orders and/or (b) small purchase procedures. The work requires knowledge of policies and procedures for delivery orders and small purchases. This work also requires knowledge of commercial supply sources and common business practices related to sales, prices, discounts, units of measurement, deliveries, stocks, and shipments.

Authorized titles:
Purchasing Agent *for non-managerial positions.*
Supervisory Purchasing Agent *for managerial positions.*

FV-1106 -- Procurement Clerical and Technician Series (Administrative Support)

This series includes positions that involve performing or supervising clerical and technical work that supports the procurement of supplies, services, and/or construction. Procurement clerks and technicians prepare, control, and review procurement documents and reports; verify or abstract information contained in documents and reports; contact vendors to get status of orders and expedite delivery; maintain various procurement files; resolve a variety of shipment, payment, or other discrepancies; or perform other similar work in support of procurement programs and operations. The work requires a practical knowledge of procurement procedures, operations, regulations, and programs.

Authorized titles:
Procurement Technician *for non-managerial positions.*
Supervisory Procurement Technician *for managerial positions.*

FV-1107 -- Property Disposal Clerical and Technician Series (Administrative Support)

This series includes positions involved in supervising or performing support work related to the utilization, donation, sale, and other disposition of excess and surplus personal property. It requires knowledge of property disposal operations and programs and the ability to apply regulations, practices, and procedures.

Authorized titles:
Property Disposal Technician *for non-managerial positions.*
Supervisory Property Disposal Technician *for managerial positions.*

FV-1130 -- Public Utilities Specialist Series (Professional)

This series includes positions that require application of knowledges concerning the business practices, rate structures, and operating characteristics of public utilities, in carrying out such functions as: (1) analysis of utility rate schedules to determine their reasonableness and applicability; (2) investigation and analysis of the business management organization and financial structure of public utilities in connection with licensing or regulatory actions, including preparation and presentation of testimony before regulatory bodies; (3) purchase or sale by the Government of utility resources and services; and (4) related functions that require the kind of knowledges indicated above. The utilities with which these positions deal are primarily concerned include telecommunications, electric and gas power, water, steam, and sewage disposal.

Authorized titles:
Public Utilities Specialist *for non-managerial positions.*
Supervisory Public Utilities Specialist *for managerial positions.*

FV-1140 -- Trade Specialist Series (Professional)

This series includes positions the duties of which are to administer, supervise, or perform promotional, advisory, or analytical functions pertaining to the commercial distribution of goods and services. The work performed concerns, and requires a practical knowledge of, market structures and trends, competitive relationships, retail and wholesale trade practices, distribution channels and costs, business financing and credit practices, trade restrictions and controls, and principles of advertising and consumer motivation.

Authorized titles:
International Trade Specialist *or* ***Domestic Trade Specialist*** *for non-managerial positions.*
Supervisory International Trade Specialist *or* ***Supervisory Domestic Trade Specialist*** *for managerial positions.*

FV-1150 -- Industrial Specialist Series (Professional)

This series includes positions which require primarily a practical knowledge of the nature and operations of an industry or industries, and the materials, facilities and methods employed by the industry or industries in producing commodities. These positions involve the administration, supervision, or performance of one or more of the following functions: (1) developing and carrying out plans for the expansion, conversion, integration or utilization of industrial production facilities, either to meet mobilization or strategic requirements or to strengthen the industrial economy; (2) furnishing technical information, assistance, and advice concerning facilities, machinery, methods, materials and standards for industrial production (which may include exploration, extraction, refining, manufacturing and processing operations); (3) developing and/or administering provisions or regulations covering such matters as materials allocation, tariffs, export-import control, etc.; (4) conducting surveys of industrial plants to evaluate capacity and potential for production of specific commodities; (5) planning, evaluating, and maintaining technical surveillance over Government production operations, either in contractor plants or in Government-operated plants; or (6) performing related functions which require essentially similar knowledges as the functions listed above.

Authorized titles:
Industrial Specialist *for non-managerial positions. Indicate industry specialization's parenthetically.*
Supervisory Industrial Specialist *for managerial positions.*

FV-1152 -- Production Control Series (Paraprofessional)

This series includes positions involved in the supervision or performance of planning, estimating, scheduling, and expediting the use of labor, machines, and materials in specific manufacturing or remanufacturing operations that employ mechanical or automated production systems and methods in the fabrication, rebuilding, overhaul, refurbishing, or repair of any type of Government-owned, controlled, or operated equipment, systems, facilities, and supplies.

Authorized titles:
Production Controller *for non-managerial positions. Indicate specialization's parenthetically.*
Supervisory Production Controller *for managerial positions.*

*FV-1160 -- Assigned to FV-0501

FV-1170 -- Realty Series (Professional)

This series includes positions the primary duties of which are to perform, advise on, plan, or direct one or more of the following functions: (1) acquisition of real property; (2) management of real property in (a) the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (b) preparation for disposal; or (3) disposal of real property. The work requires a knowledge of real estate laws, principles, practices, and markets.

Authorized titles:

Realty Specialist *for non-managerial positions responsible for acquiring, managing, or disposing of real property.*
Supervisory Realty Specialist *for managerial positions.*
Realty Officer *for positions responsible for planning and directing an overall realty program for an organization.*

*FV-1176 -- Assigned to FV-1101

FV-1301 -- General Physical Science Series (Technical)

This series includes positions that involve professional work in the physical sciences when there is no other more appropriate series, that is, the positions are not classifiable elsewhere. This series also includes work in a combination of physical science fields, with no one predominant.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with the instructions in the introduction to this document.*

FV-1306 -- Health Physics Series (Technical)

This series includes positions that require primarily application of professional knowledge and competence in health physics, which is concerned with the protection of persons and their environment from unwarranted exposure to ionizing radiation.

Authorized titles:
Health Physicist *for non-managerial positions.*
Supervisory Health Physicist *for managerial positions.*

FV-1310 -- Physics Series (Technical)

This series includes positions that advise, administer, supervise, or perform research or other professional and scientific work in the investigation and applications of the relations between space, time, matter, and energy in the areas of mechanics, sound, optics, heat, electricity, magnetism, radiation, or atomic and nuclear phenomena.

Authorized titles:
Physicist *for non-managerial positions.*
Supervisory Physicist *for managerial positions.*

FV-1320 -- Chemistry Series (Technical)

This series includes all positions involving work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, molecular structure, and properties of substances, the transformations which they undergo, and the amounts of matter and energy included in these transformations. This work includes the investigation, analysis, and interpretation of the composition, physical and chemical properties, molecular structure and chemical reactions of substances; the prediction of transformation they undergo; and the amount of matter and energy included in these transformations.

Authorized titles:
Research Chemist *for non-managerial positions engaged in research.*
Chemist *for other non-managerial positions.*
Supervisory Research Chemist *or* ***Supervisory Chemist*** *for managerial positions.*

FV-1340 -- Meteorology Series (Technical)

This series includes positions that involve professional work in meteorology, the science concerned with the earth's atmospheric envelope and its processes. The work includes basic and applied research into the conditions and phenomena of the atmosphere; the collection, analysis, evaluation, and interpretation of meteorological data to predict weather and determine climatological conditions for specific geographical areas; the development of new or the improvement of existing meteorological theory; and the development or improvement of meteorological methods, techniques, and instruments. Positions in this occupation require full professional knowledge and application of meteorological methods, techniques, and theory.

Authorized titles:
Meteorologist *for non-managerial positions.*
Supervisory Meteorologist *for managerial positions.*

FV-1341 -- Meteorological Technician Series (Technical Support)

This series includes positions that require application of (a) technical or practical knowledge of meteorological equipment, methods, and techniques and (b) skill in the development and operation of data collection, verification, information dissemination, observation, and forecasting services and systems. These positions do not require full professional knowledge of meteorology.

Authorized titles:
Meteorological Technician *for non-managerial positions.*
Supervisory Meteorological Technician *for managerial positions.*

FV-1361 -- Navigational Information Series (Technical)

This series includes all classes of positions involving the acquisition, collection, evaluation, selection, and preparation of vital aeronautical or marine information for dissemination in official publications concerning safe navigation and related operations, requiring the technical and practical knowledges of air or marine navigation and operations.

Authorized titles:
Aeronautical Information Specialist *for non-managerial positions.*
Supervisory Aeronautical Information Specialist *for managerial positions.*

FV-1370 -- Cartography Series (Technical)

This series includes positions requiring the application of professional knowledge and skills in mapping and related sciences, and relevant mathematics and statistics to plan, design, research, develop, construct, evaluate and modify mapping and charting systems, products, and technology.

Authorized titles:
Cartographer *for non-managerial positions.*
Supervisory Cartographer *for managerial positions.*

FV-1371 -- Cartographic Technician Series (Technical Support)

This series includes positions that require primarily a practical knowledge of the processes, practices, methods, and techniques involved in the construction of new or revision of existing maps, charts, and related cartographic products. Cartographic aids and technicians perform precompilation tasks (such as the investigation of source materials, extension of basic geodetic control network, and the plotting map projection and ground control on base sheets), manual or photogrammetric compilation, assembling aerial photographs into mosaics, drafting, digitizing, and editing or reviewing. The positions do not require full professional knowledges and abilities and, therefore, do not require education equivalent in type and scope to that represented by completion of a professional curriculum leading to a bachelor's degree in cartography or a related science.

Authorized titles:
Cartographic Technician *for non-managerial positions.*
Supervisory Cartographic Technician *for managerial positions.*

FV-1410 --Librarian Series (Professional)

This series includes all positions involving work that primarily requires a full professional knowledge of the theories, objectives, principles, and techniques of librarianship. An inherent requirement of these positions is a knowledge of literature resources. Some positions also require a substantial knowledge of the subject matter involved and/or a substantial knowledge of foreign languages. Such work is concerned with the collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Typical library functions include the selection, acquisition, cataloging, and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library services.

Authorized titles:
Librarian *for non-managerial positions.*
Supervisory Librarian *for managerial positions.*

FV-1411 -- Library Technician Series (Administrative Support)

This series includes all positions that primarily require a practical knowledge of the methods and techniques of library or related information work in acquiring, organizing, preserving, accessing, and/or disseminating information. Library technicians provide technical support by performing a wide variety of tasks providing direct services to the public and indirect technical services such as materials acquisition, copy cataloging, support of automated systems, or other similar work in support of library or related information programs and operations. The work requires a practical knowledge of library or related information services, tools, and methods and procedures.

Authorized titles:
Library Technician *for non-managerial positions.*
Supervisory Library Technician *for managerial positions.*

FV-1412 -- Technical Information Services Series (Paraprofessional)

This series includes positions which are primarily concerned with the direction, administration, development, coordination, or performance of work involved in processing and transmitting scientific, technological, or other specialized information. Duties performed require a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest sufficient to understand the significance and relationship of the concepts and ideas contained in the information; a practical knowledge of documentation or library techniques; and, in some cases, a knowledge of foreign languages.

Authorized titles:
Technical Information Specialist *for non-managerial positions. Parenthetical titles may be added to identify the discipline or field of interest associated with the position.*
Supervisory Technical Information Specialist *for managerial positions.*

FV-1515 -- Operations Research Series (Technical)

This series includes positions which involve professional and scientific work requiring the design, development and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques to analyze problems of management and to provide advice and insight about the probable effects of alternative solutions to these problems. The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem.

Authorized titles:
Operations Research Analyst *for non-managerial positions.*
Supervisory Operations Research Analyst *for managerial positions.*

FV-1520 -- Mathematics Series (Technical)

This series includes all positions the duties of which are to advise on, administer, supervise, or perform work which requires professional education and training in the field of mathematics. This work includes research on basic mathematical principles, methods, procedures, techniques or relationships; the development of mathematical methods in the solution of a variety of scientific, engineering, economic and military problems, where the exactitude of the relationships, the rigor and economy of mathematical operations, and the logical necessity of the results are the controlling considerations.

Authorized titles:
Mathematician *for non-managerial positions.*
Supervisory Mathematician *for managerial positions.*

FV-1530 -- Statistician Series (Technical)

This series includes all classes of positions the duties of which are to administer or perform professional work, or to provide professional consultation in the application of statistical theories, techniques and methods to the gathering and/or interpretation of quantified information.

Authorized titles:
Statistician *for non-managerial positions. An appropriate* ***parenthetical*** *title(i.e., Engineering, Economics, or General) should be added.*
Supervisory Statistician *for managerial positions.*

FV-1531 -- Statistician Assistant Series (Technical Support)

This series includes positions which require primarily the application of knowledge of statistical methods, procedures, and techniques, to the collection, processing, compilation, computation, analysis, editing, and presentation of statistical data. The work does not require the application of professional knowledge of statistics or other disciplines.

Authorized titles:
Statistical Assistant *for non-managerial positions*
Supervisory Statistical Assistant *for managerial positions.*

FV-1550 -- Computer Science Series (Technical)

This series includes professional positions which primarily involve the application of, or research into, computer science methods and techniques to store, manipulate, transform or present information by means of computer systems. The primary requirements of the work are (a) professional competence in applying the theoretical foundations of computer science, including computer system architecture and system software organization, the representation and transformation of information structure, and the theoretical models for such representations and transformation; (b) specialized knowledge of the design characteristics, limitations, and potential applications of systems having the ability to transform information, and of broad areas of applications of computing which have common structures, processes, and techniques; and (c) knowledge of relevant mathematical and statistical sciences.

Authorized titles:
Computer Scientist *for non-managerial positions.*
Supervisory Computer Scientist *for managerial positions.*

FV-1599 -- Mathematics and Statistics Student Trainee Series (Student)

This series includes all trainee positions in mathematics and statistics occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved.*

FV-1601 -- General Facilities and Equipment Series (Professional)

This series covers positions involving (1) a combination of work characteristic of two or more series in the Equipment, Facilities, and Services Group when no other series is appropriate for the paramount knowledges and abilities required for the position, or (2) other equipment, facilities, or services work properly classified in this group for which no other series has been established.

Authorized titles:
No titles are specified*.* **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

*FV-1640 -- Assigned to FV-1101

FV-1654 -- Printing Management Series (Professional)

This series includes all positions which involve planning, administering, supervising, reviewing, evaluating, or performing work in connection with the management of a program which provides printing services. Characteristic of positions in this series is the application of a knowledge of the instructions which a printer must have before he can reproduce manuscript received for publication; knowledge of the capabilities of printing equipment and processes; and ability to manage a printing production organization. Positions in this series may, in addition, involve supervision of related functions such as editing, illustrating, and distributing printed materials.

Authorized titles:
Printing Specialist *for non-managerial positions.*
Supervisory Printing Specialist *for managerial positions.*
Printing Officer *for managers of printing plants or operating programs.*

FV-1670 -- Equipment Specialist Series (Technical)

This series includes positions the duties of which are to supervise or perform work involved in (1) collecting, analyzing, interpreting, and developing specialized information about equipment; (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational and maintenance requirements. Such duties require the application of an intensive, practical knowledge of the characteristics, properties, and uses of equipment of the type gained from technical training, education and experience in such functions as repairing, overhauling, maintaining, construction, or inspecting equipment.

Authorized titles:
Equipment Specialist *for non-managerial positions. Identify specialization's with an appropriate parenthetical title.*
Supervisory Equipment Specialist *for managerial positions.*

FV-1701 -- General Education and Training Series (Professional)

This series includes positions that primarily involve professional work in the field of education and training when the work is not more appropriately covered by another professional series in this or any other group. Included are positions where (1) the work has characteristics that may be identified with more than one professional education series with none predominant, (2) the combination of professional knowledge required by the work is not specifically covered by another series, or (3) the work is in a specialized professional field not readily identifiable with other existing series in this or any other group.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-1702 -- Education and Training Technician Series (Administrative Support)

This series includes positions that involve nonprofessional work of a technical, specialized, or support nature in the field of education and training when the work is properly classified in this group and is not covered by a more appropriate series. The work characteristically requires

knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. Employees apply a practical understanding or specialized skills and knowledge of the particular education or training activities involved, but the work does not require full professional knowledge of education concepts, principles, techniques, and practices.

Authorized titles:
Education Technician *or* **Training Technician** *for non-managerial positions as appropriate to assigned specialization's.*
Supervisory Education Technician *or* ***Supervisory Training Technician*** *for managerial positions.*

FV-1712 -- Training Instruction Series (Professional)

This series covers positions concerned with administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject-matter being taught. Positions in this series do not have either a paramount requirement of professional knowledge and training in the field of education, or mastery of a trade, craft, or laboring occupation.

Authorized titles:
Training Instructor *for non-managerial positions that involve instruction.*
Training Specialist *for non-managerial positions that involve development or evaluation of training materials.*
Supervisory Training Instructor *or* ***Supervisory Training Specialist*** *for managerial positions.*
Training Administrator *for positions that administer training programs.*

FV-1720 -- Education Program Series (Professional)

This series covers professional education positions that involve promoting, coordinating, and improving education policies, programs, standards, activities, and opportunities in accordance with national policies and objectives. Positions in this series primarily involve the performance, supervision, or formulation and implementation of policy concerning education problems and issues. These positions require a professional knowledge of education theories, principles, processes, and practices at early childhood, elementary, secondary, or post-secondary levels, or in adult or continuing education. They also require a knowledge of the Federal Government's interrelationships with State and local educational agencies or with public and private post-secondary institutions.

Authorized titles:
Education Program Specialist *for non-managerial positions.*
Supervisory Education Program Specialist *for managerial positions.*

FV-1750 -- Instructional Systems Series (Professional)

This series includes professional positions the duties of which are to administer, supervise, advise on, design, develop, or provide educational or training services in formal education or training programs. The work requires knowledge of learning theory and the principles, methods, practices and techniques of one or more specialties of the instructional systems field. The work

may require knowledge of one or more subjects or occupations in which educational or training instruction is provided.

Authorized titles:
Instructional Systems Specialist *for non-managerial positions.*
Supervisory Instructional Systems Specialist *for managerial positions.*

FV-1801 -- General Inspection, Investigation, and Compliance Series (Technical)

This series includes positions the primary duties of which are to administer, coordinate, supervise or perform inspection, investigative, analytical, or advisory work to assure understanding of and compliance with Federal laws, regulations, or other mandatory guidelines when such work is not more appropriately classifiable in another series either in the investigation Group, FV-1800 or in another occupational series.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-1802 -- Compliance Inspection and Support Series (Administrative Support)

This series includes positions which perform or supervise inspectional or technical support work in assuring compliance with or enforcement of Federal laws, regulations, or other mandatory guidelines and which are not classifiable in another, more specific, occupational series. The work requires a knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities.

Authorized titles:
No titles are specified. **Construct** *a descriptive title in accordance with instructions in the introduction to this document.*

FV-1810 -- General Investigating Series (Technical)

This series includes positions that involve planning and conducting investigations covering the character, practices, suitability, or qualifications of persons or organizations seeking, claiming, or receiving Federal benefits, permits, or employment when the results of the investigation are used to make or invoke administrative judgments, sanctions, or penalties. These positions require primarily a knowledge of investigative techniques a knowledge of the laws, rules, regulations, and objectives of the employing agency; skill in interviewing, following leads, researching records, and preparing reports; and the ability to elicit information helpful to the investigation from persons in all walks of life.

Authorized titles:
Investigator *for non-managerial positions that involve planning and conducting investigations covering the character, practices, suitability or qualifications of persons or organizations seeking, claiming, or receiving Federal benefits, permits, or employment when the results of investigations are used to make or invoke administrative judgments, sanctions, or penalties.*
Supervisory Investigator *for managerial positions.*

FV-1811 -- Criminal Investigating Series (Technical)

This series includes positions that involve planning and conducting investigations relating to alleged or suspected violations of criminal laws. These positions require primarily a knowledge of investigative techniques and a knowledge of the laws of evidence, the rules of criminal procedure, and precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure and related issues; the ability to recognize, develop and present evidence that reconstructs events, sequences, and time elements, and establishes relationships, responsibilities, legal liabilities, conflicts of interest, in a manner that meets requirements for presentation in various legal hearings and court proceedings; and skill in applying the techniques required in performing such duties as maintaining surveillance, performing undercover work, and advising and assisting the U.S. Attorney in and out of court.

Authorized titles:
Criminal Investigator *for non-managerial positions.*
Supervisory Criminal Investigator *for managerial positions.*

FV-1815 -- Air Safety Investigating Series (Technical)

Positions included in this series have duties involving the investigation and prevention of accidents and incidents involving United States aircraft anywhere in the world, and in the establishment of programs and procedures to provide for the notification and reporting of accidents. The investigation includes a report of the facts, conditions, and circumstances relating to each accident and a determination of the probable cause of the accident along with recommendations for remedial action designed to prevent similar accidents in the future. Special studies and investigations on matters pertaining to safety in air navigation and the prevention of accidents are conducted to ascertain what will best tend to reduce or eliminate the possibility of, or recurrence of, accidents. These duties and responsibilities require the application of a broad technical knowledge in the field of aviation, and experience or training which provides a knowledge of investigative techniques and/or legal procedures and practices.

Authorized titles:
Air Safety Investigator (Field), Air Safety Investigator (Airworthiness), Air Safety Investigator (Operations), Air Safety Investigator (Analysis), Air Safety Investigator (Hearing and Reports), Air Safety Investigator (General) *for non-managerial positions.*
Supervisory Air Safety Investigator *for managerial positions.*

FV-1825 -- Aviation Safety Series (Technical)

This series includes positions that involve primarily developing, administering, or enforcing regulations and standards concerning civil aviation safety, including (1) the airworthiness of aircraft and aircraft systems; (2) the competence of pilots, mechanics, and other airmen; and (3) safety aspects of aviation facilities, equipment, and procedures. These positions require knowledge and skill in the operation, maintenance, or manufacture of aircraft and aircraft systems.

Authorized titles:
Aviation Safety Inspector (Airworthiness), Aviation Safety Inspector (Operations), Aviation Safety Inspector (Manufacturing), *and* ***Aviation Safety Inspector*** *for non-managerial positions as appropriate.*
Supervisory Aviation Safety Inspector *for managerial positions.*

FV-1899 -- Investigation Student Trainee Series (Student)

This series includes all trainee positions in investigations occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field involved.*

FV-1910 -- Quality Assurance Series (Professional)

This series includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. The duties of these positions require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques.

Authorized titles:
Quality Assurance Specialist *for non-managerial positions. Add* ***parenthetical*** *designators to indicate broad commodity, industry, or process areas (e.g., Aerospace, Computer Software, Materials and Processes).*
Supervisory Quality Assurance Specialist *for managerial positions.*

*FV-2001; FV-2003 -- Assigned to FV-0346

FV-2005 -- Supply Clerical and Technician Series (Administrative Support)

This series includes positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.

Authorized titles:
Supply Technician *for non-managerial positions.*
Supervisory Supply Technician *for managerial positions.*

*FV-2010; FV-2030 -- Assigned to FV-0346

FV-2032 -- Packaging Series (Paraprofessional)

This series includes positions that involve planning, designing, and developing packaging methods and techniques, and directing the use of packages and packaging materials to protect supplies, materials, and equipment between the time of purchase and use. This occupation requires knowledge of packaging and preservation methods, material, regulations, specifications, and guidelines. It also requires knowledge of methods and techniques to prevent environmental and mechanical damage during handling, shipping, and storage.

Authorized titles:
Packaging Specialist *for non-managerial positions.*
Supervisory Packaging Specialist *for managerial positions.*

FV-2050 -- Supply Cataloging Series (Paraprofessional)

This series includes positions that involve analytical work in the development, maintenance, or revision of supply catalogs, manuals, stock lists, item descriptions, and other documents which identify items of supply. Positions in this series require a knowledge of the physical characteristics of supply items and of systems for cataloging and classifying such supply items to insure proper identification for management purposes.

Authorized titles:
Cataloging Specialist *for non-managerial positions.*
Supervisory Cataloging Specialist *for managerial positions.*

FV-2101 -- Transportation Specialist Series (Specialized)

This series includes all administrative positions the duties of which are to advise on, supervise, or perform work which involves two or more specialized transportation functions or other transportation work not specifically included in other series of this group.

Authorized titles:
Airway Transportation System Specialist *for non-managerial positions.*
Superviosry Airway Transportation System Specialist *for managerial positions.*

FV-2102 -- Transportation Clerk and Assistant Series (Administrative Support)

This series includes positions that involve supervising or performing work to arrange transportation for or perform other actions in connection with the movement of freight, passengers, or personal property by Government or commercial means. This series also includes other transportation support work not covered specifically by another one grade interval series in the Transportation Group (e.g., fleet management, safety or regulatory program support, quality control and inspection, carrier performance evaluation, or transportation report analysis and preparation). The work requires a practical knowledge of the regulations and methods governing traffic management or transportation programs.

Authorized titles:
Transportation Assistant *for non-managerial positions.*
Supervisory Transportation Assistant *for managerial positions.*

FV-2110 -- Transportation Industry Analysis Series (Professional)

This occupation includes positions that involve analytical, evaluative, advisory, or similar work pertaining to regulation of the transportation, industry with regard to operations, economics, equity in industry practices, and protection of the public interest. The work requires a knowledge of transportation industry regulatory controls, of the customs and competitive practices of carriers and of carrier operations, services, and facilities. It also requires a general knowledge of economics, statistics, law, business management and related subject-matter areas, but does not require full training and professional competence in any of those fields.

Authorized titles:
Transportation Industry Analyst *for non-managerial positions.*
Supervisory Transportation Industry Analyst *for managerial positions.*
Transportation Industry Analysis Officer *for managers of transportation industry analysis programs.*

FV-2131 -- Freight Rate Series (Paraprofessional)

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the procurement of common carrier and other transportation service by rail, motor, air, water, and miscellaneous means, for the domestic and foreign movement of freight. This requires: the study and application of published classification guides, rate tariffs, dockets, agreements, contracts, and related carrier and Federal publications in the classification of freight and the determination of appropriate rates and routes. In addition to positions which determine classification, rates, and/or routes prior to shipment, this series includes positions engaged in the pre-audit or the post-audit of freight bills to determine the propriety of the rates paid or to be paid.

Authorized titles:
Freight Rate Specialist *for non-managerial positions.*
Supervisory Freight Rate Specialist *for managerial positions.*

FV-2151 -- Dispatching Series (Paraprofessional)

This series includes all classes of positions the duties of which are to supervise or perform work involved in dispatching or scheduling motor vehicles, trains, aircraft, or vessels used for the transportation of passengers, mail, equipment, or supplies. The duties of these positions are primarily of an office or a clerical nature and involve assigning vehicles, keeping records and reports, and providing route and destination information and instructions to the drivers, engineers, or pilots.

Authorized titles:
Motor Vehicle Dispatcher, Automotive Equipment Dispatcher*, or* ***Aircraft Dispatcher*** *for non-managerial positions.*
Supervisory Motor Vehicle Dispatcher, Supervisory Automotive Equipment Dispatcher, *or* ***Supervisory Aircraft Dispatcher*** *for managerial positions.*

FV-2152 -- Air Traffic Control Series (Specialized)

This series includes positions concerned with: (a) the control of air traffic to insure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, often under conditions of great stress, are required; (b) the providing of preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or (c) the development, coordination, and management of air traffic control programs. Positions in this occupation require an extensive knowledge of the laws, rules, regulations and procedures governing the movement of air traffic.

Authorized titles:

***Air Traffic Control Specialist (Station), Air Traffic Control Specialist (Terminal), Air Traffic Control Specialist (Center), Air Traffic Control Specialist (Research and Development)**, or **Air Traffic Control Specialist** for non-managerial positions.*
***Supervisory Air Traffic Control Specialist** for managerial positions.*

FV-2154 -- Air Traffic Assistance Series (Specialized)

This series includes positions that involve the performance of work in support of air traffic control functions. Positions in this series require a knowledge of and skill in applying air traffic control procedures, but do not require knowledge of aircraft separation standards or the ability to provide preflight or in-flight safety or weather briefings.

Authorized titles:
***Air Traffic Assistant** for non-managerial positions.*
***Supervisory Air Traffic Assistant** for managerial positions.*

FV-2181 -- Aircraft Operation Series (Specialized)

This series includes all positions primarily involved in: (1) piloting or copiloting of aircraft to carry out various programs and functions of Federal agencies; (2) providing ground and flight instruction and in-flight evaluation in the piloting of aircraft; (3) flight testing of developmental and modified aircraft and components; (4) in-flight inspection and evaluation of air navigation facilities and the environmental conditions affecting instrument flight procedures; and (5) performing staff work concerned with planning, analyzing, or administering agency aviation programs, where the work requires primarily the application of pilot knowledge and skills.
Authorized titles:
***Airplane Pilot** for non-managerial pilots of fixed wing aircraft.*
***Helicopter Pilot** for non-managerial pilots of rotary wing aircraft.*
***Aircraft Pilot** for non-managerial pilots of fixed wing and rotary aircraft.*
***Airspace System Inspection Pilot** for non-managerial positions involved in conducting the in-flight inspection and evaluation of existing and proposed air navigation facilities and the environmental conditions affecting instrument flight procedures.*
***Maintenance Test Pilot** for non-managerial positions involved in functional flight tests of aircraft after repair or replacement of worn or damaged components or the addition of approved modifications.*
***Supervisory Airplane Pilot, Supervisory Helicopter Pilot, Supervisory Aircraft Pilot, Supervisory Airspace System Inspection Pilot**, or **Supervisory Maintenance Test Pilot** for managerial positions.*

FV-2186 -- Aviation System Series (Technical)

This series includes position which require the application of in-depth technical knowledge of NAS equipment, procedures, or safety interventions, including their interrelatedness and functions, I order to design, develop, modify, or evaluate the National Airspace System. It includes positions which manage or lead interdisciplinary technical teams which design, develop, modify or evaluate the NAS when the knowledge required by the position is not characteristic of any one series, or does not require full professional level knowledge of engineering, computer science, or other scientific disciplines. It also may include positions that apply multidisciplinary and interdisciplinary scientific principles, qualitative methods, and modeling to study and analyze complex NAS systems and programs to provide advice and insight about the probable effects of alternative courses of action in the acquisition, management, and deployment of major systems or programs.
Authorized titles:
Aviation Technical Systems Specialist
Supervisory Aviation Technical Systems Specialist
Aviation Technical Systems Manager
These are the official titles, with other titles permitted as organizational titles.

FV-2199 -- Transportation Student Trainee Series (Student)

This series includes all trainee positions in transportation occupations which involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program.

Authorized titles:
Student Trainee *followed by a* ***parenthetical*** *title consistent with the occupational field.*

* Indicates series that have been eliminated.