

3 FAH-2 H-200 Appendix A Survey Job Descriptions

These job descriptions which have been classified in the FSN system represent levels of responsibility and complexity typically found in survey companies. They may represent actual encumbered positions at a post. Compensation data for these jobs indicate the going rate for the grade level at which each job is classified.

Major duties and responsibilities are described. Data collectors are to determine if the survey company has similar jobs. Quite different duties should not be in the job matched in the survey companies. Qualifications are the minimum required, and companies may exceed these levels without exceeding the classified level of the job itself. Schooling levels may differ in the host country and this section should be rewritten for in-country equivalents. A post may also change the job title on forms used in country to a title that is commonly used or understood by local employers.

Post's data collector should do the job matching, not the company official or the FSN observer.

This group of 18 jobs is the core group to be used in all FSN surveys worldwide. Post may add jobs that are typical at post or in need of exception rate treatment. (See FSNCH section 223.) 3 FAH-2 H-200 Appendix B contains jobs typical of certain agencies and should be considered for addition to the core group.

Note: Jobs surveyed at grades 10, 11 and 12 are those that have responsibilities limited to administering or carrying out day to day functions in a specified field for medium size organizations. These responsibilities do not include executive level decision making, policy formulation, or resource allocation responsibilities. These responsibilities properly belong to a US officer and, if they exist in the job being surveyed in a comparator firm, the job should not be matched.

Note: Medium sized companies or major segments of large complex companies generally will fall in the range of 100 to 600 employees at one site.

1. Janitor/Laborer—FSN-1

- Sweeps, mops, scrubs, polishes floors; removes trash; dusts; polishes.
- May perform unskilled manual labor or move heavy (50 lbs.) objects.
- May assist skilled trades person by moving/holding tools for that person.

—Uses simple tools such as: hand trucks, broom, shovel, hand tools.

- **Not** heavy duty laborer, moving very heavy objects, digging ditches.

Qualifications:—Completion of elementary school desirable.

—Some janitorial or labor experience desirable.

2. **Guard—FSN-2**

—Provides security screening of persons or vehicles.

—Prevents entry of unauthorized persons.

—Observes areas to prevent damage from fire, theft, other causes.

- **Not** a watchman who provides an alert to dangers nor an armed guard.

Qualifications:—Completion of elementary school desirable.

—Previous military/police training desirable.

3. **Mail Clerk—FSN-3**

—Reviews incoming mail and sorts re subject matter and addresses.

—Checks proper addresses, prepares for mailing and logs outgoing mail.

—Delivers and picks up mail, packages, office supplies.

—May be required to drive light-duty vehicle for pick-up and delivery.

- Does not routinely drive a car or truck as the main duty. Not a laborer nor a simple messenger as the sole duty.

Qualifications:—Completion of secondary school desirable.

—Routine clerical experience for 6 or more months required.

4. **Driver—FSN-3**

—Operates light-duty motor vehicle (passenger vehicle, light duty truck, small bus) on general assignments within commuting area of a city. May on occasion go outside the commuting area.

—Transports people or material, maintaining records as required.

—Maintains vehicle in clean and serviceable condition, performing minor servicing.

- **Not** a heavy duty (greater than 1 ton) truck driver, nor assigned to a senior official on a permanent basis, nor performing as an auto mechanic.

Qualifications:—Completion of elementary school desirable.

—6 months' commercial driving experience and local license required.

—Ability to maintain simple records.

—Knowledge of local traffic laws and patterns.

5. Mechanic (Trades)—FSN-4

—Performs a recognized building trade/mechanical job at the fully qualified level, e.g., carpenter, electrician, mason, painter, plumber, auto mechanic.

—Maintains, modifies, repairs and installs equipment/structures from oral instructions and drawings.

—Works within established trades/mechanic practices and host country building code requirements.

—Directs lesser skilled workers.

- **Not** a specialist (e.g., electronic technician) nor a supervisor, nor a helper.

Qualifications:—Completion of elementary school required.

—One year experience as a fully qualified mechanic in a recognized trades function required.

—Applicable license if required by host country law.

6. Secretary (Entry)—FSN-5

—As a personal assistant provides administrative/clerical support to the head of the lowest organizational unit (5-6 persons). May provide clerical support to staff of that unit.

—Types, files, schedules meetings, orders supplies and distributes routine inquiries to staff.

—Contacts are with immediate organizations and offices serviced by the activity.

- **Not** a general clerk only doing typing/filing.

Qualifications:—Completion of secondary school required.

—Specialized secretarial, stenographic or word processing training desirable.

—From 1 1/2 to 2 years of clerical/stenographic experience/training desirable.

—Minimum of 40 wpm.

7. Secretary—FSN-6

—Personal assistant to the head of a small organizational unit (may have sub-units) responsible for providing wide range of clerical and administrative services.

—Screens callers, visitors and mail to staff, using judgment in selecting guidelines for each case.

—Composes routine correspondence, keeps supervisors' calendar, requisitions office supplies, makes travel arrangements.

—Contacts are primarily in same company but outside immediate organization/function.

- **Not** a receptionist nor an executive secretary.

Qualifications:—Completion of secondary school required.

—Specialized secretarial/stenographic, or word processing training desirable.

—From 2 to 2 1/2 years of secretarial experience required.

—Some stenographic experience desirable.

—Minimum of 40 wpm.

8. Executive Secretary—FSN-7

—Provides personal assistance and administrative support to the head of a major organizational unit (50 or more employees) with 2 or more subdivisions within a medium size company.

—Follows complex procedures for reporting and coordinating activities.

—Keeps official's calendar based on knowledge of workload and importance of issues.

—Screens visitors, clarifies and summarizes incoming material, and signs routine outgoing messages.

—Contacts include high level persons within company and outside company.

- **Not** a pure job of typing/filing, nor secretary to head of the company.

Qualifications:—Completion of secondary school required.

—Three years of secretarial experience required.

— Some stenographic and word processing experience required.

—Minimum of 40 wpm.

9. Buyer (Clerk)—FSN-5

—Purchases "off the shelf" readily available materials and products.

—Quantities are small and readily available from local sources.

—Reviews requests for completeness and consults and maintains catalogs/market data.

—Recommends or, if routine, selects vendor and prepares purchase order.

—Follows up to insure delivery.

- **Not** doing just typing/filing of orders nor responsible for contracts.

Qualifications:—Completion of secondary school required.

—One and a half years of clerical experience required.

—Good knowledge of local market practices and suppliers.

10. Buyer—FSN-9

—Responsible for management of the day to day purchasing program for a small to medium size organization. Reviews major procurement requests, determines sources and negotiates but does not sign contracts nor allocate resources.

—Obtains/prepares specifications, cost estimates and financial accounting for purchases.

—Requests and recommends selection of bids by phone/mail, preparing summaries and determining qualifications.

—Develops market data and reference files/catalogs for purchases.

—Purchases items such as furniture, yearly supplies, equipment, fuel, maintenance/cleaning/repair services, spare parts, tools, real estate.

—May supervise 1 to 2 subordinate employees in acquisition work and contract administration.

- **Not** a shipping/receiving supervisor, nor a warehouse supervisor.

Qualifications:—Completion of secondary school required.

—Some collegiate study desirable.

—From 3 to 5 years of progressively responsible experience in buying required.

11. Accounting Clerk—FSN-6

—Enters a variety of readily verified financial transactions onto ledgers/ADP forms after validation/coding (e.g., accounts payable).

—Reviews unliquidated obligations periodically for validity.

—Traces transactions to determine source of discrepancies.

—Selects from substantial variety of prescribed accounting codes.

—Establishes/maintains the control sheet to prevent over-obligation of funds (e.g., Voucher Examiner).

- Not entry level with routine coding nor doing monthly reports or non-repetitive complex entries requiring judgment.

Qualifications:—Completion of secondary school required.

—2 to 2 1/2 years of experience in clerical accounts maintenance or closely related clerical work required.

—Good working knowledge of basic accounting/bookkeeping principles and practices.

12. Accounting Technician—FSN-7

—Determines validity of obligations and availability of funds.

—Prepares recurring and one-time detailed reports of unpaid orders, accruals, allotments, etc.

—Periodically reconciles/balances accounting records.

—Maintains accounts receivable files, obligations, and liquidations. Makes collections.

—Enters all financial transactions from wide variety of documents.

• **Not** just using judgments on which codes to use, nor supervising others.

Qualifications:—Completion of secondary school required.

—Additional training in accounting desirable.

—3 years of progressively responsible experience in accounting work required.

13. Chartered Accountant—FSN-1

—Performs professional accounting duties of moderate scope and complexity in planning, designing, analyzing, evaluating and coordinating assigned segments or special accounts within the overall accounting system.

—Applies accounting principles, theories, and practices to the development of new or modification of existing practices or the solution of financial problems; analyzes effect on assigned segments.

—Directs the establishment and maintenance of specialized allotment ledgers, project accounting records, accrued expenditure records, disbursement controls and property records.

—Supplies required fiscal data/reports for budget formulation and ensures accuracy by forecasting costs and obligations. On basis of cost analysis, recommends means of reducing costs.

—May supervise subordinate accounting technician, voucher examiner and/or clerical personnel.

—Reviews contracts to determine compliance with pertinent laws, regulations and management objectives.

- Not just doing monthly and periodic reports nor responsible for a complex system or the entire system.

Qualifications:—Bachelor's degree in accounting, finance or business or its equivalent in professional accounting practice.

—3 to 5 years of progressively responsible experience in professional accounting or auditing after completion of study is required.

14. Finance Administrator—FSN-12

—Serves as principal assistant to the Finance Director for a medium sized company or for a major segment of a large, complex company.

—Administers day to day financial operations, interpreting corporate policy for subordinate staff.

—Evaluates program proposals and coordinates financial services for operating programs.

—Prepares reports on budget forecasts for complex and quite different units in the company.

—Supervises analysts carrying out the financial plan for sub-units.

- **Not** involved in marketing specific items, nor in economic analysis or allocating resources.

Qualifications:—College degree in accounting, or financial management required.

—From 6 to 8 years of progressively responsible experience in accounting, budget, financial management is required.

15. Systems Analyst—FSN-9

—Performs the day to day in-house systems analysis and programming activities and evaluates feasibility of computer applications.

—As first point of contact for users, reviews system design specifications for efficiency of software utilization and file design. Recommends changes and additional hardware requirements.

—Assists training of junior computer operations staff and users. Provides guidance on technical problems, new operating requirements/procedures.

—At least 25 percent of time designs "self-contained" new systems; evaluates/modifies prepackaged programs to meet in-house needs.

—Conducts substantive analysis work, including consultative aspects of work process analysis, fact-gathering and manual preparation.

• **Not** responsible for a subunit or programming efforts alone, nor responsible for overall in-house operations.

Qualifications:—Completion of secondary school; at least two years of specialized computer training is required.

—4 to 5 years of progressively responsible data processing with 3 years in programming/systems analysis are required.

—Experience in drafting documentation is required.

16. Computer Administrator—FSN-1

—Manages the day to day operation of the company's computers, assigns non-routine tasks to subordinates, implements directives, coordinates budget and expenditures for batch production and interactive on-line systems.

—Formulates plans and recommendations to improve work flow and data storage, for maintenance and for the development of new systems including telecommunication network.

—Reviews and directs revision of manuals for routine/emergency operations. Ensures information needs and training requirements are met.

—Reviews problems in use of hardware and provision of software and oversees systems analysis, programming, and contract functions.

• **Not** responsible for a sub-unit of a larger system nor is at the executive decision-making level for establishing the nature (substance) of the company's ADP projects or committing resources, but recommendations are typically approved.

Qualifications:—Professional data processing training is required.

—A college degree is desired.

—6 to 7 years in ADP management is required.

17. Engineer—FSN-1

—Plans, schedules, conducts, and coordinates detailed phases of engineering work.

—Uses judgement in the independent evaluation, selection, adaption, modification of standard engineering techniques and procedures.

—In maintenance, prepares plans, designs, drawings, specifications, bills of materials and cost estimates for construction, alteration or repair work.

—Analyzes bids/contracts for contractor reliability, capability, and specifications of materials work and equipment.

—Prepares reports on engineering aspects of the maintenance program, operations and repairs.

—May supervise junior engineers and/or maintenance supervisors or foremen.

- **Not** a new or unlicensed engineer, nor the one responsible for decision-making on building plans, nor equipment purchasing.

Qualifications:—A college degree in engineering required.

—5 years of progressively responsible engineering experience is required.

—Must have current license/certification.

18. Personnel Administrator—FSN-1

—Under the direction of a company's Personnel Director or other responsible executive, the incumbent is responsible for major portions of the day to day personnel operations for a major segment (100 to 600 employees) of a large, complex company or for a medium size company.

—Supervises several subordinate personnel who carry out recruitment, employment, placement, promotion, job evaluation, salary surveys, employee/labor relations, payroll.

—Carries out corporate personnel program, policies, objectives once these have been established at the executive/corporate level.

—Advises responsible directors and assists other supervisors and managers in personnel matters.

- **Not** an assistant responsible for one or two functions, nor the decision-making level for corporate policy.

Qualifications:—Completion of specialized schooling in human resource management required. Public administration or Industrial Relations training is equivalent.

—Completion of college requirements for personnel/administrative management highly desirable.

—From 4 to 6 years of professional level experience in personnel work required.