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USA Staffing Federal Wage System (FWS) Quick Reference Guide

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

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INTRODUCTION

This document serves as a reference for building Job Element assessments in USA Staffing. This type of assessment is designed to assess and evaluate applicants for positions classified under the Federal Wage System (FWS), commonly referred to as Wage Grade (WG). Job Element assessments are human resources' mechanism for connecting the best qualified candidates with the knowledge, skills, and abilities of the position.

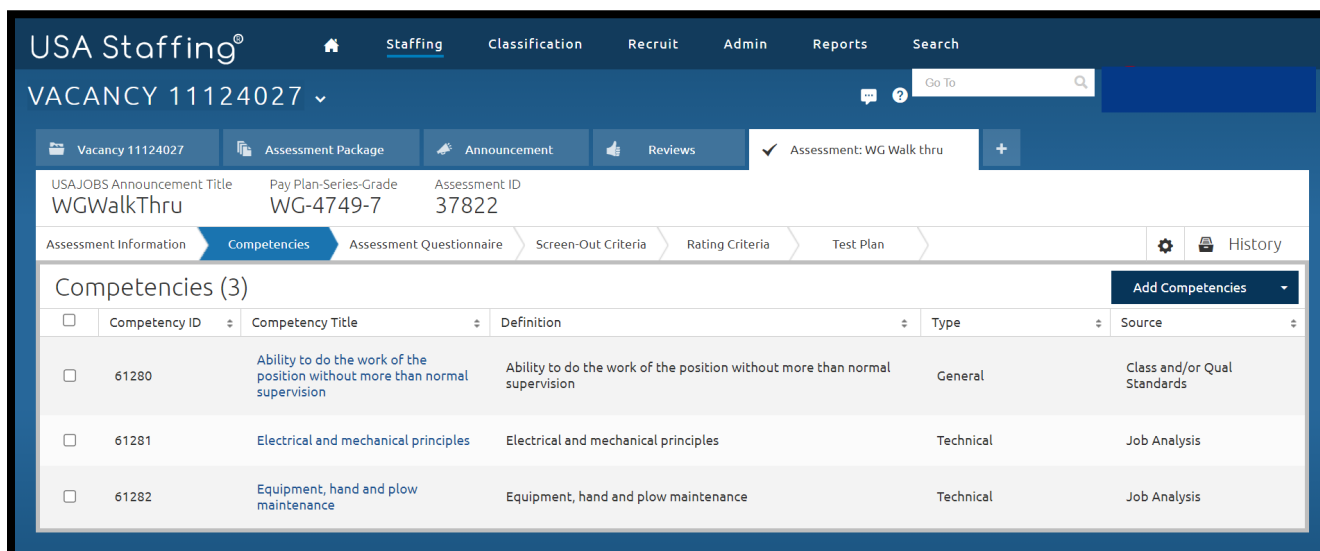
BUILDING A JOB ELEMENT ASSESSMENT

- A. Open a vacancy's Assessment Package. From the Assessment Plan page, click **Create Assessment**. You will automatically be taken to the Assessment Information page of a new assessment questionnaire.
- B. Enter an Assessment Name in accordance with your agency's procedures.
- C. The Rating Method should be labeled as 'Job Element'. Click **Save** and navigate to the Competencies page.

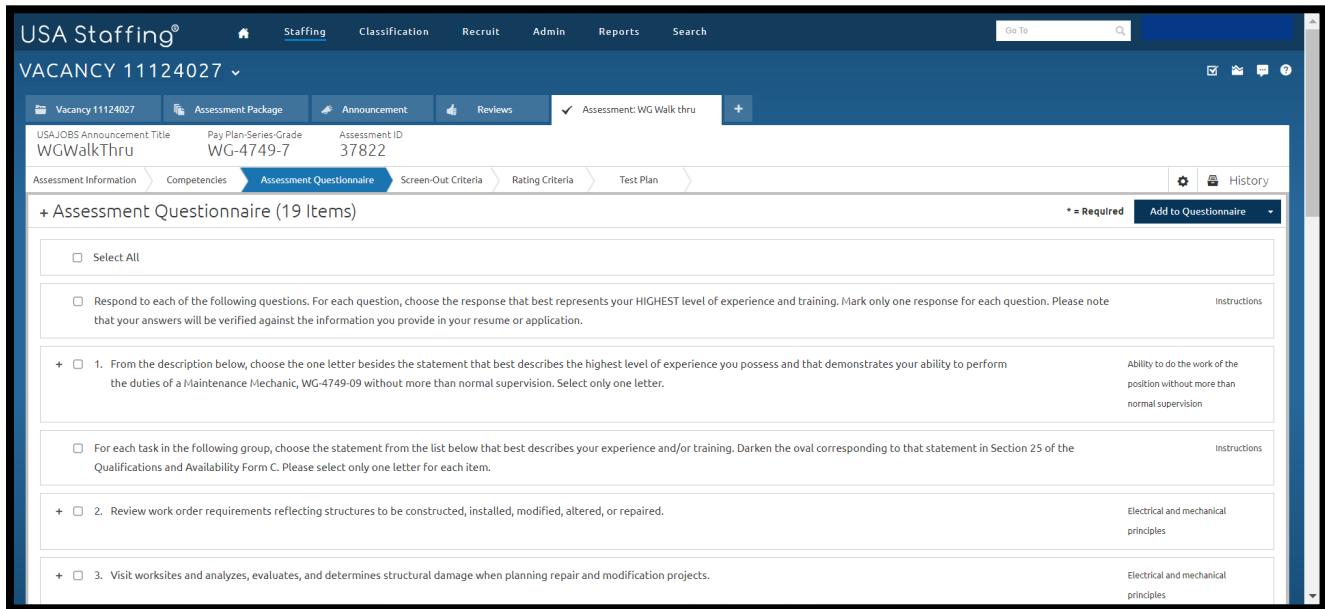
Competencies

Assessment questionnaires in USA Staffing are intended to assess the competencies required for successful performance on the job. According to the [OPM Classification Standards](#), FWS positions must include job elements to confirm applicants' abilities to perform the work of the position. An efficient method to create an FWS assessment is to treat the job elements as competencies. Your agency may choose to populate a library of job elements/competencies or you may be required to create them as you develop your assessment.

- D. Create a new job element/competency or add one from the competency library. This will be used to evaluate applicants' qualifications against the screen-out element. For the purposes of this document, we will use "ability to do the work of the position without more than normal supervision" as our screen-out.
- E. Create or copy the remaining job elements/competencies based on OPM's [List of Approved Job Elements](#) for your position.

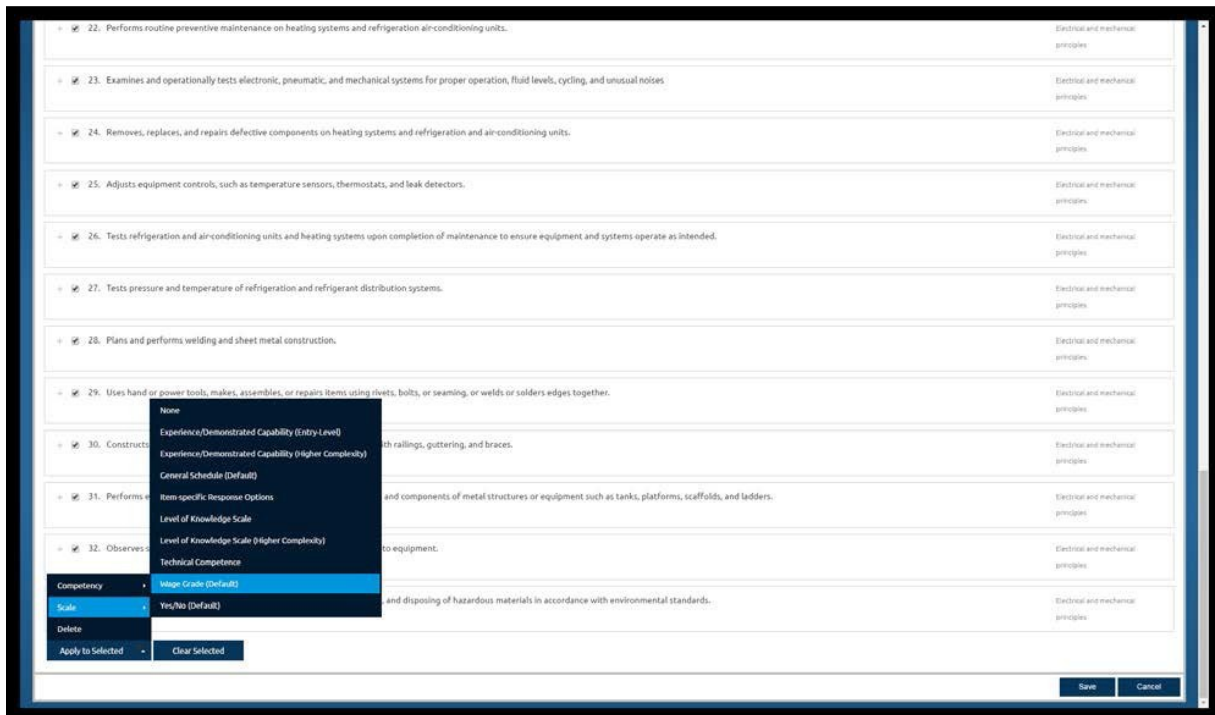


F. On the Assessment Questionnaire page, build your items or copy them from the Library. Link each of them to the appropriate job element. (There are instructions on creating your screen-out items in the following sections.)

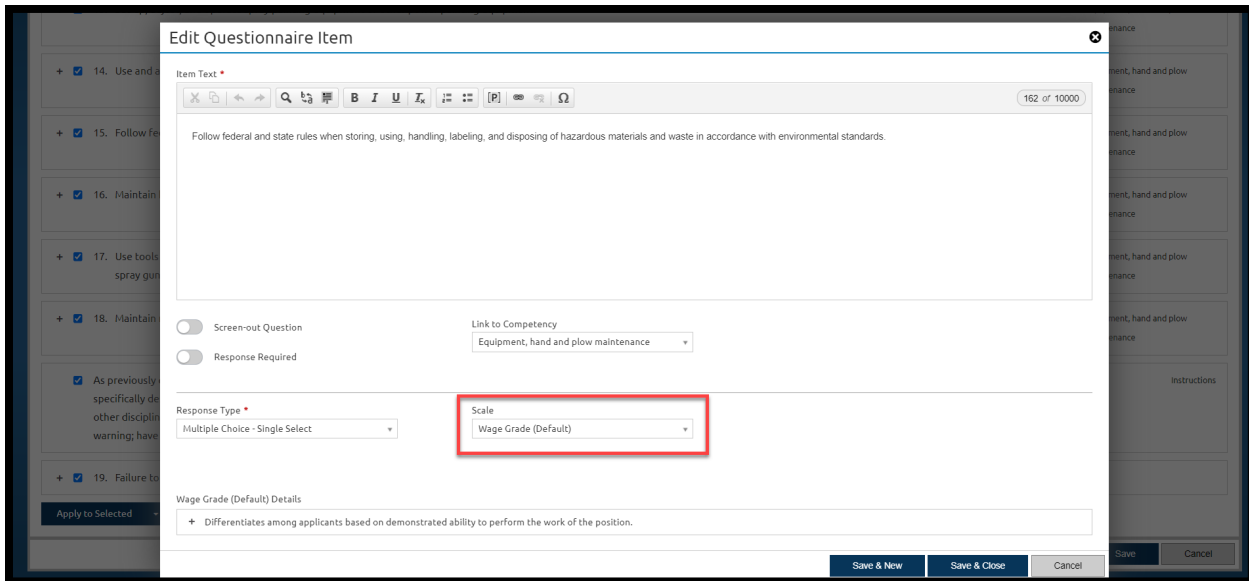


Note: We recommend making all items **Required**. Applicants who do not average 2 points on all job elements being measured are screened out, so it is important that they do not unintentionally skip over any items. See [Appendix D](#) for more information regarding Job Element Scoring in USA Staffing.

G. Apply the **Wage Grade (Default)** scale to all non-screen-out items. The scale can be applied to multiple items at once by selecting the non-screen-out items, clicking 'Apply to Selected' at the bottom of the page, selecting 'Scale,' and choosing 'Wage Grade (Default).'



To apply the scale to each item individually, open the Edit Questionnaire Item window and select 'Wage Grade (Default)' from the dropdown menu.



Note: You can create your own custom response options for questions rather than using the Wage Grade (Default) scale, but if you choose to do so, ensure you are using a minimum base value of 0 and a maximum of 4 for each question. This will ensure the scoring of your assessment is consistent with the Job Element rating method. For more information on Job Element scoring, please see [Appendix D](#).

SCREEN-OUTS FOR SINGLE-GRADE VACANCIES

- A. Create an item or copy one from the Library and link it to your screen-out job element/competency.
- B. Select 'Item-specific Response Options' from the Scale dropdown. From there, you may build custom response options for the screen-out item. Again, we recommend making screen-out items **Required**.

1. From the description below, choose the one letter besides the statement that best describes the highest level of experience you possess and that demonstrates your ability to perform the duties of a Maintenance Mechanic, WG-4749-09 without more than normal supervision. Select only one letter.

Ability to do the work of the position without more than normal supervision

Response Option

A	I have the ability to perform the most difficult and complex maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform a variety of tasks in performing maintenance of buildings and facilities. I also am skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoe, and all-terrain vehicles and attachments. I am considered an expert and work with a high degree of independence.
B	I have the ability to perform the full range of maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform a simple tasks in performing maintenance of buildings and facilities. I also am skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoe, and all-terrain vehicles and attachments. I work on my own initiative under general supervision subject to occasional inspection.
C	I have the ability to perform common maintenance and construction tasks. I can operate common hand tools and measuring devices of the carpentry, electrical, or plumbing trades to perform simple maintenance tasks. In addition, I have the ability to operate trucks, tractors, or similar all-terrain vehicles. I work under normal supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.
D	I have the ability to perform simple repair or maintenance work or I have received training on the use of basic hand tools or.
E	I do not possess the abilities described above.

- C. In the Screen-Out pop-up box, click the box next to the responses that are disqualifying for the grade level you are announcing.

Name *
WG-8

Apply Screen-Out to Rating Combinations *
 2805-8

Ineligibility Code *
IQFA - You were not considered because your responses to th...

Add all items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected items and Response Options should be specific to the Rating Combinations selected above.

Item
1. From the descriptions below, select the appropriate response based on your level of experience and/or training that you fully possess and that demonstrates your ability to ...

Response Options			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	D	I have the ability to perform simple electrician tasks, or I have received training on this type of work.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E	I do not have on-the-job training or the abilities described above.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Failed to respond

Qualifying Response
 Disqualifying Response

- D. On the Rating Criteria page, ensure that the 'Screen-Out' box is checked for the screen-out job element. The system will automatically screen out applicants who do not achieve 2 points on any job element marked as a screen-out. The system will also automatically screen out applicants who do not average 2 points on *all* job elements being measured. Applicants who do not meet either of these criteria will be screened out using the IQIF ineligible code.

Series	Grade	Competencies Rated
2805 - Electrician	8	3

Competency Title	Screen-Out	Rated	Proportional Weight	Percentage Weight	Rated Items
Ability to do the work of the position without more than normal supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>			4
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>			3

- E. Finally, values for each response item can be assigned by clicking on the screen-out element's Competency Title, clicking on the plus next to the item number, and entering the appropriate base values. Ensure the item(s) linked to the screen-out job element have response base values with a minimum of 0 and a maximum of 4 points.

Number	Item Stem	Rated
1	From the description below, choose the one letter besides the statement that best describes the highest level of experience you possess and that demonstrates your ability to perform the duties of a Maintenance Mechanic, WG-4749-09 without more than normal supervision. Select only one letter.	<input checked="" type="checkbox"/>

Response Option	Response Text	Base Value
A	I have the ability to perform the most difficult and complex maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform a variety of tasks in performing maintenance of buildings and facilities. I also am skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoe, and all-terrain vehicles and attachments. I am considered an expert and work with a high degree of independence.	4 (0)
B	I have the ability to perform the full range of maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform a simple tasks in performing maintenance of buildings and facilities. I also am skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoe, and all-terrain vehicles and attachments. I work on my own initiative under general supervision subject to occasional inspection.	3 (1)
C	I have the ability to perform common maintenance and construction tasks. I can operate common hand tools and measuring devices of the carpentry, electrical, or plumbing trades to perform simple maintenance tasks. In addition, I have the ability to operate trucks, tractors, or similar all-terrain vehicles. I work under normal supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.	2 (2)
D	I have the ability to perform simple repair or maintenance work or I have received training on the use of basic hand tools or.	1 (3)
E	I do not possess the abilities described above.	0 (4)

Apply to all Rating Combinations

Save Save & Close Cancel

SCREEN-OUTS FOR MULTIPLE-GRADE VACANCIES

Even if your recruitment is for multiple grade levels, you should use only **one** item in your assessment questionnaire to evaluate applicants' qualifications against the screen-out element. However, the screen-out item for multiple-grade vacancies should include an additional response option for each additional grade level. The additional response items should include higher levels of responsibility to more accurately reflect the level of work performed at higher grade levels.

- A. Create an item or copy one from the Library and link it to your screen-out job element/competency.
- B. Select '**Item-specific Response Options**' from the Scale dropdown. From there, you may build custom response options for the screen-out item. As in the above examples, we recommend making screen-out items **Required**.

Select All

1. From the descriptions below, select the appropriate response based on your level of experience and/or training that you fully possess and that demonstrates your ability to perform electrician duties.

Ability to do the work of the position without more than normal supervision

Response Option

- A I have the ability to perform the most difficult and complex tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, systems, related to production/industrial machinery, equipment and controls. I am considered an expert and work with a high degree of independence.
- B I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.
- C I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.
- D I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.
- E I have the ability to perform simple electrician tasks, or I have received training on this type of work.
- F I do not have on-the-job training or the abilities described above.

Add Response

- C. Assign disqualifying responses based on the grade level for which you are creating the screen-out. In this example, 'Simple Tasks' and 'No Ability' responses (E & F) are disqualifying for the lower grade level (e.g., WG-8).

Edit Screen-Out

Name * WG-8

Apply Screen-Out to Rating Combinations *
 2805-8
 2805-10

Ineligibility Code * IQFA - You were not considered because your responses to...

1 Add all Items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected Items and Response Options should be specific to the Rating Combinations selected above.

Response Options

- A I have the ability to perform the most difficult and complex tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, systems, related to production/industrial machinery, equipment and controls. I am considered an expert and work with a high degree of independence.
- B I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.
- C I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.
- D I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.
- E I have the ability to perform simple electrician tasks, or I have received training on this type of work.
- F I do not have on-the-job training or the abilities described above.
- Failed to respond

Qualifying Response Disqualifying Response

Save Save & Close Cancel

- D. 'Common Tasks', 'Simple Tasks, and 'No Ability' responses (D, E, & F) are disqualifying for the higher grade level(e.g., WG-10).

Add Screen-Out

Name *

Apply Screen-Out to Rating Combinations * 2805-8 2805-10

Ineligibility Code *

Response Options

Response Option	Status	Description
<input type="checkbox"/> A	Qualifying Response	I have the ability to perform the most difficult and complex tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, systems, related to production/industrial machinery, equipment and controls. I am considered an expert and work with a high degree of independence.
<input type="checkbox"/> B	Qualifying Response	I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.
<input type="checkbox"/> C	Qualifying Response	I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.
<input checked="" type="checkbox"/> D	Disqualifying Response	I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.
<input checked="" type="checkbox"/> E	Disqualifying Response	I have the ability to perform simple electrician tasks, or I have received training on this type of work.
<input checked="" type="checkbox"/> F	Disqualifying Response	I do not have on-the-job training or the abilities described above.
<input checked="" type="checkbox"/>	Disqualifying Response	Failed to respond

Save Save & Close Cancel

- E. On the Rating Criteria page, ensure that the 'Screen-Out' box is checked for the screen-out job element for each grade level. The system will automatically screen out applicants who do not achieve 2 points on any job element marked as a screen-out. The system will also automatically screen out applicants who do not average 2 points on *all* job elements being measured using the IQIF ineligible code.

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > **Rating Criteria**

Rating Criteria

Series	Grade	Competencies Rated			
2805 - Electrician	8	3			
Competency Title	Screen-Out	Rated	Proportional Weight	Percentage Weight	Rated Items
Ability to do the work of the position without more than normal supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>			4
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>			3
2805 - Electrician	10	3			
Competency Title	Screen-Out	Rated	Proportional Weight	Percentage Weight	Rated Items
Ability to do the work of the position without more than normal supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>			4
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>			3

- F. Finally, the values for each response item can be adjusted by grade level. You can do this by clicking on the screen-out element's competency title under the appropriate grade.

USAJOBS Announcement Title: Electrician
Pay Plan-Series-Grade: WG-2805-8/10

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria

Rating Criteria

Series	Grade	Competencies Rated			
2805 - Electrician	8	3			
Competency Title	Screen-Out	Rated	Proportional Weight	Percentage Weight	Rated Items
Ability to do the work of the position without more than normal supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>			0
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>			0
2805 - Electrician	10	3			
Competency Title	Screen-Out	Rated	Proportional Weight	Percentage Weight	Rated Items
Ability to do the work of the position without more than normal supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
Electrical	<input type="checkbox"/>	<input checked="" type="checkbox"/>			0
Electronics	<input type="checkbox"/>	<input checked="" type="checkbox"/>			0

Buttons: Save, Test, Cancel

In our example, we can adjust the scoring of the response items for the lower grade as follows:

2805 - 8 Item Weights

Ability to do the work of the position without more than normal supe...

Number	Item Stem	Rated	Proportional Weight
1	From the descriptions below, select the appropriate response based on your level of experience and/or training that you fully possess and that demonstrates your ability to perform Electrician duties.	<input checked="" type="checkbox"/>	1

Response Option	Response Text	Base Value
A	I have the ability to perform the most difficult and complex tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, systems, related to production/industrial machinery, equipment and controls. I am considered an expert and work with a high degree of independence.	4 (4)
B	I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.	4 (4)
C	I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.	3 (3)
D	I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.	2 (2)
E	I have the ability to perform simple electrician tasks or I have received training in this area.	1 (1)
F	I do not have on-the-job training or the abilities described above.	0 (0)

Apply to all Rating Combinations

Buttons: Save, Save & Close, Cancel

We can also adjust the scoring for the higher grade as shown below:

2805 - 10 Item Weights

Ability to do the work of the position without more than normal supe...

Number	Item Stem	Rated	Proportional Weight
1	From the descriptions below, select the appropriate response based on your level of experience and/or training that you fully possess and that demonstrates your ability to perform Electrician duties.	<input checked="" type="checkbox"/>	1

Response Option	Response Text	Base Value
A	I have the ability to perform the most difficult and complex tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, systems, related to production/industrial machinery, equipment and controls. I am considered an expert and work with a high degree of independence.	4 (4)
B	I have the ability to perform the full range of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.	3 (3)
C	I have the ability to perform some tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.	2 (2)
D	I have the ability to perform common tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under close supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.	1 (1)
E	I have the ability to perform simple electrician tasks or I have received training in this area.	0 (0)
F	I do not have on-the-job training or the abilities described above.	0 (0)

Apply to all Rating Combinations

Save
Save & Close
Cancel

Note: We provide an example here, but agencies may wish to use other appropriate scoring methods. The system provides flexibility in assigning values to your screen-out element response options.

See [Appendix C](#) for a multi-grade scoring example.

APPENDIX A: SAMPLE WAGE GRADE ASSESSMENT (SINGLE GRADE)

COMPETENCY ID: [insert number]

-*1. From the descriptions below, select the appropriate response based on your level of experience, education, and/or training, that you fully possess and that demonstrates your ability to perform Maintenance Worker duties.

[4] A. I have the ability to perform the **most difficult and complex** maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform a variety of tasks in performing maintenance of buildings and facilities. I also am skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoes, and all-terrain vehicles and attachments. I am considered an expert and work with a high degree of independence.

[3] B. I have the ability to perform the **full range** of maintenance and repair activities at a refuge facility. I am skilled in the use and operation of common hand and power tools and measuring devices of the carpentry, electrical, and plumbing trades to perform simple tasks in performing maintenance of buildings and facilities. I am also skilled in the operation and repair of a variety of vehicles or heavy equipment including tractors, backhoes, and all-terrain vehicles and attachments. I work on my own initiative under general supervision subject to occasional inspection.

[2] C. I have the ability to perform **common** maintenance and construction tasks. I can operate common hand tools and measuring devices of the carpentry, electrical, or plumbing trades to perform simple maintenance tasks. In addition, I have the ability to operate trucks, tractors, or similar all-terrain vehicles. I work under normal supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.

[1] D. I have the ability to perform **simple** repair or maintenance work or I have received training on the use of basic hand tools.

[0] E. I do not possess the abilities described above.

COMPETENCY ID: [insert number]

SCALE: Wage Grade (Default)

*2. Perform repairs to vehicles that include, but not limited to cleaning, installing, or replacing worn or defective parts such as spark plugs, wheel cylinders, mufflers, and brake pads.

*3. Perform tune-up on vehicles, adjust parts, and perform periodic maintenance including changing oil and greasing points, tightening connections, replacing hoses or belts, and changing and rotating tires.

*4. Remove, adjust, or replace defective parts and components, or assist higher graded mechanics in repairing or overhauling equipment as instructed.

*5. Replace seals and rings, wiring harnesses, switches, ignitions, distributors, sensors, and fuel and water pumps.

*6. Adjust voltage and current control units.

*7. Clean or replaces filters, battery cables, and engine components.

*8. Perform daily preventive maintenance and make minor repairs and adjustments to equipment and attachments.

*9. Perform safety inspections of equipment and attachments.

COMPETENCY ID: [insert number]

*10. Operate heavy equipment such as front-end loader, grader, or bulldozer to move materials such as sand, gravel, earth, or refuse.

- *11. Maneuver materials to build dams or dikes, cover or fill pits and ditches, or place in dump trucks.
- *12. Operate equipment to clear brush, rocks, and tree stumps.
- *13. Adjust attachments on equipment to proper level, angle, or depth for proper positioning based upon work to be performed.
- *14. Operate equipment to remove snow or ice.
- *15. Maintain and repair electrical systems such as lighting and power fixtures, wiring, fire or water alarm systems, and emergency power systems.
- *16. Install outlets, switches, light fixtures, regulators, and circuit breakers.
- *17. Perform limited diagnostic checks on electrical equipment, and basic repairs to generators and electric motors.

COMPETENCY ID: [insert number]

- *18. Assemble, repair, modify, replace, and install electrical components and perform basic tests for shorts, continuity, resistance, voltage, opens, insulation breakdowns, grounds, and defective wiring and connections.
- *19. Replace faulty connections, and bench test simple components.
- *20. Perform electrical work that complies with local code inspections.
- *21. Perform work that meets local electrician standards or complies with National Electrical Code or Uniform Building Code licensing standards or certification.
- *22. Perform routine preventive maintenance on heating systems and refrigeration air-conditioning units.
- *23. Examine and operationally test electronic, pneumatic, and mechanical systems for proper operation, fluid levels, cycling, and unusual noises.
- *24. Remove, replace, and repair defective components on heating systems and refrigeration and air-conditioning units.
- *25. Adjust equipment controls, such as temperature sensors, thermostats, and leak detectors.
- *26. Test refrigeration and air-conditioning units and heating systems upon completion of maintenance to ensure equipment and systems operate as intended.
- *27. Test pressure and temperature of refrigeration and refrigerant distribution systems.
- *28. Plan and perform welding and sheet metal construction.
- *29. Use hand or power tools, make, assemble, or repair items using rivets, bolts, or seaming, or welds or solders edges together.
- *30. Construct or repair such items as barriers across canals, platforms with railings, guttering, and braces.
- *31. Perform electric resistance or manual welding processes to join parts and components of metal structures or equipment such as tanks, platforms, scaffolds, and ladders.
- *32. Observe safety rules to avoid injuries to self and others and damage to equipment.
- *33. Follow Federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials in accordance with environmental standards.

APPENDIX B: SAMPLE WAGE GRADE ASSESSMENT (TWO-GRADE)

COMPETENCY ID: [insert number]

-*1. From the descriptions below, select the appropriate response based on your level of experience and/or training that you fully possess and that demonstrates your ability to perform Electrician duties.

[4] A. I have the ability to perform the **most difficult and complex** tasks in shops, industrial areas, and/or aboard service crafts and boats. I am consulted by other employees in difficult situations regarding the planning, laying out, modifying, testing and troubleshooting of electrical lines, circuits, and systems related to production/industrial machinery, equipment, and controls. I am considered an expert and work with a high degree of independence.

[4] B. I have the ability to perform the **full range** of tasks such as installing, repairing, troubleshooting, loading, electrical lines, circuits, systems, fixtures, and controls for production/industrial machines and equipment in shops, industrial areas, and/or aboard service crafts and boats. I work on my own initiative under general supervision subject to occasional inspection.

[3] C. I have the ability to perform **some** tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I determine the routing location, type, size, gauges, and load, for industrial/production machines, power tools, and equipment. I work under supervision of a work leader or journey-level employee who reviews my work for completion.

[2] D. I have the ability to perform **common** tasks including routing and connecting wiring to electrical or electronic systems, components, and/or equipment. I select the tools and equipment needed for electrical work. I work under normal supervision of a work leader or journey-level employee who observes tasks in progress and upon completion to make sure they are properly performed.

[1] E. I have the ability to perform **simple** electrician tasks or I have received training in this area.

[0] F. I do not have on-the-job training or the abilities described above.

COMPETENCY ID: [insert number]

SCALE: Wage Grade (Default)

*2. Operate power tools (e.g., pipe benders, cutters, power drills) to cut, bend, fit, and thread components of electrical equipment and systems.

*3. Use hand tools (e.g., screwdrivers, crimpers, pliers, wire cutters, strippers, soldering irons, hacksaws) to remove, replace, tighten, splice, solder, or insulate items (e.g., broken or bare wiring, burned out switches or relays, loose connections and fittings).

*4. Use standard soldering equipment to connect wiring to terminals and fabricate or repair connectors.

*5. Comply with local electrical codes and regulations when performing electrical installation or repair work.

COMPETENCY ID: [insert number]

*6. Follow wiring diagrams to determine details of electrical work (e.g., nature of repair and installation, layout and placement of circuitry, types of wiring, equipment installed).

*7. Interpret technical manuals to install new outlets, circuits, relays, or switches in existing electrical systems.

*8. Assemble, disassemble, repair, or maintain electrical equipment used for shore power to ship systems.

*9. Install and maintain wiring on electrical intrusion alarm and fire alarm systems, emergency warning systems, and related equipment.

COMPETENCY ID: [insert number]

- *10. Install, modify, or repair electrical lines, circuits, systems, fixtures, controls, or equipment on power and sail craft.
- *11. Build test equipment for electrical work when such is not available from any other source.
- *12. Cut wire and bend conduit to specified lengths and angles.
- *13. Plan and lay out the routing, placement, and arrangement of industrial systems, circuits, controls, and equipment.
- *14. Calculate circuit and equipment values using electrical theory (e.g., Ohm's law, power factor, transformers, series and parallel circuits, line-loading).
- *15. Solve problems by use of electrical formulas for computing voltages, resistances, amperages, capacitance, and frequencies.
- *16. Use ammeters in performing electrical work.
- *17. Conduct tests to determine fault in electric motors or electrically powered equipment.
- *18. Diagnose faulty electrical equipment or systems to determine rework or replacement of faulty components on nuclear ships' alterations and repairs.
- *19. Troubleshoot electrical operating equipment and systems to determine cause of unstable or abnormal operation.
- *20. Replace equipment (e.g., electrical motors, pulleys, belts) to remedy problems encountered.

APPENDIX C: SAMPLE WAGE GRADE ASSESSMENT (Multi-Grade)

4850-5/7/8

BEARING RECONDITIONER

Element No. 25-E. KNOWLEDGE OF BEARING REPAIR AND RECONDITIONING TRADE PRACTICES

Consider the candidate's ability to repair and recondition bearings utilizing knowledge of current technical requirements and accepted trade practices. Determine which level of ability is most nearly met.

Levels of Ability	Point Values*		
	Grade		
	5	7	8
Ability to work with unusual independence in testing, repairing, and reconditioning experimental and prototype bearings through a superior knowledge of technical requirements and accepted trade practices. Ability to instruct less knowledgeable workers in all aspects of bearing reconditioning work.	4	4	4
Ability to perform complicated bearing work which requires a broad and comprehensive knowledge of current techniques and procedures necessary to examine critical dimensions, tolerances, and operational characteristics of bearings and bearing components. Ability to interpret and apply rigid technical specifications during the reconditioning process according to the type and class of bearings being worked. Ability to correct or compensate for measurement error based upon knowledge of the effects of temperature, humidity, and stylus angle and size.	4	4	3
Ability to apply knowledge of up-to-date techniques, procedures, and trade practices necessary to perform visual, tactile, auditory, and non-destructive examinations on bearings. Ability to rebuild bearings from serviceable components and visually examine clean bearings for particular surface defects according to type and class of bearing. Ability to properly examine assembled bearings by spin testing to examine for inconsistent noises, vibrations, roughness, or drag.	4	3	2
Ability to perform work which requires knowledge of standardized procedures used in induction, processing (cleaning), buffing and polishing, lubricating, preserving, and packaging bearings. Ability to properly clean bearings according to specific cleaning techniques for each type and class of bearing.	3	2	1
Ability to carry out procedures requiring a basic understanding of processing (cleaning), lubricating, preserving, and packaging bearings.	2	1	0

*4 indicates demonstrated superior ability

3 indicates demonstrated satisfactory ability

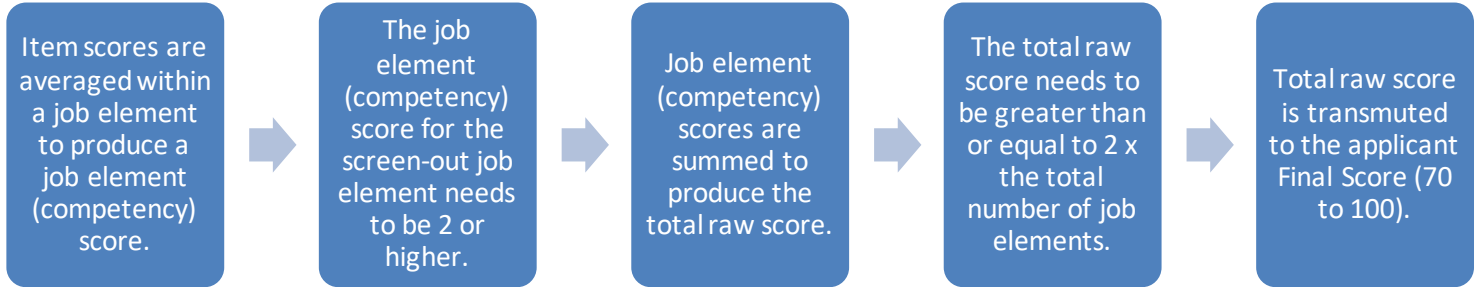
2 indicates barely acceptable or potentially satisfactory ability

1 indicates ability of some value, but less than barely acceptable

APPENDIX D: JOB ELEMENT SCORING

The Job Element Rating Method is designed to apply the scoring protocol outlined in the Job Qualification System for Trades and Labor Occupations.

As illustrated in the graphic below, when using the Job Element Rating Method, USA Staffing will calculate the applicant's final score by first averaging the values associated with the responses the applicant selected to items within each job element to calculate a job element (competency) score. The applicant needs to achieve a score of 2 or better on the screen-out job element to be considered minimally qualified. If the applicant meets this requirement, then the remaining job element scores are summed to calculate a total raw score. The total raw score also needs to be greater than or equal to 2 x the number of job elements/competencies in the entire assessment for the applicant to be qualified. If it is, the total raw score is transmuted to the final transmuted score, also called the final score, which is on a 70 to 100 scale.



NOTE: The Job Element rating method is intended to be used with a minimum of 0 and a maximum of 4 points per item, so it is important to structure your assessment questionnaire so each item has a maximum value of 4 points. If you use items where the maximum number of points is lower than 4, you may see unintended effects with your test scenarios/applicants where an applicant could score more than 100 for the final score. If you use items with maximum point values greater than 4, then it will be easier for applicants to “pass” the assessment, so the threshold for meeting the minimum qualifications will be lower.