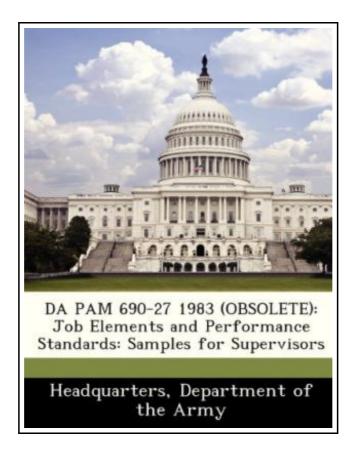
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(Dr. Isabella Turner)

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Bibliogov, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English. Brand New Book ***** Print on Demand *****. This pamphlet contains sample major job elements, supporting tasks, and performance standards. They are a compilation of examples submitted by MACOMs and edited by this office. Therefore, you will find that not all elements are included for some positions while too many elements may be listed for others. The same observation will apply to the number of supporting tasks and performance standards for the major job elements. These elements, tasks, and standards are not provided to be used as is. They are guidance, not models, that may be helpful to supervisors when developing performance requirements for specific positions. The elements listed may be either critical or noncritical, depending upon their importance to the job. Additional samples will be published after further compilation and editing. Part I pertains to General Schedule and Merit Pay positions. Federal Wage System positions are included as Part II. The mandatory critical elements, Personnel Management and Equal Employment Opportunity, and their supporting tasks and performance standards are excluded from the listings pertaining to supervisory/ managerial positions in Parts I and II. Supporting tasks and performance standards for these two mandatory critical elements are in Part III. We have attached Federal Personnel Manual (FPM) Bulletins 430-15, dated 6 November 1981, and 430-17, dated 2 August 1982 in Part IV. These bulletins will provide guidance on identifying major job elements and establishing performance standards pertaining to cost efficiency and organizational management for supervisory/managerial positions.

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