

Grading Branch Classing Office - Cotton

Grading Office Products, Services, Customer Focus, and Work Processes						
EMPLOYEE	Area Office program formulation/direction Alignment: goal-cascading from Cotton/AMS goals	Technical classing operations Alignment: goal cascading from Cotton goals; and Cotton work processes	Microcomputer system operations, work records maintained Alignment: Cotton work processes	Outreach/education in Classing Office functions Alignment: cascading from Cotton goals	Office resources managed Alignment: Goals and USDA/AMS work processes	Office administrative duties completed Alignment: customer focus and AMS/USDA work processes
Area Director	Area Office work plan in place, including goals and monitoring system	Guidance, training and oversight of other employees	Guidance, training and oversight of other employees	Outreach/Education programs for classing services and market new services delivered	HR, budget, property mgmt. responsibilities fulfilled	Guidance and oversight for other employees
Supervisory Agricultural Commodity Grader	Contributions to Area Office work plan	Guidance, training and oversight of other employees	Guidance, training and oversight of other employees; ensures data accuracy	Outreach/Education programs for classing services and market new services delivered	HR management responsibilities fulfilled	Guidance and oversight for other employees
Agricultural Commodity Grader	Contributions to Area Office work plan	Classifications and certifications of cotton completed; market information collected.		Samples collected for training programs		Paperwork completed and submitted
Budget Technician	Contributions to Area Office work plan		Automated reports completed and submitted; database maintained		Personnel needs of office fulfilled; operating budget prepared; billings collections, procurement completed	Records and files monitored; payroll, travel, paperwork, completed and accurately submitted
Office Support Assistant			Automated reports completed and submitted; database maintained		Personnel needs of office fulfilled; billings collections, procurement completed	Records and files completed; payroll, travel, paperwork, completed and accurately submitted
Computer Operator			System control programs activated; peripherals monitored; data input, backup, downloads completed			Information transferred; reports completed