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MANDATORY REFERENCE C

ADS CHAPTER 456 PERSONNEL OPERATIONS: POSITION CLASSIFICATION

GRADE CLASSIFICATION GUIDE FOR SUPPORT STAFF POSITIONS

This guide provides for the grade-level allocation of support staff positions.

GRADE CLASSIFICATION GUIDE FOR STAFF POSITIONS

MISSION	FS-08	FS-07	FS-06	FS-05	FS-04
DIRECTOR POSITION CLASS					
FULL MISSION	Secretary to FS-1 Officers and below	Secretary to FE-OC Officer	Secretary to FE-MC Officer C & R Clerk Aide	Secretary to Deputy Director Administrative to the Director	Secretary to the Director Executive Assistant
LIMITED MISSION			Other Executive Assistants Assistant C & R Supervisor	C & R Supervisor	
ALL OTHERS	Secretary to FS-1 Officer and below	Secretary to Deputy Director, AID Affairs Officer, or FE-OC Officer	Secretary to the Director or AID Representative		
		Assistant C & R Supervisor			

| Assistant C & R |
| Supervisor |

(Use the grade of the supervisor's position - not the personal grade of the incumbent.)