



Position Management (PM) and Classification Study

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Directorate of Human Resources Management

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AGENDA



- **References**
- **Purpose – Position Classification Study**
- **When and Why a Study is Necessary**
- **Process**
- **Responsibilities**
- **How a Study is Conducted**
- **End State**
- **Contacts/Questions**



REFERENCES



- **5 USC Chapter 51, Codification of the Classification Act of 1949**
- **DoDI 5010.37, Efficiency Review, Position Management, and Resource Requirements Determination**
- **AR 690-300, Chapter 250, Subchapter 3;**
- **AK Circular 690-511**



PURPOSE



- **A Position Management and Classification Study is conducted to ensure that position descriptions (PDs) in a Command accurately and fully describe the duties and responsibilities that are performed by the person holding the position.**
- **Accuracy of PDs is important because civilians are compensated based on the grade of the position.**
- **It is a statutory requirement that an employee be compensated for the work performed.**



WHEN AND WHY A STUDY IS NECESSARY



- **Change in missions, programs, responsibilities**
- **Change in pay systems...i.e., from GS to NSPS, from NSPS to GS**
- **Misaligned and/or misclassified positions impact resources**
- **Classification authority is delegated from Army to Commander, Eighth US Army**
- **Initiated by 8A memos, 23 Jun 10 and 26 Oct 10**
- **Lack of compliance can result in withdrawal of classification authority by Office of Personnel Management (OPM)**



PROCESS



- **In-brief with Commander / Manager**
- **Documentation package filled out by management and returned to DHRM**
- **DHRM reviews, identifies PDs that require audit**
- **Out-brief with Commander / Manager**
- **Recommendations are implemented**



HOW A STUDY IS CONDUCTED



- **Current organizational structure is reviewed to:**
 - **Establish the most efficient, effective position descriptions**
 - **Ensure classifications and assignments are proper and support the mission**
 - **Determine if PDs are correctly classified, misclassified and/or overlapping of duties exist**
 - **Determine if suggested improvements and corrective actions will result in effective use of resources**



HOW A STUDY IS CONDUCTED (Cont'd)



- **Factors that determine civilian grades**
 - Major duties
 - Reporting level
 - Supervisory responsibility
 - Base level of work
 - Scope of influence
 - Organizational level



RESPONSIBILITIES MANAGERS & SUPERVISORS



- **5 USC § 5107 - Classification of positions:**
“Agencies shall place each position under its jurisdiction in its appropriate class and grade in conformance with standards published by the Office of Personnel Management.”
- **Identify and verify work performed**
- **Assist trained classifiers with delegated authority to classify and grade civilian positions based on duties assigned**



RESPONSIBILITIES (Cont'd)

DHRM



- **Classify positions IAW 5 USC § 5107, DoDI 5010.37, AR 690-300 and AK Circular 690-511**
- **Monitor and evaluate the classification program for Army positions in USFK (Executive Agent)**
- **Develop and implement accountability measures to ensure accurate classification and grading of civilian positions**



RESPONSIBILITIES (Cont'd)

DHRM



- To inform the Commander when:
 - Classification actions do not meet legal and regulatory requirements
 - Grades are outside the organization's normal alignment and are targets for classification appeals and/or consistency reviews
 - Downgrade, upgrade, or elimination of positions is necessary to comply with statutory requirements



RESPONSIBILITIES (Cont'd)

CPAC



(Civilian Personnel Advisory Center)

- Advise and train supervisors on:
 - Classification processes, practices, and procedures
 - PD format and standard of adequacy
 - Position management, realignments and reorganizations
- Exercise classification authority delegated by commanders for positions GS-12 and below
- Provide preliminary assistance for GS-13s and above; submit draft PDs to DHRM for review and concurrence



ENDSTATE



- **Report study findings to the CoS with recommended initiatives and position classification changes**
- **Suggested improvements and corrective actions are implemented**
- **Managers are accountable for accurate PDs and sound position management practices**
- **Improved use of command resources**
- **Most effective and efficient organizations**



THE DHRM STUDY TEAM



- **DHRM Classification SMEs**
- **Mr. Joel Stringer**
 - **Mr. Carl Rogers**
 - **Ms. Laura Campbell**
 - **Mr. Darryll G. Smith**
 - **Ms. Yi, Tok Hui**

<http://8tharmy.korea.army.mil/DHRM/index.html>



QUESTIONS



BACKUP SLIDES



BACKUP(Cont'd)



DHRM STUDY PROCESS

- Review PM study package
- Prepare PM recommendations
- Approve/Certify classification
- Assess the effectiveness, efficiency, and compliance with PM policy
- Identify and annotate overall program deficiencies
- Review all PDs for assignment and classification accuracy (DA goal NLT 90%)
- Conduct job audits as required
- Review position/organization data in HR databases for accuracy
- Determine average grade, supervisory ratios, number of high grade positions, and other related PM matters
- Prepare a formal report of findings and recommendations



BACKUP

