Classification & Position Management

Mr. Jacob Tokunaga
HR Specialist (Classification)
(808) 672-1230
jacob.t.tokunaga.civ@mail.mil

Objectives

- Familiarize supervisors with federal classification

- Understand how PDs are written, where they are listed, and why they are important

- Understand the difference between supervisors and non-supervisors

- Know what hierarchy is and why it is important to you as supervisors

- Know how to request changes to your hierarchy

- Know how to request a desk audit or appeal and when they are appropriate

- Know the difference between Excepted and Competitive Service

- Understand military technician compatibility and know how to comply

Agenda

- Why is it important to you as Supervisors to understand pay classification?
- Pre-Test and Review
- What is classification?
- Learning the System - How are positions classified?
- What are PDs?
  - Where can we find PDs?
  - Where do PDs come from?
  - Your role in updating PDs
  - PD Review
- What is hierarchy?
  - How can we request changes to our hierarchy?
- Break
- What are desk audits?
- What are classification appeals?
- What is the difference between excepted and competitive status?
- What is military technician compatibility?
- Post-Test

3

Your Role as Supervisor

- Read your own PD
- Read your employees' PDs
- Read the Evaluation Statement of your employees' PDs
- Follow the PDs
- Create performance appraisals based on the PDs and resolve disproportionate work assignments at your level IAW the PDs
- Make note of what is inaccurate in a PD and record on a list
- Request addendums from HRO when additional duties are needed
- Contact your Functional Managers when inaccuracies warrant a new PD
- Utilize your HRO Classifier and submit any inquiries you have

PRE - TEST

Four Full-Time Employee Statuses in the HING

- Title 32 Active Guard Reserve (AGR)

- Title 32 Dual Status Technicians (Excepted Service)

- Title 5 National Guard Employees (Excepted Service)

- Title 5 National Guard Employees (Competitive Service)

- Military positions are classified IAW applicable military regulations or instructions

- Civilian positions, including dual status technicians, are classified under civilian regulations, standards, and guidance

What is Classification?

- "The process of determining the appropriate

  - **pay plan, position title, occupational series, and grade level** of a position

  - **based on its** designated duties and responsibilities,

  - **consistent with** prevailing laws, standards, and guides"

Classification – Legal Provisions

- 5 USC 51 - prescribes the GS grading system, and required OPM to establish a system for prevailing rate jobs

- 5 USC 53 – directs OPM to prepare and publish classifications standards for FWS

- 5 CFR 511 – regulates classification under the GS

- 5 CFR 532 – regulates classification of FWS

Bottom Line: Proper classification is required and governed by statutory and regulatory authority

Purpose of the Classification System

- Determines the basic rate of pay

- Thus, classification becomes the basis for pay equity

  - In other words, **equal pay for equal work**

- Promotes uniformity between positions in different federal agencies

- Creates efficiency, equity, and promotes morale through proper career ladders and hierarchies within a single agency

GROUP EXERCISE

Grading Positions

GROUP EXERCISE

Grading Position - Basic method

- Jobs are graded using a method which involves:

  − Studying the job being graded, including its purpose and relationship to other jobs;

  − Analyzing the work done and its requirements; and

  − Determining the correct grade by comparison with grade definitions in an appropriate and applicable job grading standard.

Grading Position – Flow Chart

```
                        ┌─────────────────────┐
                        │    SUPERVISORY      │
                        └─────────────────────┘
┌──────────────────┐    ┌─────────────────────┐
│ GENERAL SCHEDULE │    │        LEAD         │
│    DETERMINE     │──> └─────────────────────┘
│ SUPERVISORY ROLE │    ┌─────────────────────┐
└──────────────────┘    │  NON-SUPERVISORY    │
                        └─────────────────────┘
```

DETERMINE PAY PLAN → GENERAL SCHEDULE DETERMINE SUPERVISORY ROLE → SUPERVISORY / LEAD / NON-SUPERVISORY

FWS DETERMINE SUPERVISORY ROLE → WAGE SUPERVISOR / WAGE LEADER / WAGE EMPLOYEE

DETERMINE APPLICABLE OCCUAPTIONAL SERIES — APPLY CLASSIFICATION STANDARD → DETERMINE GRADE AND TITLE

STEP 1: IDENTIFYING PAY PLAN
Civilian Pay Plans in the HING

- **General Schedule (GS) –** salaried pay plans for non-labor positions (professional, administrative, technical, clerical, other – e.g. GS-0083 Police)

- **Federal Wage System (FWS) –** prevailing rate pay plans for trades and labor positions
    - **Wage Grade (WG)**
    - **Wage Leader (WL)**
    - **Wage Supervisor (WS)**

Learning the System

- 9 Classification Factors under **General Schedule** (Occupational Series 0000 – 2200)

STEP 2: IDENTIFYING OCC SERIES

  - Knowledge Required
  - Supervisory Controls
  - Guidelines
  - Complexity
  - Scope and Effect
  - Personal Contacts
  - Purpose of Contacts
  - Physical Demands
  - Work Environment

STEP 3: APPLYING POINTS-BASED FACTOR ANALYSIS TO DERIVE AT TOTAL POINTS EARNED

- Each factor describes critical aspects of a position; points are awarded for each factor based on the criteria in the applicable Job Grading Standard for that Occupational Series

16

Learning the System

- 4 Classification Factors for **WG Positions** under **Federal Wage System** (Occupational Series 2500 – 9000) **STEP 2: IDENTIFYING OCC SERIES**

  - Skill and Knowledge
  - Responsibility **STEP 3: APPLYING POINTS-BASED FACTOR ANALYSIS TO DERIVE AT TOTAL POINTS EARNED**
  - Physical Effort
  - Working Conditions

- Job Grading Standards include descriptions of work at each grade level.

17

Learning the System

IDENTIFY SPECIAL POSITIONS

- **Wage Leaders**:

    - Are **NOT** supervisors
    - **Pass on instructions** from supervisors by assigning immediate tasks to be performed by employees led
    - **Perform work** along with employees led
    - Ensure necessary **tools and materials** are available
    - **Obtain information** or decisions from supervisors on problems
    - **Answers questions from workers** on procedures, policies, instructions, directives
    - **Checks work** while in progress
    - Urges employees to **follow instructions, meet deadlines**, etc.
    - Monitors **safe** procedures
    - **Reports status of work** to supervisors and answers questions from supervisors on operations and problems

18

Learning the System

IDENTIFY SPECIAL POSITIONS

- Primary factors for **Wage Leader** positions:

  - Working leader jobs are graded on the basis of the highest level of nonsupervisory work **led**.

  - A **minimum of 3 workers** led is required for coverage under this standard.

    - **Number** of workers led and the **variety** of occupations in which they perform work does **NOT** affect the grade of a working leader job.

General Schedule Supervisors

IDENTIFY GS SUPERVISORY POSITIONS

- In order to meet OPM's baseline for supervisory GS positions, proposed supervisory positions must:

  – Accomplish work through combined **technical and administrative direction** of others
  – Perform **supervisory work and related managerial responsibilities** for **at least 25%** of incumbent's time
  – Exercise a **minimal amount of supervisory authority** that would, for example, be **sufficient to:**

    o Plan, schedule, and assigned work,
    o Adjust staffing levels or work procedures
    o Evaluate work performance
    o Counsel employees
    o Identify training needs

General Schedule Supervisors

GRADING GS SUPERVISORY POSITIONS

- 6 Classification Factors under **General Schedule Supervisory Guide**

  - Program Scope and Effect
  - Organizational Setting
  - Supervisory and Managerial Authority Exercised
  - Personal Contacts
  - **Difficulty of Typical Work Directed** ⟵
  - Other Conditions

22

What about other "Supervisors"?
IDENTIFYING OTHER SPECIAL POSITIONS

- **Supervisory positions in the Federal Wage System (FWS) have multiple grading standards based on the level of "supervision" performed:**

  - **Wage Supervisor (WS)**
    - Must perform technical and administrative supervision on a "<u>regular and recurring</u>" and "<u>full-time and continuing</u>" basis
  - **Small Shop Chief (SSC / WG) – Subject to NGB's Classification Supplement**
    - Leads the production of work as a regular and recurring part of their jobs
    - Responsible for overall operation of a small maintenance shop or function involving trades and labor work
    - Does <u>NOT</u> perform appraisals or other related supervisory functions
    - Graded one level above the highest graded journeyman worker(s) in the shop or function

Where Do PDs Come From and What are They For?

Position Descriptions

- How to find Position Descriptions:

  - FASCLASS: https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp

  - Ask your Classifier

Find a Position Description

NG
IN CCPO ID

D# or T#
IN PD#

41

The Routing Process

SMEs who work in the field and directly aware of ongoing changes in mission, positions, training requirements, etc. Updates PDs
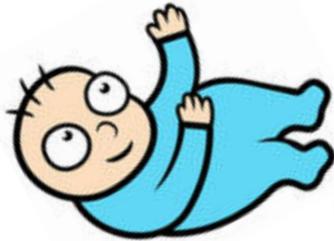
Receives input from the States on mission changes, manpower issues, training, etc. Compiles duty descriptions in PDs for submission to NGB-J1-TN

ANG/ARNG FUNCTIONAL MANAGERS

Field Supervisors

Working Groups

Subject Matter Experts

Classifier

NGB-J1-TN Office of Technician Personnel

State HRO

Retains classification authority for NG PDs. Receives Standardized PDs from Functional Managers and Exception PDs from States for TN Classification, approval, and publication.

Receives PD Releases from NGB-J1-TN Reviews and Implements PD Releases Responds to Unit requests for Exception PDs

42

Position Descriptions

- A PD describes a position's principal duties, responsibilities, and supervisory relationship

- Within a staff or office, each PD defines **WHO does WHAT**

- The supervisor's signature denotes the accuracy of the duties/responsibilities described on a PD for a particular position

- Classification then becomes legal basis for setting the position's pay

Position Descriptions

- Provides a basis for Performance Standards

- Formalizes decisions on assignments, responsibilities, authority, and required Knowledge/Skills/Abilities (KSA)

- Helps achieve:

  – **Equal pay for equal work**

  – Getting **qualified people** for the job

  – Human Resources **Development**

  – **Career** Development

  – Equitable **RIF** determinations

44

Major Duties on a PD

- Should be listed in descending order of importance (time spent during the duties, grade controlling, etc.)

- Regular and recurring

- **Should comprise 25% or more** of a position's duty time

  - PDs may include duties less than 25% of incumbent's time but in reviewing PDs, these portions of duties will not be weighed as heavily as "major duties"

  NOTE: Don't forget the "Performs other duties as assigned" statement on every PD.

What about those "Other Duties"?

- Supervisors may assign other duties as necessary whenever their judgment decides that circumstances warrant such actions

- Assignments should be reasonably related to the employee's position and qualifications (as compared to their assigned occupational series and grade level)

- Emergency situations may dictate otherwise (emergencies do not mean regular and recurring additional duties)

- Disciplinary action can occur if employee fails to perform an additional legitimate work assignment as directed (insubordination, negative appraisals, etc.)

- Logic governs, be reasonable

46

Why was all of that important?

The Routing Process

SMEs who work in the field and directly aware of ongoing changes in mission, positions, training reuirements, etc. Updates PDs

Receives input from the States on mission changes, manpower issues, training, etc. Compiles duty descriptions in PDs for submission to NGB-J1-TN

ANG/ARNG FUNCTIONAL MANAGERS

Field Supervisors

Working Groups

Subject Matter Experts

Classifier

NGB-J1-TN Office of Technician Personnel

State HRO

Retains classification authority for NG PDs. Receives Standardized PDs from Functional Managers and Exception PDs from States for TN Classification, approval, and publication.

Receives PD Releases from NGB-J1-TN Reviews and Implements PD Releases Responds to Unit requests for Exception PDs

48

PD REVIEW
(15 MINUTES)

Hierarchy

DCPDS Hierarchy

Hierarchy is built in DCPDS by <u>position</u> and not <u>person</u>

FORMER INCUMBENT Accountant GS-11 Old Sequence

Supervisory Accountant GS-11

VACANT Accountant GS-11 New Sequence

Accountant (2) GS-09

Accounting Technician (2) GS-08

SELECTED NEW HIRE

51
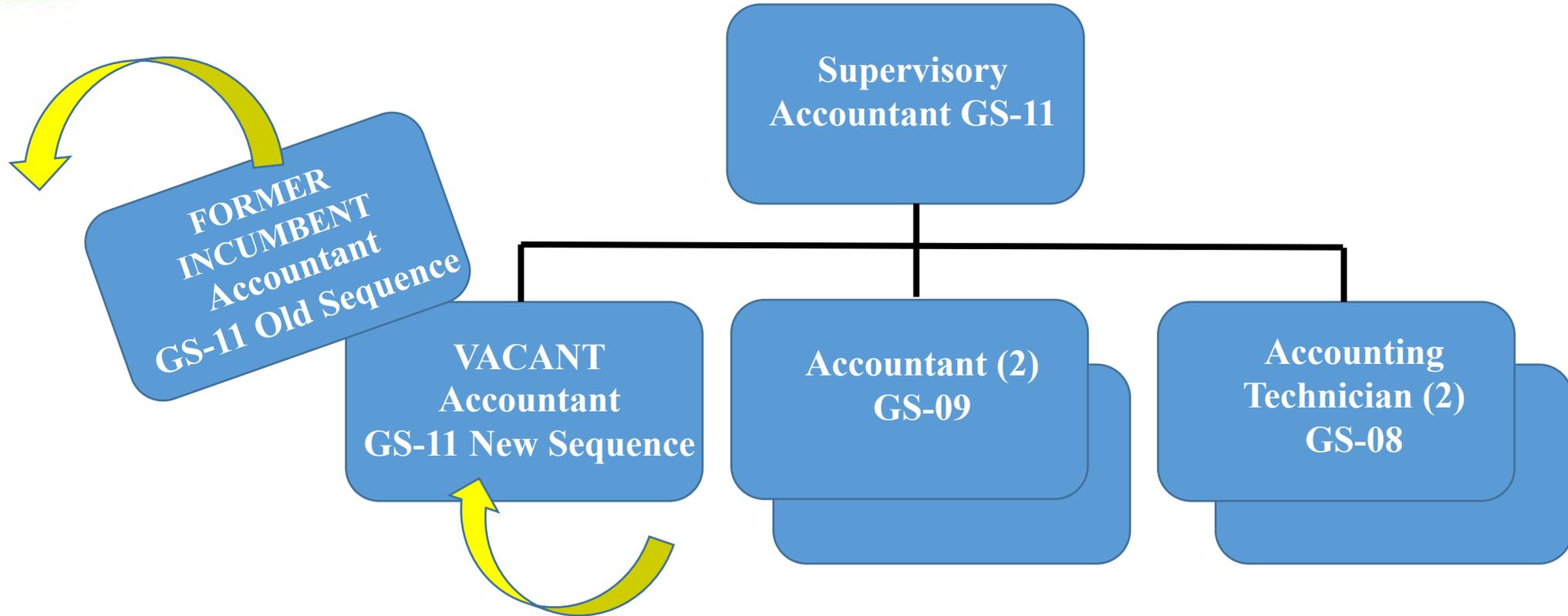
Requesting Hierarchy Changes

- Ideally, organizational structures should not require constant change but when change does occur, HRO needs to be informed

- Employees should be assigned to a supervisor or manager position; other situations reviewed on a case-by-case basis

  - Assigning employees to non-supervisory positions may impact the level of supervisory responsibility for the first supervisor in that chain

  - Goal is to create efficient structures

  - **Federal workforce supervisory ratios: From 1:7 to 1:14**

Changing the Process

When necessary, supervisors should submit hierarchy change requests through:

NG HI HIARNG Mailbox HING TECHNICIAN HIERARCHY REQUEST

<ng.hi.hiarng.mbx.hing-technician-hierarchy-request@mail.mil>

EMAILS MUST INCLUDE:

1. Name of Unit: E.g. 154th LRS Traffic Management, 154th AMXS KC-135 Flight Line, CSMS 1, AASF 2, etc.
2. Change Type: Add/Remove Supervisor/Team Member(s) - LIST ALL CHANGES BY NAME.
3. Reason for Change: E.g. Former supervisor retired; team member reassigned, promoted, etc.
4. Required Attachments: Unit's current org chart

BREAK

What is a Desk Audit?

About Desk Audits

- A fact-finding visit to the job site

- Incumbent <u>and</u> supervisor are interviewed

- Vacant positions can be audited via discussion with the supervisor

- Group audits can be conducted when several incumbents occupy Identical Additional (IA) positions

Reasons for Desk Audits

- Reorganization

- Accretion of duties

- Changes in mission

- Periodic review to ensure accuracy of PDs

- Issue of new OPM Classification Standards

- A position being appealed

- An employee's request for reclassification

- New technology/equipment affecting a job

- Requirement levied for a special Classification survey

Classification Rules During an Audit

- **Evaluate** the position - **not the person**

- Evaluate **the total position**, not just parts of it

- Evaluate each position on its own merit

- **Consider the intent of the standard**...its basis and the differences between grade levels

Standards and References

- Classification Standards - GS positions

- Job Grading Standards - FWS (WG/WS)

- Issued by Office of Personnel Management (OPM)

- DoD publishes supplemental guides to some OPM standards

- Manning Documents and Vouchers

- Organizational Hierarchy Charts (Org Charts)

Classification Appeals

62

Classification Appeals

- An employee may appeal the classification of his/her position only
    - Restricted to title, series, grade, or pay plan
    - Cannot appeal official PD duties, Component specific classification
- A person may not appeal based on the classification of someone else's position
- If an employee appeals, the supervisor must:
    - Ensure the PD is complete and accurate
    - PDs must be certified by both employee and supervisor prior to appeal
    - Discuss any PD concerns with the employee; attempt an informal resolution
    - If that fails, advise the employee to work with the HRO Classifier
- Subject to time limits:
    - NLT 15 days following the subject personnel action resulting in decrease of pay

Competitive vs. Excepted Service

Competitive vs. Excepted Status

- BLUF: Different hiring authority/process

- Competitive employees must go through an <u>open competitive process</u> in order to be hired by a federal agency, i.e. DEU/OPM

- Competitive status is the norm for federal civil service employment, i.e. 5 CFRs governing federal civil service employment will apply
    - Career tenure
        - o 1 year (DS) vs 3 years (Comp)

Competitive vs. Excepted Status

- Excepted service means that the hiring agency has been exempted from using the normal competitive process for various reasons:
    - E.g. impractical to use competitive hiring processes due to unusual circumstances such as security clearance requirements, special qualifications such as military skills, etc.
    - Agency must develop its own competitive processes (State Merit Placement Plan)
- National Guard Technicians Act of 1968, 32 USC 709
    - Requires military membership in the NG
- For more about the excepted service: 5 CFR 213

Dual Status Military CompatibilityT32 Excepted Service Only

Dual Status Tech Mil Compatibility

- Fundamental principle behind T32 Dual Status Technician Program is that Technicians have compatible military assignments

- Military structure is preeminent over full-time structure

- TPR 303 requires:
  - Compatible military unit
  - Compatible military occupational specialty or specialty code
  - Compatible grade (Enlisted, Warrant Officer, Officer)

- Compatibility seeks to align the duties of the technician position with the duties of the corresponding military position

Compatibility Waivers

- TPR 303 authorizes TAG approval for military assignment to command and leadership positions that have an incompatible MOS/AFSC/Branch or unit
  - The waiverable positions differ between ANG/ARNG
  - The lengths of time for a TAG level waiver differ between ANG/ARNG
- HRO should be included in any military reassignment action of a technician prior to processing any orders/AF 2096
- Outside of a CLASP, compatibility waivers are approved by NGB-J1-TN

Compatibility Waivers

- If a technician must be assigned to an incompatible military position, a request for waiver can be submitted:
    - By the requesting military command
    - Through the corresponding military personnel office (G1, A1)
    - To HRO for review and drafting of waiver
    - For TAG review and approval
- TAG approval will be documented by memorandum issued back to the requesting command

Role of the State Classifier

Please feel free to contact me WRT any questions you may have about :

- Classification review and assistance

- Manpower reviews and desk audits

- Hierarchy

- New PD Releases

- Drafting State Exception PDs

- Announcing new positions

- Recruitment, Relocation, and Retention Incentives

- Compatibility

Mr. Jacob Tokunaga, Human Resources Specialist (Classification)
jacob.t.tokunaga.civ@mail.mil
(808) 672-1230

71